COLLEGE CALENDAR

SUMMER SESSION 2006 (May 31, 2006 – August 18, 2006)
Instruction begins ..................................................................................................................... May 31
Legal holiday, Independence Day .......................................................................................... July 4
End of summer session ........................................................................................................... August 18

Instruction begins ................................................................................................................... August 28
Legal holiday, Labor Day ..................................................................................................... September 4
Last day to register and add classes ...................................................................................... September 9
Legal holiday, Veterans' Day ............................................................................................... November 10
Last day to drop semester-length classes with a "W" .............................................................. November 18
Thanksgiving Holiday ........................................................................................................... November 23-26
Fall semester final examinations .......................................................................................... December 11-16
Last day for Saturday classes ............................................................................................... December 16
Semester Break .................................................................................................................... December 22–January 1

SPRING SEMESTER 2007 (January 30, 2007 – May 27, 2007)*
Instruction begins .................................................................................................................... January 29
Last day to register and add classes ........................................................................................ February 10
Legal holiday, President's Birthday ...................................................................................... February 16-19
Spring Break .......................................................................................................................... March 26-31
Last day to drop semester-length classes with a "W" ............................................................ April 27
Last day for Saturday classes ............................................................................................... May 26
Spring semester final examinations ....................................................................................... May 21-26
Commencement .................................................................................................................... May 25

* Spring semester dates are tentative and subject to change
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# CAMPUS TELEPHONE DIRECTORY

Mission College has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 8 a.m. to 4 p.m., Monday through Friday. It is recommended that you make an appointment in advance or call for specific hours of operation: (408) 988-2200.

<table>
<thead>
<tr>
<th>Mission College</th>
<th>(408) 988-2200</th>
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<tbody>
<tr>
<td>Academic Senate Office</td>
<td>855-5413</td>
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<td>ACCESS Program</td>
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<td>Admissions</td>
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<td>Administrative Offices:</td>
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<td>Office of Instruction</td>
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<td>Work Force and Economic Dev.</td>
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<td>Technology</td>
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<td>Audio Visual Services</td>
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<td>AVANZAR Office</td>
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<td>Bookstore</td>
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<td>Cafeteria</td>
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<td>Career Placement</td>
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<td>Career Center</td>
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<td>Corporate Training/Contract Ed</td>
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<td>Antoinette Wheeler</td>
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<td>Dan Sanidad</td>
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<td>vacant</td>
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<td>Mina Jahan</td>
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<td>Disability Instructional Support Center (DISC)</td>
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<td>Fire Protection Technology</td>
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<td>Fitness Lab</td>
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<td>Grades by Telephone</td>
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<td>Health Services (Student)</td>
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<td>Hospitality Management</td>
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<td>Institute for International Studies (IIS)</td>
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<td>Library (LIB) Circulation</td>
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<td>Reference Desk</td>
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<td>Lost and Found (Police Office)</td>
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<td>Mathematics Department</td>
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<td>Math Tutorial Lab</td>
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<td>Social Sciences</td>
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<td>Veteran Services</td>
<td>855-5010</td>
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<tr>
<td>Vice President, Instruction: Harriett Robles</td>
<td>855-5182</td>
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<tr>
<td>Vice President, Student Services: Jim Bracy (interim)</td>
<td>855-5195</td>
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<tr>
<td>Vocational Nursing</td>
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Welcome from the Mission College
Vice President of Instruction

Welcome to Mission College!

Thank you for your interest in attending Mission College. As you look through this catalog, you will discover that Mission is a comprehensive community college that offers a wide array of classes, programs and services. We take pride in providing the highest quality instruction and support services. We are known for the extraordinary level of personal attention that we strive to give each and every one of our students. Our dedicated faculty and staff are committed to your success, whether you want to:

• Improve your basic skills in English, reading, math and English as a second language
• Acquire new skills for career advancement
• Complete general education classes to transfer to a four-year university
• Pursue personal growth and enrichment

2006-07 marks Mission College’s 30th year of providing exceptional educational opportunities to our community. Even as we celebrate our past, we are planning for your future. We have begun reconstruction of our main building, beginning with the third floor. In the coming months, we will complete plans for a new building that will provide much needed space for laboratories, classrooms, and the performing arts. We will be remodeling our Hospitality Management building. As a result, our students will benefit from learning environments that are state-of-the-art.

To access our current schedule of classes, please see our web site at www.missioncollege.org or refer to our printed schedule. There you will find current information about classes, student activities, financial aid and other support services.

We at Mission College are eager to welcome you into our learning community and assist you in achieving your dreams. We hope to see you soon!

Sincerely,

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

Sangayon sa Title IX, lahat ng nag ihahandog sa purok para sa lahat ng ng mga magaling lalaki o babae. Ang ibang kurso ay nagbibigay ng impormasyon laan lamang para sa lakal o babae, ngunit ‘hindi pinagbabawalan ang sino man magagawa dahil sa kanilang kasarian. Sa mga klase ng Physical Education ang mga maaaring paghiwalayain sangayon sa kanilang coeducational na klase, kagaya ng larong wrestling, football, o kahit na anong laro o kilos na maaring magkadikit ang ano ang magaaral sa 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 d’Rehabilitación de 1973, Título IX de las Enmiendas Educativas de 1972 y Título VI del Acto de Derechos Civiles de 1964, y no discrimina a base de raza, color, origen nacional, desventajas mentales o físicos, edad o sexo en ninguno de sus reglamentos, prácticas o procedimientos. La habilidad limitada con el uso del inglés no impedirá el ingreso y la participación en programas de Educación Vocacional. A las personas que busquen información o resolución de supuestos actos de discriminación se les ruega dirigirse a las oficinas anotadas abajo.

De acuerdo con el Título IX, todos los cursos que se ofrezcan en el distrito admiten a individuos de ambos sexos. Algunos cursos pueden enfatizar información relacionada específicamente con hombres o mujeres, pero no hay cursos prohibidos 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 a 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”).

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 from time to time 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.

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.
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, (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

English as a Second Language

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
• Physical Education
• Real Estate

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

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
• Physical Education
• Real Estate
WEST VALLEY MISSION COMMUNITY COLLEGE DISTRICT

MISSION STATEMENT
The West Valley-Mission Community College District promotes lifelong learning, increased equity, and continued economic growth through instructional programs, student development activities, and community partnerships. A catalyst for change, the district reflects the Silicon Valley’s diverse composition and serves its dynamic needs. Through many degree, certificate, transfer, skillbuilding, and economic development programs, the Colleges and district provide comprehensive academic and workforce training, and help create responsible and productive citizens for an ever-changing global society.

OUR GUIDING FRAMEWORK
The West Valley-Mission Community College District is guided by our values, vision, and strategies for the future.

OUR VALUES
- Student Success
- Diversity and Inclusion
- Engaged Learning
- Exploration & Creativity
- Stewardship and Accountability

OUR VISION
- Student Centered
- Collaborative
- Highly Accessible
- Teaching and Learning
- Focused
- Dynamic and Responsive

and Excellence

Technologically

Competitive

Dedicated to Quality

Linked to Our Partners

and Communities

STRATEGIES FOR THE FUTURE
At both Colleges, diverse departments and programs have developed a common set of priorities for serving the community now and in the future. This strategic framework will guide our responses to the key challenges facing the Colleges and the community.

PEOPLE
We will make our students and employees the foundation for our success.

Teaching and learning: Continually enhance our ability to gauge student needs, goals, and performance, and develop teaching methods to respond to this assessment.

Student and employee development: Attract, develop, and reward highly qualified employees of diverse backgrounds and create an environment that promotes the development of all our students and employees.

ENVIRONMENT
We will create systems to support high levels of achievement.

Information technology: Provide students and staff with the tools they need for success.

Facilities: Create classrooms and offices that support the most effective educational and business practices.

COMMUNITY
We will maintain strong relationships and partnerships.

Community awareness: Deliver our programs and services to all who can benefit.

Collaborating with our educational partners: Provide a seamless educational experience for our students and leverage our resources through coordinated planning and purchasing.

Community partnerships: Deliver educational programs directly in the community and bring realworld resources and expertise into the classroom.

ORGANIZATION
We will create a culture of service.

Research, planning, and development Assess the community’s needs and deliver solutions.

Internal coordination and collaboration Streamline processes to provide the highest level or service to students.

HISTORY OF THE 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. The following year the name was changed to West Valley College.

In 1964, the 143-acre Fruitvale-Allendale site in Saratoga 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, 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.

ADVANCEMENT FOUNDATION
The Advancement Foundation was formed in 1994 to serve as a means to reach out to corporations, foundations and individuals to support a wide variety of programs and services at both Colleges which are essential in meeting the ever expanding educational needs of the communities they serve, but are not funded by government sources. Persons wishing more information about the foundation may call (408) 741-2165.

WEST VALLEY/MISSION COLLEGES FOUNDATION
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:

• To provide scholarships and assistance to students
• To administer and manage the Olympiad of the Arts
• To support programs & services of West Valley & Mission College
• To provide liaison between the Colleges and their communities

Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2066.
ACADEMIC PROGRAMS

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

The purpose of the occupational or certificate program is to prepare the student for immediate employment after leaving Mission College. Completion of this program will provide employers with evidence that specific training has been completed.

The Associate degree program also provides training in a specific area. 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 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 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 Office as well as the catalog of the institution to which they intend to apply.

OCCUPATIONAL PROGRAMS

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

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

The Need for Specialized Occupational Training

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

It should be noted that a student may combine work on a certificate program with an associate degree program. He/she may also choose to go from an associate degree program to a transfer program. There is the reverse flexibility of going from transfer to A.A. or A.S. degree program to the certificate program. Students may also acquire saleable skills with which they can support 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  Page
Accounting  21
Allied Health: Community Health Worker  45
Allied Health: Community Health Worker for the Developmentally Disabled  45
Child Development: Associate Teacher  40
Child Development: Early Intervention Assistant  40
Child Development: Family Child Care  40
Child Development: Instructional Aide in the Elem School  40
Child Development: Master Teacher  40
Child Development: Site Supervisor  40
Child Development: Teacher  40
Computer Applications: Office Administration  47
Computer Applications: Office Information Systems  48
Computer Information Systems  53
CIT: Cisco Certified Network Administration (CCNA)  60
CIT: Cisco Certified Network Professional (CCNP)  60
CIT: Certified Netware Engineer (CNE)  60
CIT: Microsoft Certified Database Admin (MCDBA)  61
CIT: Microsoft Certified Systems Engineer (MCSE)  60
CIT: Oracle Database Administration (DBA)  61
CNET: Computer Electronics Technology  66
CNET: Computer Networking Technology  66
Design Drafting: Electronic  71
Design Drafting: Mechanical  71
Design Drafting: Electro/Mechanical  71
English: Technical Communication  76
Environmental Technology  84
Global Studies  94
Graphic Arts  96
Graphic Design  98
Graphic Design: E-Commerce  98
Graphic Design: Marketing Communication  98
Graphic Design: Multimedia  99
Graphic Design: Web Graphic Design  99
Graphic Design: Webmaster  99
Hospitality Mgmt: Food Services Restaurant Management  105
Manufacturing: Semiconductor Manufacturing Technician  114
Marketing: Global Marketing, Management and Business  116
Psychiatric Technician  139
Real Estate: Level II  144
Vocational Nursing  153

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. Please note that a certificate is awarded only upon completion of all courses with a grade of “C” or better.

Certificate  Page
Allied Health: Childbirth Trainer Program  24
Allied Health: Nursing Assistant/ Home Health Aide/ Acute Care Nursing Assistant  24
Anthropology: Archaeological Technology  26
Anthropology/Sociology: Basic Human Services  26, 151
Anthropology/Sociology: Family Services  26, 151
Art: Foundation  28
Art: Two-Dimensional Arts  28
Art: Three-Dimensional Arts  28
Business: Business Communications  36
Business: Business Computing  36
Business: E-Business  37
Business: Level I & II  36
Business: Small Business Start Up  37
Communication Studies  44
Computer Applications: Help Desk Specialist  47
Computer Applications: Internet Application  48
Computer Applications: Level I & II  47
Computer Applications: Microsoft Office  47
Computer Applications: Office Support Specialist  48
Computer Applications: Oracle Developer  48
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

   - 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

   - 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 the 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 regular semester, summer session, or winter session each calendar year. If a break in attendance of study as long as the student remains in continuous enrollment. Mission College will confer the ASSOCIATE IN SCIENCE (A.S.) DEGREES

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 F 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 information competency is required for graduation with an Associate degree.

Reading:
1. Successful completion of the proficiency exam, or
2. Completion of READ 053, Speed and Critical Reading, with a grade of C or better.

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

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

Mathematics:
1. Successful completion of the proficiency exam or
2. A grade of C or better in CNET 053, MATH 000B, 000C, 000G or a higher mathematics course.

Information Competency:
1. 1. Successful completion of the proficiency exam, or
2. 2. A grade of C (or CR) or better in LIB 010.

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 (3 units)

Area A – Language and Rationality – 6.0 units minimum

<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>FRNCH/SPAN 003, 004, 005, 006</td>
<td>Intermediate/Advanced Language</td>
<td>5.0</td>
</tr>
</tbody>
</table>

MATH 000B Plane Geometry or adv. Math course 4.0
PHIL 002 Logic 3.0
PHIL 003 Introduction to Problems in Ethics 3.0
PHIL 009 Symbolic Logic 3.0
PHIL 017 Logic and Critical Thinking 3.0
READ 053 Speed and Critical Reading 3.0

Area B – Natural Sciences – 3.0 units minimum

These courses examine the physical universe, its life forms and its natural phenomena. Courses with a grade of C or better may be followed throughout the course of study as long as the student remains in continuous enrollment. These requirements may be followed throughout the course of study as long as the student remains in continuous enrollment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</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 001</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 – Organisms</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 Workers</td>
<td>4.0</td>
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<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>Tropical Ecology</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>
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<tr>
<td>CHEM 030A,B</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>CNET 060</td>
<td>How it Has Changed Our World</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 003</td>
<td>How Everyday Technology Works</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 001</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 (045 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-1 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>(Also listed as GDUES 011)</td>
</tr>
<tr>
<td>ART 031A,B</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,B</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>
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<tr>
<td>ART 043A</td>
<td>Digital Character Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 045A,B</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,B</td>
<td>Airbrush Painting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 049A,B</td>
<td>Painting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 065A,B</td>
<td>Ceramics-Handbuilding</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 067A,B</td>
<td>Ceramics-Potter’s Wheel</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 075A,B</td>
<td>Metallsmithing</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,B</td>
<td>Sculpture</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 088A,B</td>
<td>Metal Sculpture Casting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 190A,B</td>
<td>Cultural Events</td>
<td>0.5/1.0</td>
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<tr>
<td>CHIN 050A,B</td>
<td>Basic Conversational Chinese</td>
<td>3.0 each</td>
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</table>
**ACADEMIC PROGRAMS**

**MISSION COLLEGE 2006-2007**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<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</td>
</tr>
<tr>
<td>ENGL 006A,B</td>
<td>World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 007A,B</td>
<td>American Literature</td>
<td>3.0</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 018</td>
<td>Asian American Literature</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>ENGL 070</td>
<td>Creative Writing</td>
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<tr>
<td>FRNCH 003,004</td>
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<td>Fifth/Sixth Semester French (Adv)</td>
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<tr>
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<td>Intermediate Conversational French</td>
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<tr>
<td>FRNCH 062</td>
<td>Intro. to Culture of France</td>
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<tr>
<td>GDES 011</td>
<td>The History of Modern Design</td>
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</tr>
<tr>
<td>GDES 013</td>
<td>Creative and Visual Communication</td>
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<tr>
<td>HUMAN 001A,B</td>
<td>Human Values in and from the Arts</td>
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</tr>
<tr>
<td>HUMAN 007</td>
<td>International Films</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 013</td>
<td>Creative and Visual Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>Introduction to Film Analysis</td>
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</tr>
<tr>
<td>HUMAN 016A</td>
<td>African American</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 018</td>
<td>African American</td>
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<tr>
<td>LATIN 001</td>
<td>Elementary Latin</td>
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<tr>
<td>MUSIC 001</td>
<td>Music History and Literature</td>
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<td>Music History and Literature</td>
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<td>Fundamentals of Music</td>
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<td>Fundamentals of Music Lecture</td>
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<td>MUSIC 010</td>
<td>Music Appreciation</td>
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<td>MUSIC 014A,B,C,D</td>
<td>Song Writing</td>
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<td>MUSIC 016</td>
<td>History of Rock Music</td>
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<td>MUSIC 017</td>
<td>The World</td>
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<td>MUSIC 030A,B</td>
<td>Beginning Piano</td>
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<tr>
<td>MUSIC 031A,B,C</td>
<td>Intermediate Piano</td>
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<tr>
<td>MUSIC 032A,B</td>
<td>Beginning Voice</td>
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<td>MUSIC 033A,B</td>
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<td>MUSIC 036A,B,C,D</td>
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<tr>
<td>MUSIC 041A,B,C,D</td>
<td>Mixed Chorus</td>
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<tr>
<td>PE 003B</td>
<td>Ballet - Beginning</td>
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</tr>
<tr>
<td>PE 003C</td>
<td>Ballet - Intermediate</td>
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<tr>
<td>PE 003F</td>
<td>Dance: Hip Hop - Funk Styles</td>
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<tr>
<td>PE 003J</td>
<td>Jazz Dance - Beginning</td>
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<tr>
<td>PE 003K</td>
<td>Jazz Dance - Intermediate</td>
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<tr>
<td>PE 003L</td>
<td>Modern Dance - Beginning</td>
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<tr>
<td>PE 003M</td>
<td>Modern Dance - Intermediate</td>
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<td>PE 003N</td>
<td>Choreography for Modern and Jazz Dance</td>
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<td>PE 003P</td>
<td>Rehearsal and Performance in Dance</td>
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<td>PE 003R</td>
<td>Beginning Musical Theater Dance</td>
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<tr>
<td>PE 003S</td>
<td>Beginning Social Dance</td>
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<tr>
<td>PE 003T</td>
<td>Beg, Country Western Line Dance</td>
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</tr>
<tr>
<td>PE 003U</td>
<td>Beginning Tap Dance</td>
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<td>PE 003V</td>
<td>Social Dance: Intermediate</td>
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<tr>
<td>PE 003W</td>
<td>Dance: Beginning Hip Hop</td>
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<tr>
<td>PE 003X</td>
<td>Dance: Intermediate Hip Hop</td>
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<tr>
<td>PE 003Y</td>
<td>Social Dance: Salsa/Latin</td>
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<tr>
<td>PE 003Z</td>
<td>Social Dance: Swing</td>
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<tr>
<td>PHIL 001</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 002</td>
<td>Logic</td>
<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 004</td>
<td>Patterns in Comparative Religions</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 005</td>
<td>Introduction to Social and Political</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 007</td>
<td>Introduction to Philosophy of Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 008</td>
<td>Introduction to Asian Philosophy</td>
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<td>PHIL 010</td>
<td>Introduction to the Philosophy of Art</td>
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<tr>
<td>PORTG 049A,B</td>
<td>Portuguese Speaking</td>
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<tr>
<td>PORTG 050A,B</td>
<td>Basic Conversational Portuguese</td>
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<tr>
<td>PORTG 051A,B</td>
<td>Intermediate Conversational Portuguese</td>
<td>3.0 each</td>
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<tr>
<td>RUSS 040</td>
<td>Beginning Conversational Russian and Culture</td>
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<tr>
<td>SPAN 001,002</td>
<td>First/Second Semester Spanish(Elem)</td>
<td>5.0 each</td>
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<tr>
<td>SPAN 003,004</td>
<td>Third/Fourth Semester Spanish(Inter)</td>
<td>5.0 each</td>
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<tr>
<td>SPAN 005,006</td>
<td>Fifth/Sixth Semester Spanish(Adv)</td>
<td>5.0 each</td>
</tr>
<tr>
<td>SPAN 049A,B</td>
<td>Spanish for the Spanish Speaking</td>
<td>3.0 each</td>
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<tr>
<td>SPAN 050A,B</td>
<td>Basic Conversational Spanish</td>
<td>3.0 each</td>
</tr>
<tr>
<td>SPAN 051A,B</td>
<td>Intermediate Conversational Spanish</td>
<td>3.0 each</td>
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<tr>
<td>SPAN 058</td>
<td>Immersion Spanish</td>
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<tr>
<td>VIET 001,002</td>
<td>First/Second Semester Vietnamese(Elem)</td>
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<tr>
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<td>Beginning Vietnamese Lab</td>
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<td>VIET 049A,B</td>
<td>Vietnamese Language &amp; Culture for Fluent Speakers</td>
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<tr>
<td>VIET 050A,B</td>
<td>Vietnamese</td>
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</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
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</tr>
<tr>
<td>HIST 017B</td>
<td>United States 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>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**note:** If a student passes the proficiency test, the student may take any 6 units from Series 2.

**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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 002</td>
<td>Introduction To Archeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039A</td>
<td>American Cultures through Travel and Experience: Native American Cultures of the Southwest</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039B</td>
<td>American Cultures through Travel and Experience: 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>Food &amp; Food: A Multicultural Food Survey &amp; Sampling</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ANTHR 055  Magic, Witchcraft, & Religion  3.0
ANTHR 057  Native People of North America  3.0
BUS 061  Business and Society  3.0
CHD 001  Child Growth & Development  3.0
CHD 053  Contemporary Education in a Changing Society  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  (Also listed as SOCSC 001)  3.0
GLOBL 002  Global Issues  (Also listed as SOCSC 002)  3.0
GLOBL 003  Introduction to Peace Studies  (Also listed as SOCSC 003)  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
GLOBL 006  The Global Economy  (Also listed as SOCSC 006)  3.0
HIST 004A,B  History of Western Civilization  3.0 each
HIST 017A,B  United States History  3.0 each
HIST 020  History and Geography of California  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
(Political Science courses are accepted in Area D.)
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 010  Social 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
PSYCH 055  Psychology of Death & Dying  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 038  American Culture Through Film  3.0
SOC 039A  American Cultures through Travel and Experience: Native American Cultures of the Southwest  3.0
(SOC 039A is accepted in Area D.)
SOC 039B  American Cultures through Travel and Experience: Urban Cultures of San Francisco  3.0
(SOC 039B is accepted in Area D.)
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 006  The Global Economy  (Also listed as GLOBL 006)  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

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOUSC 025</td>
<td>Environmental Biology</td>
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<tr>
<td>CIS 002</td>
<td>Intro. to Computers</td>
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<tr>
<td>COMHL 010</td>
<td>Community Health Problems</td>
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<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
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<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COMM 012</td>
<td>Intro to Intercultural Communication</td>
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<td>COMM 019A,B,C</td>
<td>Communication Activities</td>
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<tr>
<td>COUNS 001</td>
<td>College Survival</td>
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<tr>
<td>COUNS 003</td>
<td>Strategies For Academic Excellence</td>
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</tr>
<tr>
<td>COUNS 005</td>
<td>Strategies For Success</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 010</td>
<td>Introduction to Crisis Intervention</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</td>
<td>1.0 each</td>
</tr>
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<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>
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</tr>
<tr>
<td>LIB 006</td>
<td>Using the Internet for Research</td>
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</tr>
<tr>
<td>LIB 010</td>
<td>Basic Information Competency</td>
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</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
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</tr>
<tr>
<td>NS 016</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>
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<td>Social Problems</td>
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<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the U.S.</td>
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<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3.0</td>
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<tr>
<td>SOC 045</td>
<td>Human Sexuality</td>
<td>3.0</td>
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<tr>
<td>SOC 046</td>
<td>Human Sexuality: A Global Perspective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

All Physical Education courses are accepted in Area E (except Physical Education Theory courses). However, only one unit from the Physical Education area in Area E will count for General Education. See page 129 for a complete listing of PE courses.

Associate Degree requirements are not necessarily the same as general education needed to transfer nor is an Associate Degree needed in order to transfer. Note: Courses numbered in the 900’s do not count for an Associate Degree.

GENERAL EDUCATION RECIPROCITY
The West Valley Mission Community College District has entered into a mutual agreement with seven other Community Colleges to accept the General Education of these colleges “as completed.” The participating colleges are West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Evergreen Valley College (San Jose), De Anza College ( Cupertino), Foothill College (Los Altos Hills) and Ohlone College (Fremont).

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

1. The student presents a request for certification of completion of General Education Reciprocity to the Mission College Records Office by the published deadline each semester. Forms can be obtained in Admissions or from the Counseling desk.
2. If transcripts are to be used from other colleges, official copies must be on file with the Records Office.
3. A copy of the certification will be given to the student.
4. Mission will honor the certification presented from the participating colleges only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

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

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

1. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States.
2. The student presents official transcripts that verify completion of the baccalaureate degree.

Procedures
1. It is the student's responsibility to request that official transcripts be sent directly to the Records Office at Mission College.
2. It is the student's responsibility to complete a "Transcript Evaluation Request" form obtained from the Counseling office and Admissions and Records office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.
3. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the fourth week of the semester in which such degree requirements will be satisfied.
4. The overall grade point average of the university work must be 2.00 level or better.
5. Courses required in respective majors pertinent to the desired Mission College degree must be completed.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

SECOND ASSOCIATE DEGREE
A second Associate Degree may be earned provided that the following provisions are met.

1. A student must complete a minimum of 18 additional units in the new major.
2. Courses used to fulfill general education requirements for the first degree will be applied toward fulfillment of general education requirements for the second associate degree.

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

<table>
<thead>
<tr>
<th>Associate in Arts Degree</th>
<th>Page</th>
</tr>
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<tbody>
<tr>
<td>Anthropology</td>
<td>26</td>
</tr>
<tr>
<td>Art</td>
<td>28</td>
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<tr>
<td>Art: Creative Arts</td>
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<tr>
<td>Business (Transfer)</td>
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<tr>
<td>Global Studies</td>
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<td>Interdisciplinary Studies: General Studies</td>
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<td>Mathematics</td>
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<td>Psychology</td>
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<tr>
<td>Social Science</td>
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<table>
<thead>
<tr>
<th>Associate in Science Degree</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>21</td>
</tr>
<tr>
<td>Allied Health: Community Health Worker</td>
<td>45</td>
</tr>
<tr>
<td>Allied Health: Community Health Worker for the Developmentally Disabled</td>
<td>45</td>
</tr>
<tr>
<td>Biological Science</td>
<td>33</td>
</tr>
<tr>
<td>Bio. Sci./Chemistry/Physics: Physical Science</td>
<td>33, 39, 136</td>
</tr>
<tr>
<td>Business</td>
<td>36</td>
</tr>
<tr>
<td>Child Development: Early Childhood Education</td>
<td>40</td>
</tr>
<tr>
<td>Computer Applications: Office Administration</td>
<td>47</td>
</tr>
<tr>
<td>Computer Applications: Office Information Systems</td>
<td>48</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>53</td>
</tr>
<tr>
<td>CNET: Computer Electronics Technology</td>
<td>66</td>
</tr>
<tr>
<td>CNET: Computer Networking Technology</td>
<td>66</td>
</tr>
</tbody>
</table>

(continue on next column)
TRANSFER PROGRAMS
Mission College provides the opportunity for students to complete the first two years of a four-year college or university program. Students enrolled in a transfer program can complete most of the general education and lower division major requirements before transferring to a four-year college or university. Students who are planning to transfer should meet with a counselor in the Counseling Office to develop an educational plan which will identify the courses needed to transfer to a student's institution of choice.

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

Transfer Admission Agreements (TAA)
A TAA is a formal, written agreement between Mission College, a participating four-year college or university, and the Mission College student. Students who comply with the agreement and apply for admission during the appropriate filing period are guaranteed admission. For qualifications and a complete listing of Mission College’s TAA, visit the Mission College Transfer Center, Room E1-201.

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

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

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

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

Scholarship Requirement (Grade Point Average)
Most colleges and universities have minimum grade point averages for admission. 2.4 is the minimum GPA for the UC system and 2.0 is the minimum for the CSU system (2.8 for non-residents, respectively). The minimum GPA for private colleges and universities varies. Please note that there may be higher GPAs required for specific majors at specific campuses.

UNIVERSITY OF CALIFORNIA
The University of California has 10 campuses, each with its own unique geographic and academic character. The University of California offers bachelor’s, master’s and doctoral degrees in a variety of subject areas; the campuses are as follows:

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

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

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

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

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

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

B. Complete one of the following General Education Patterns:

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

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

- Two transferable college courses in English composition (6.0 units) and
- One transferable college course in mathematical concepts and quantitative reasoning (3.0 units) and
- Four transferable college courses (3.0 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences (12.0 units)

Intersegmental General Education Transfer Curriculum
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. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many prerequisites for the major.

IGETC must complete in its entirety before transfer; otherwise students will be required to satisfy the specific lower division general education requirements of the transferring UC or CSU. All IGETC courses must be complete with a grade of C or better.

The requirements listed below are subject to change. Visit the Counseling Office or www.assist.org for updated information.

IGETC for UC

Area 1, English Composition (6.0 units)
Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 units)
Area 3, Arts and Humanities (9.0 units)
Area 4, Social and Behavioral Sciences (9.0 units)
Area 5, Physical and Biological Sciences (7.0-9.0 units)
Area 6, Language other than English (0-5.0 units)

Advanced Placement scores of 3, 4, or 5 can be used to satisfy IGETC requirements (see Advanced Placement Chart on page 17).
CALIFORNIA STATE UNIVERSITY
California State University has 23 campuses located throughout the state. The CSU offers more than 1,400 baccalaureate degrees, and Master’s degrees in over 200 subject areas. The campuses are as follows:

- CSU Bakersfield
- CSU Chico
- CSU Channel Island
- CSU Dominguez Hills
- CSU Fullerton
- CSU Hayward
- CSU Long Beach
- CSU Los Angeles
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- CSU San Bernardino
- CSU San Marcos
- CSU Stanislaus

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

A. Complete a minimum of 60 semester units of transferable college credit with a grade point average of at least 2.0 on a 4.0 scale. (Some CSU’s may accept 56 units minimum).

B. Completed one of the following:
   1. Minimum GE requirements
   2. California State University General Education Breadth Course Pattern
   3. Intersegmental General Education Transfer Curriculum

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

1. English language
2. Critical Thinking
3. Oral Communications
4. Mathematics and/or Quantitative Reasoning

California State University General Education Breadth
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. The requirements listed below are subject to change. Visit the Counseling Office or www.assist.org for updated information.

CSU GE-B
Area A, Oral/Written Communication (9.0 units)
Area B, Natural Science and Mathematics (9.0 units)
Area C, Arts and Humanities (9.0 units)
Area D, Social and Behavioral Sciences (9.0 units)
Area E, Lifelong Learning (3.0 units)

In addition, California State University also has an American Institutions graduation requirement which can be satisfied prior to transfer.

IGETC for CSU
Area 1, English Composition (9.0 units)
Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 units)
Area 3, Arts and Humanities (9.0 units)
Area 4, Social and Behavioral Sciences (9.0 units)
Area 5, Physical and Biological Sciences (7.0-9.0 units)

Advanced Placement scores of 3, 4, or 5 can be used to satisfy CSU or IGETC requirements (see Advanced Placement Chart on page 17). Visit the Counseling Office or www.assist.org for a complete listing of all general education courses.

Visit the Counseling office or www.assist.org for a complete listing of UC and CSU general education requirements.

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

SANTA CLARA UNIVERSITY
Santa Clara 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 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.

UNIVERSITY TRANSFER STUDIES
Students who complete either the IGETC or the CSU GE Breadth may be eligible for an associate degree in University Transfer Studies. To earn an Associate of Arts in University Transfer Studies, students must:

A. Complete the CSU GE-B, the IGETC or the UC Seven Course Pattern with a C or better in each course
B. Complete the Mission College Basic Competency Requirements for an Associate Degree (see page 11)
C. Complete additional transferable courses to total 60 units.

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 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 and evaluation. Credit will be awarded as shown in the chart below.

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>MC CREDIT</th>
<th>UNITS ALLOWED</th>
<th>CSU GE CREDIT*</th>
<th>IGETC CREDIT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>ART 031A</td>
<td>3.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Art-General</td>
<td>ART 033A</td>
<td>3.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOSC 010</td>
<td>4.0 units</td>
<td>3 units in Area B2</td>
<td>4 units in Area 5</td>
</tr>
<tr>
<td>(Lab units ARE NOT awarded)</td>
<td></td>
<td></td>
<td></td>
<td></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>5 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 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>HIST 004B</td>
<td>3.0 units</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3H</td>
</tr>
<tr>
<td>French-Language</td>
<td>FRNCH 003</td>
<td>5.0 units</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3H for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>French-Literature</td>
<td>FRNCH 004</td>
<td>5.0 units</td>
<td>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</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 003B</td>
<td>5.0 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
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<tr>
<td>(score of 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Math Calculus-BC</td>
<td>MATH 003A+</td>
<td>10.0 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>(score of 4 or 5)</td>
<td>MATH 003B</td>
<td>(note unit limitation)</td>
<td>(note unit limitation)</td>
<td>(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</td>
<td>10.0 units</td>
<td>3 units in Areas B1 and B3</td>
<td>5 units in Area 5: Physical Science</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.
**Transfer Programs**

**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.

<table>
<thead>
<tr>
<th>CAN Number</th>
<th>Mission College Course Number &amp; Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 4</td>
<td>ANTHR 3, Cultural Anthropology</td>
</tr>
<tr>
<td>CAN ART 2</td>
<td>ART 1A, Survey of Western Art 1</td>
</tr>
<tr>
<td>CAN ART 4</td>
<td>ART 1B, Survey of Western Art 2</td>
</tr>
<tr>
<td>CAN ART 6</td>
<td>ART 65A, Ceramics - Hand building</td>
</tr>
<tr>
<td>CAN ART 8</td>
<td>ART 31A, Drawing</td>
</tr>
<tr>
<td>CAN ART 10</td>
<td>ART 49A, Painting</td>
</tr>
<tr>
<td>CAN ART 12</td>
<td>ART 85A, Sculpture</td>
</tr>
<tr>
<td>CAN ART 14</td>
<td>ART 33A, Basic Design: Two-Dimensional</td>
</tr>
<tr>
<td>CAN ART 20</td>
<td>ART 41A</td>
</tr>
<tr>
<td>CAN BUS 2</td>
<td>ACCTG 1A, Principles of Accounting</td>
</tr>
<tr>
<td>CAN BUS 4</td>
<td>ACCTG 1B, Principles of Accounting</td>
</tr>
<tr>
<td>CAN BUS 6</td>
<td>BUS 21, Intro. to Business Computing</td>
</tr>
<tr>
<td>CAN BUS SEQ A</td>
<td>ACCTG 1A+1B</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A, General Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 1B, General Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 6</td>
<td>CHEM 30A, Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 8</td>
<td>CHEM 30B, Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CAN CHEM SEQ A</td>
<td>CHEM 1A+1B</td>
</tr>
<tr>
<td>CAN CHEM SEQ B</td>
<td>CHEM 30A+30B</td>
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<tr>
<td>CAN CSCI 2</td>
<td>CIS 21, Intro to Prgmng for Sci &amp; Engineers</td>
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<tr>
<td>CAN ECON 2</td>
<td>ECON 1A, Principles of Macroeconomics</td>
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<tr>
<td>CAN ECON 4</td>
<td>ECON 1B, Principles of Macroeconomics</td>
</tr>
<tr>
<td>CAN ENGL 2</td>
<td>ENGL 1A, English Composition 1</td>
</tr>
<tr>
<td>CAN ENGL 4</td>
<td>ENGL 1B, English Composition 2</td>
</tr>
<tr>
<td>CAN ENGL 6</td>
<td>ENGL 70, Creative Writing</td>
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<tr>
<td>CAN ENGL 8</td>
<td>ENGL 5A, Survey of English Literature</td>
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<td>CAN ENGL 10</td>
<td>ENGL 5B, Survey of English Literature</td>
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<tr>
<td>CAN ENGL 14</td>
<td>ENGL 7A, American Literature</td>
</tr>
<tr>
<td>CAN ENGL 16</td>
<td>ENGL 7B, American Literature</td>
</tr>
<tr>
<td>CAN ENGL 18</td>
<td>ENGL 49, Modern Fiction</td>
</tr>
<tr>
<td>CAN ENGL 20</td>
<td>ENGL 47, Introduction to Poetry</td>
</tr>
<tr>
<td>CAN ENGR SEQ A</td>
<td>ENGR 1A+1B</td>
</tr>
<tr>
<td>CAN ENGR SEQ B</td>
<td>ENGR 5A+5B</td>
</tr>
<tr>
<td>CAN ENGR SEQ C</td>
<td>ENGR 7A+7B</td>
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<tr>
<td>CAN ENGR 4</td>
<td>ENGR 26, Engineering Materials</td>
</tr>
<tr>
<td>CAN ENGR 6</td>
<td>ENGR 24+24L, Circuit Analysis + Laboratory</td>
</tr>
<tr>
<td>CAN ENGR 8</td>
<td>ENGR 23, Mechanics - Statics</td>
</tr>
<tr>
<td>CAN ENGR 12</td>
<td>ENGR 24, Introduction to Circuit Analysis</td>
</tr>
<tr>
<td>CAN ECS 2</td>
<td>NS 15, Human Nutrition</td>
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<tr>
<td>CAN GEOG 2</td>
<td>GEOG 1, Introduction to Physical Geography</td>
</tr>
<tr>
<td>CAN GEOG 4</td>
<td>GEOG 2, Introduction to Cultural Geography</td>
</tr>
<tr>
<td>CAN GOVT 2</td>
<td>POLIT 1, American Government</td>
</tr>
<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>
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<td>CAN HIST 10</td>
<td>HIST 17B, United States History</td>
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<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>

**Mission College Course Number & Name**

| CAN MATH 2 | MATH G, Math. for Liberal Arts Students |
| CAN MATH 4 | MATH 14, Math. for Elem School Teachers |
| CAN MATH 8 | MATH 8, Finite Mathematics |
| CAN MATH 12 | MATH 2, Pre-Calculus Algebra and Trig |
| CAN MATH 16 | 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 PHYS 2 | PHYS 2A, General Physics |
| CAN PHYS 4 | PHYS 2B, General Physics |
| CAN PHYS 8 | PHYS 4A, Engineering Physics - Mechanics |
| CAN PHYS 12 | PHYS 4B, Engr Physics-Electricity & Mag. |
| 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 |
MISSION COLLEGE 2006-2007

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>Lab Exp. In Exercise Physio. Assessment &amp; Eval.</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>
</tr>
</tbody>
</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 940</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>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</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</td>
</tr>
<tr>
<td></td>
<td>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>
</tr>
</tbody>
</table>

Mission College is a No-Smoking Campus
DESCRIPTION OF COURSES & PROGRAMS

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

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.

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

COURSE REQUISITES
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 a 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 in the class.
- If the student is currently enrolled in the prerequisite, then the student will be allowed to register for the class the following term, but the student must complete the prerequisite satisfactorily or will be subsequently dropped.

To challenge a prerequisite:
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 unofficial college transcript, verifying that the prerequisite requirement was met at another college. Both Prerequisite Challenge Form and transcript must be submitted with the add slip to the Admissions and Records 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.

Advisory courses (defined above) do not need to be challenged.

BASIC SKILLS (30 - UNIT LIMIT)
Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to take certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college level courses.

The State Legislature has imposed a restriction whereby students may enroll in a total of no more than 30 units of basic skills courses per Title 5, Section 55756(b). However, units earned in courses offered through the Disability Instructional Support Center (DISC) or English as a Second Language Department are exempt from this limitation. In addition, all basic skills units in which a student is enrolled during a semester are exempt if the student is also enrolled in any disabled and/or English as a Second Language class.

Basic skills courses may not be used to satisfy requirements for an associate degree. All non-degree applicable basic skills courses are numbered in the 900's, and such sections in this catalog are identified with the words "Non-associate degree course."
ACCOUNTING – ACCTG

DIVISION: Commercial Services
DEPARTMENT: Accounting
DEPT CHAIR: Betty Christopher
PHONE: 408-855-5343
COUNSELING: 408-855-5030

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

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

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

A.S. Degree:
- Accounting

Certificate:
- Accounting

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>D,E,D</td>
<td>D,E, O</td>
<td>E</td>
<td>D</td>
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<td>D,E, O</td>
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</tr>
<tr>
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<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>ACCTG 022</td>
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<td>O</td>
</tr>
<tr>
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<td>E</td>
</tr>
<tr>
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<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>ACCTG 040</td>
<td>E,O</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>E,O</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>ACCTG 043</td>
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<td>E</td>
</tr>
<tr>
<td>ACCTG 045</td>
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<tr>
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<tr>
<td>ACCTG 065</td>
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<td>E</td>
<td>D</td>
</tr>
<tr>
<td>ACCTG 066</td>
<td>E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
</tbody>
</table>

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

Plus 3 units from the following:
- ACCTG 060 Computerized Acctg:Quickbooks/Windows...
- ACCTG 065 Computerized Acctg:Peachtree/Windows...

Plus 10 units from the following:
- ACCTG 033 Projected Cash Flow & Financial Statements Using Excel...
- ACCTG 034 Business Financial Planning Using Excel...
- ACCTG 052 Payroll and Business Tax Accounting...
- ACCTG 057A Cost Accounting...
- ACCTG 057B Cost Accounting...
- ACCTG 058A Intermediate Accounting...
- ACCTG 058B Intermediate Accounting...
- ACCTG 059A Financial Auditing...
- ACCTG 060 Computerized Acctg:Quickbooks/Windows...
- ACCTG 065 Computerized Acctg:Peachtree/Windows...

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

Plus 3 units from the following:
- ACCTG 040 Introduction To Personal Financial Planning...
- ACCTG 041 Insurance Planning...
- ACCTG 042 Investment Planning...
- ACCTG 043 Tax Planning...
- ACCTG 044 Retirement Planning...
- ACCTG 045 Estate Planning...
- ACCTG 051A Income Tax...
- ACCTG 051B Income Tax...
- ACCTG 051C Income Tax...
- BUS 051 Introduction to American Business...
- BUS 064 Business Math Using Calculators...
- BUS 078 Business Communications...
- BUS 079 Human Relations Applied in Business...
- MGMT 103 Functions of Management I...
- MKT 056A Marketing Principles...

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:
- ACCTG 001A Principles of Accounting...
- ACCTG 001B Principles of Accounting...
- ACCTG 033 Projected Cash Flow & Financial Statements Using Excel...
- ACCTG 034 Business Financial Planning Using Excel...
- ACCTG 040 Introduction To Personal Financial Planning...
- ACCTG 041 Insurance Planning...
- ACCTG 042 Investment Planning...
- ACCTG 043 Tax Planning...
- ACCTG 044 Retirement Planning...
- ACCTG 045 Estate Planning...
- ACCTG 051A Income Tax...
- ACCTG 051B Income Tax...
- ACCTG 051C Income Tax...
- ACCTG 057A Cost Accounting...
- ACCTG 057B Cost Accounting...
- ACCTG 058A Intermediate Accounting...
- ACCTG 058B Intermediate Accounting...
- ACCTG 059A Financial Auditing...
- ACCTG 060 Computerized Acctg:Quickbooks/Windows...
- ACCTG 065 Computerized Acctg:Peachtree/Windows...
- BUS 021 Introduction to Business Computing...
- BUS 021L Introduction to Business Computing Laboratory...
- BUS 028A Business Law...

Total Program Certificate Requirements: 24.0
ACCTG 001A • PRINCIPLES OF ACCOUNTING 4.0 units
CAN BUS 2
CAN BUS SEQ A (ACCTG 001A + 001B)
Total lecture 73.6 hours
Advisory: MATH 903 and READ 053
Acceptable for credit: University of California, California State University
This course includes 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 will cover 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
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 budgets 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.
### ACCOUNTING

**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>Code</th>
<th>Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Advisory</th>
<th>Prerequisite/Corequisite</th>
<th>Acceptable for credit:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>053A</td>
<td>TAX PLANNING</td>
<td>1.0</td>
<td>20.8 hours</td>
<td></td>
<td></td>
<td></td>
<td>This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal tax liability, then use at least one method to plan a reduction in taxes for next year. Credit/No Credit Option.</td>
</tr>
<tr>
<td>044A</td>
<td>RETIREMENT PLANNING</td>
<td>1.0</td>
<td>20.8 hours</td>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>045A</td>
<td>ESTATE PLANNING</td>
<td>1.0</td>
<td>20.8 hours</td>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>051A</td>
<td>INCOME TAX</td>
<td>3.0</td>
<td>54.4 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This course covers 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 income tax problems and discussion of contemporary topics. Grade Only.</td>
</tr>
<tr>
<td>051B</td>
<td>INCOME TAX</td>
<td>3.0</td>
<td>54.4 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This course covers 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 income tax problems and discussion of contemporary topics. Grade Only.</td>
</tr>
<tr>
<td>052A</td>
<td>PAYROLL AND BUSINESS TAX ACCOUNTING</td>
<td>3.0</td>
<td>54.4 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This course presents a thorough study of payroll preparation, payroll taxes, sales taxes and 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.</td>
</tr>
<tr>
<td>057A</td>
<td>COST ACCOUNTING</td>
<td>4.0</td>
<td>73.6 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This 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.</td>
</tr>
<tr>
<td>058A</td>
<td>INTERMEDIATE ACCOUNTING</td>
<td>4.0</td>
<td>73.6 hours</td>
<td>MATH 903</td>
<td>ACCTG 001B</td>
<td>California State University</td>
<td>This review of fundamental accounting process, techniques and principles including control and theory of accounting for assets; correction of prior years' earnings; and measurement and determination of income. Current standards and pronouncements are presented. Grade Only.</td>
</tr>
<tr>
<td>059A</td>
<td>FINANCIAL AUDITING</td>
<td>3.0</td>
<td>73.6 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. Grade Only.</td>
</tr>
<tr>
<td>060A</td>
<td>COMPUTERIZED ACCOUNTING: QUICKBOOKS/WINDOWS</td>
<td>3.0</td>
<td>36.8 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This course uses 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.</td>
</tr>
<tr>
<td>065A</td>
<td>COMPUTERIZED ACCOUNTING: PEACHTREE/WINDOWS</td>
<td>3.0</td>
<td>36.8 hours</td>
<td>MATH 903</td>
<td></td>
<td></td>
<td>This course uses 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, and the control in a computerized accounting system and decision making based on output. Credit/No Credit Option.</td>
</tr>
</tbody>
</table>
ALLIED HEALTH

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

ALLIED HEALTH – AH

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5427
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

The 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AH 012</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AH 020D</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AH 020E</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AH 020F</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH 020G</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH 020H</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AH 020I</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H ED 004</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALLIED HEALTH PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician and the California Department of Health Services, acceptance into the Vocational Nursing, Psychiatric Technician and Certified Nursing Assistant programs will be dependent on the following:

Certified Nursing Program:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the college assessment/placement test (Assesses English, reading, and math)
• Submission of an application for the CNA program by the specified deadline (Applications are available at W2-202)
• It is recommended that students have completed AH 003 prior to applying for this program.

Psychiatric Technician:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the PT program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

Vocational Nursing:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the VN program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

For any questions regarding non-acceptance into a program, please contact a counselor for an educational plan.

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 (CHA). 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 020D Fundamentals of Nursing Assistant</td>
<td>3.5</td>
</tr>
<tr>
<td>AH 020E Nurse Assistant Clinical</td>
<td>2.0</td>
</tr>
<tr>
<td>HED 004 Standard First Aid</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Level I Certificate Requirements: 6.0

LEVEL II: Home Health Aide Certificate:

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 012 Emergency and Disaster Preparedness</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020F Home Health Aide Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td>AH 020G Home Health Aide Clinical</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Level II Certificate Requirements: 2.5

LEVEL III: Acute Care Nurse Assistant Certificate:

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011 Cardiopulmonary Resuscitation</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020H Acute Care Nurse Assistant Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>AH 020I Acute Care Nursing Assistant Clinical</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Level III Certificate Requirements: 4.0

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 169 Introduction to Health Care Trainer Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>AH 169 Techniques in Childbirth Education</td>
<td>4.0</td>
</tr>
<tr>
<td>AH 190 Parenting Techniques for Childbirth Trainers</td>
<td>1.0</td>
</tr>
<tr>
<td>AH 191 Ethics and Legal Aspects of Childbirth Education</td>
<td>1.0</td>
</tr>
<tr>
<td>NS 025 Maternal, Fetal and Infant Nutrition</td>
<td>1.0</td>
</tr>
<tr>
<td>VN 056* Obstetrical Nursing</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* May be challenged by RNs or LVNs

Total Program Certificate Requirements: 12.0

ALLIED HEALTH (AH)

003 • MEDICAL TERMINOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture</td>
<td>5.4</td>
</tr>
<tr>
<td>Advisory: MATH 900</td>
<td></td>
</tr>
</tbody>
</table>

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.

011 • BASIC LIFE SUPPORT (CPR) FOR HEALTHCARE PROVIDERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture</td>
<td>1.0</td>
</tr>
<tr>
<td>Total lab</td>
<td>9.4</td>
</tr>
<tr>
<td>Advisory: MATH 900</td>
<td></td>
</tr>
</tbody>
</table>

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: MA TH 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 54.4 hours; Total lab 27.2 hours
Advisory: MA TH 900
Corequisite: AH 020E
Acceptable for credit: California State University
This course introduces the student to the basic scientific principles required to provide health care in a skilled nursing facility. Successful completion of this course, along with AH 020E, is required for the California Certified Nurse Assistant (CNA) examination. Credit/No Credit Option.

020E • NURSE ASSISTANT CLINICAL 2.0 units
Total lab 108.8 hours
Advisory: MA TH 900
Corequisite: AH 020D
Acceptable for credit: California State University
This course introduces the student to the basic scientific principles required to provide health care in a skilled nursing facility. Successful completion of this course, along with AH 020D, is required for the California Certified Nurse Assistant (CNA) examination. Credit/No Credit Option.

020F • HOME HEALTH AIDE FUNDAMENTALS 1.5 units
Total lecture 27.2 hours
Advisory: MA TH 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 student to the basic scientific principles required to provide health care in a skilled nursing facility. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. Credit/No Credit Option.

020G • HOME HEALTH AIDE CLINICAL 0.5 units
Total lab 27.2 hours
Advisory: MA TH 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 student to the basic scientific principles required to provide health care in a skilled nursing facility. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. Credit/No Credit Option.

020H • ACUTE CARE NURSING ASSISTANT 1.5 units
Total lecture 27.2 hours
Advisory: MA TH 900
Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
Corequisite: AH 020I
Acceptable for credit: California State University
This course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Grade Only.

020I • ACUTE CARE NURSING ASSISTANT CLINICAL 2.0 units
Total lab 108.8 hours
Advisory: MA TH 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 assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Grade Only.

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 introduces the student to the basic scientific principles required to provide health care in a skilled nursing facility. Successful completion of this course, along with AH 020E, is required for the California Certified Nurse Assistant (CNA) examination. Credit/No Credit Option.

168 • INTRODUCTION TO HEALTH CARE TRAINING TECHNIQUES 3.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MA TH 900
Corequisite: AH 168, AH 190, AH 191, and NS 025
Acceptable for credit: California State University
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. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. Credit/No Credit Option.

190 • PARENTING SKILLS FOR CHILDBIRTH TRAINERS 1.0 unit
Total lecture 20.8 hours
Advisory: MA TH 900
Corequisite: AH 168, AH 169, AH 191, and NS 025
Acceptable for credit: California State University
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. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. Credit/No Credit Option.

191 • ETHICS AND LEGAL ASPECTS OF CHILDBIRTH EDUCATION 1.0 unit
Total lecture 20.8 hours
Advisory: MA TH 900
Corequisite: AH 168, AH 169, AH 190, and NS 025
Acceptable for credit: California State University
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. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. Credit/No Credit Option.

914 • MATH FOR HEALTH OCCUPATIONS (NON-ASSOCIATE DEGREE COURSE) 1.0 unit
Total lecture 20.8 hours
Prerequisite: Eligibility for MA TH 903
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. Successful completion of this course, along with AH 020G, is required for the California Home Health Aide Certificate (HHA) examination. 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 notated 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
- Archaeology Technologist
- Transcultural Nursing
- Transcultural Health-Care Worker
- Environmental Impact Analyst

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

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>ANTHR 1</td>
<td>D, E</td>
<td>D</td>
<td>E</td>
<td>TV</td>
</tr>
<tr>
<td>ANTHR 2</td>
<td>D</td>
<td>TV</td>
<td></td>
<td></td>
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<tr>
<td>ANTHR 3</td>
<td>E</td>
<td>D</td>
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<tr>
<td>ANTHR 51</td>
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<tr>
<td>ANTHR 55</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 57</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D= DAY CLASSES; E= EVENING CLASSES; TV= TV COURSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 030</td>
<td>Introduction to World Archaeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses to be taken at Mission College</td>
<td>15.0</td>
<td></td>
</tr>
</tbody>
</table>

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

Plus off-campus courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHE 2</td>
<td>Archaeological Survey</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 3</td>
<td>Data Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 4</td>
<td>Field Excavation</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 5</td>
<td>Laboratory and Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 113A, B, C</td>
<td>Laws and Regulations</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses to be taken off-campus</td>
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<td></td>
</tr>
</tbody>
</table>

Total Program Certification Requirements: 30.0

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

Required core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>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>SOCSC 032</td>
<td>Community Services</td>
<td>2.0</td>
</tr>
<tr>
<td>SOCSC 061</td>
<td>Basics of Human Services</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses</td>
<td></td>
<td>8.0</td>
</tr>
</tbody>
</table>

Total Program Certification Requirements: 15.0

Anthropology - Associate of Arts Degree
An Associate of Arts Degree in Anthropology allows 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 notated 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.

Required core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</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 and Food</td>
<td>3.0</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>
<tr>
<td>SOC 038</td>
<td>American Culture through Film</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>Total A.A. Degree Requirements</td>
<td></td>
<td>18.0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 030</td>
<td>Introduction to World Archaeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses to be taken at Mission College</td>
<td>15.0</td>
<td></td>
</tr>
</tbody>
</table>

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

Plus off-campus courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHE 2</td>
<td>Archaeological Survey</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 3</td>
<td>Data Management</td>
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<tr>
<td>ARCHE 4</td>
<td>Field Excavation</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 5</td>
<td>Laboratory and Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 113A, B, C</td>
<td>Laws and Regulations</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses to be taken off-campus</td>
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<td></td>
</tr>
</tbody>
</table>

Total Program Certification Requirements: 30.0

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

Required core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>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>SOCSC 032</td>
<td>Community Services</td>
<td>2.0</td>
</tr>
<tr>
<td>SOCSC 061</td>
<td>Basics of Human Services</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>Total courses</td>
<td></td>
<td>8.0</td>
</tr>
</tbody>
</table>

Total Program Certification Requirements: 15.0

Anthropology - Associate of Arts Degree
An Associate of Arts Degree in Anthropology allows 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 notated 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.

Required core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</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 and Food</td>
<td>3.0</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>
<tr>
<td>SOC 038</td>
<td>American Culture through Film</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>Total A.A. Degree Requirements</td>
<td></td>
<td>18.0</td>
</tr>
</tbody>
</table>
Acceptable for credit: University of California, California State University

This course includes an introduction to the history and development of the concepts and methods of anthropological archaeology. A survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation, as well as cultural resource management will be covered. This course may also be offered by telecourse. Credit/No Credit Option.

003 • INTRODUCTION TO CULTURAL ANTHROPOLOGY 3.0 units
CAN ANTHR 4
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

This course is the study of cultural and social behavior as developed through the anthropological study of contemporary peoples. It includes a comparative survey of the range of cultures of the world with emphasis on the 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.

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 Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

048 • CULTURAL TRADITIONS IN HEALTH CARE 3.0 units
Total lecture 54.4 hours
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.
ART – ART
DIVISION: Cultural Arts & Technical Arts
DEPARTMENT: Art
DEPT CHAIR: Helayna Thickpenny
PHONE: 408-855-5287
COUNSELING: 408-855-530

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
- Publishing/Journalism
- Visual Resources Curator
- Art Therapy
- Arts Administration
- Arts批评
- Art History
- Art Education
- Art Therapy

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Week-End</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>ART 001B</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ART 001C</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 001D</td>
<td>X</td>
<td></td>
<td></td>
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<td>ART 004</td>
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<tr>
<td>ART 020ABCD</td>
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<tr>
<td>ART 031AB</td>
<td>X</td>
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</tr>
</tbody>
</table>

A.A. Degree:
- Art
- Creative Arts

Certificate:
- Art
- Creative Arts

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>18.0</td>
</tr>
<tr>
<td>Two-Dimensional Arts</td>
<td>15.0</td>
</tr>
<tr>
<td>Three-Dimensional Arts</td>
<td>15.0</td>
</tr>
</tbody>
</table>

For specific requirements for a certificate in art, consult with the art department or a counselor.

Art - A.A. Degree

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

A. Survey of Art - 6 units selected from:
- ART 001A Survey of Western Art I 3.0
- ART 001B Survey of Western Art II 3.0
- ART 001C Survey of Asian, African, Native American and Oceanic Art 3.0
- ART 001D Art of the Twentieth Century 3.0

B. Drawing - 6 units selected from:
- ART 031A,B Drawing 3.0 each
- ART 035A,B Life Drawing 3.0 each

C. Design - 6 units selected from:
- ART 033A Basic Design: Two-Dimensional 3.0
- ART 033B Basic Design: Three-Dimensional 3.0
- ART 033C Basic Design: Color 3.0

D. Professional Preparation - 2 or 3 units selected from:
- ART 020A,B,C 1.0 - 3.0

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

Two-Dimensional Art

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033C</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035B</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 039A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 047A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 048A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 049A,B</td>
<td>3.0 each</td>
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</tbody>
</table>

Three-Dimensional Art

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 033B</td>
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<tr>
<td>ART 065A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 067A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 075A,B</td>
<td>3.0 each</td>
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<tr>
<td>ART 085A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 088A,B</td>
<td>3.0 each</td>
</tr>
</tbody>
</table>

* If not taken as a Foundation course

Non-Traditional Media

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 034A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034B</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 034C</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 037A</td>
<td>3.0</td>
</tr>
<tr>
<td>DANCE</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program A.A. Degree Requirements: 23.0 - 27.0
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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 4 Survey of Western Art I
• ART 5 Survey of Western Art II
• ART 6 Art Appreciation
• ENGL 6A World Literature
• ENGL 6B World Literature
• HUMAN 15 Introduction to Film
• HUMAN 18 African-Amer Culture
• MUSIC 5 Fundamentals of Music

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 I 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. This course may also be offered online. 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 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.

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 the 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 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 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 (PC’s & 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 and balance. Students will explore different artistic styles as well as develop their own style. May be repeated two times. 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 StudioMAX), 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 editing 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.
ART 49A, 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 49A is a basic introduction to traditional and current painting techniques and media. The student will study and demonstrate the process of painting; will examine the nature of painting materials and the concepts which apply to personal growth as a painter.
ART 49B is a continuation of instruction in painting techniques and media with emphasis on in-depth exploration of individual style, self-expression and creative thought.
ART 49C and ART 49D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

065A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
CAN ART 6 (ART 065A)
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 065A: ART 031A or ART 033A
for ART 065B: ART 065A
for ART 065C: ART 065B
for ART 065D: ART 065C
Acceptable for credit: University of California, California State University
ART 65A is an introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay composition, decoration techniques, and emphasizing handbuilding techniques. Introduction to two and three dimensional ceramic design.
ART 65B is an advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects directed toward individualized self-expression.
ART 65C and ART 65D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

067A, B, C, D • CERAMICS-POTTER’S WHEEL 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 067A: ART 031A or ART 033A
for ART 067B: ART 067A
for ART 067C: ART 067B
for ART 067D: ART 067C
Prerequisite for ART 067B: ART 067A
Acceptable for credit: University of California, California State University
ART 67A will introduce the student basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.
ART 67B is an advanced wheel throwing course directed toward refinement of skills on the potter’s wheel; production throwing techniques, advanced kiln firing techniques, clay compositions, thrown sculpture, complex thrown ceramic ware, and combination hand and wheel techniques.
ART 67C and ART 67D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.
**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  
Prerequisite for ART 075B:  ART 075A  
for ART 075C:  ART 075B  
for ART 075D:  ART 075C  
Acceptable for credit:  California State University  
ART 75A and ART 75B 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 75C and ART 75D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.  
Credit/No credit Option.

**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  
Prerequisite for ART 078B:  ART 078A  
ART 78A develops basic technical skills in furniture design, construction and finishing. Emphasis is on individual design and innovative use of materials in the construction.  
ART 78B 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**  
ART 85A is CAN ART 12  
Advisory for ART 085A:  ART 031A or ART 033A  
Prerequisite for ART 085B:  ART 085A  
for ART 085C:  ART 085B  
for ART 085D:  ART 085B  
Acceptable for credit:  University of California, California State University  
ART 85A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving; utilizing clay, wood, cast stone, metal, etc.  
ART 85B concentrates study and exploration on the development of a personal style of sculptural design.  
ART 85C and ART 85D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.  
Credit/No credit Option.

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

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

**ART 970 • OPEN CERAMIC STUDIO**  2.0 units  
**Total lecture 17.6 hours; Total lab 54.4 hours**  
Advisory: Completion of a college level ceramic course or equivalent  
Open Ceramic Studio is for students who have taken ceramic courses at the college level and who want to improve their ceramic skills or students with previous ceramic experience. Each student must develop his or her own course objectives in coordination with the instructor. Course objectives must explore specific areas of ceramics. No production or commercial work is allowed. Students will assist in the loading and firing of the ceramic kilns.  
May be repeated three times.  
Credit/No Credit Only.
ASTRONOMY - ASTRONOMY  
DIVISION: Natural Sciences  
DEPARTMENT: Astronomy  
DEPT CHAIR: Dr. Clint Poe  
PHONE: 408-855-5262  

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

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

A.S. Degree:
- Physical Science

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

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

Select 18 units from the following:

- ASTR 001 Astronomy: 3.0 units
- ASTR 002 Astronomy Lab: 1.0 unit
- CHEM 001AB General Chemistry: 5.0 units each
- PHYS 004A Engineering Physics - Mechanics: 5.0 units
- PHYS 004C Engineering Physics - Light and Heat: 5.0 units
- PHYS 004D Atomic Physics: 2.0 units
- PHYS 010 Introduction to Physics: 4.0 units

Total Program A.S. Degree Requirements: 18.0 units

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: ASTR 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.

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:

- BIOSC 001A General Biology: 5.0 units
- BIOSC 001B General Biology: 5.0 units
- BIOSC 004 Microbiology: 5.0 units
- BIOSC 005 Anatomy and Physiology: 5.0 units
- BIOSC 007 Field Ecology: 4.0 units
- BIOSC 009 Human Physiology: 5.0 units
- BIOSC 010 Introduction to Biology: 4.0 units
- BIOSC 015 Human Heredity and Disease: 3.0 units
- BIOSC 016 Marine Biology: 3.0 units
- BIOSC 025 Environmental Biology: 3.0 units
- BIOSC 030 Tropical Ecology: 4.0 units
- ANTH 001 Physical Anthropology: 3.0 units
- NS 015 Human Nutrition: 3.0 units

Total Program A.S. Degree Requirements: 18.0 units

BIological SCIENCES - Biological Sciences

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

Mission's Biology program offers courses which satisfy general education requirements in Natural Sciences, are prerequisites for an AA degree in Animal Health Technology, and prepare students for transfer opportunities to four-year programs in scientific biology, nursing, physical therapy, and programs leading to careers in teaching, medicine, dentistry, veterinary medicine, etc.

Students planning to continue for a four-year degree should consult the lower division requirements of the transfer program of the university to which they plan to attend.

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 for transfer to a university program.

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

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

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Biological Sciences - A.S. Degree

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

- BIOSC 001A General Biology: 5.0 units
- BIOSC 001B General Biology: 5.0 units
- BIOSC 004 Microbiology: 5.0 units
- BIOSC 005 Anatomy and Physiology: 5.0 units
- BIOSC 007 Field Ecology: 4.0 units
- BIOSC 009 Human Physiology: 5.0 units
- BIOSC 010 Introduction to Biology: 4.0 units
- BIOSC 015 Human Heredity and Disease: 3.0 units
- BIOSC 016 Marine Biology: 3.0 units
- BIOSC 025 Environmental Biology: 3.0 units
- BIOSC 030 Tropical Ecology: 4.0 units
- ANTH 001 Physical Anthropology: 3.0 units
- NS 015 Human Nutrition: 3.0 units

Total Program A.S. Degree Requirements: 18.0 units
BIOLOGICAL SCIENCES (BIOSC)

001A • GENERAL BIOLOGY: CELLS 5.0 units
Total lecture 72.0 hours; Total lab 54.4 hours
Advisory: MATH 903, ENGL 108A and READ 053
Prerequisite: CHEM 001A and MATH 000C
Acceptable for credit: University of California, California State University
This course is designed for students majoring in the biological sciences and pre-professional majors such as medicine, pharmacy, and dentistry. This course is a general introduction to cell structure and function, molecular and organismal genetics, animal development, form and function, and evolution. Grade Only.

001B • GENERAL BIOLOGY: ORGANISMS 5.0 units
Total lecture 72.0 hours; Total lab 54.4 hours
Advisory: MATH 903 and ENGL 108A and READ 053
Prerequisite: BIOSC 001A
Acceptable for credit: University of California, California State University
This course is designed for students majoring in the biological sciences and pre-professional majors such as medicine, pharmacy, and dentistry. This course is a general introduction to the biological diversity of plants and animals, plant and animal form and function, and ecology. Grade Only.

004 • MICROBIOLOGY 5.0 units
Total lecture 54.4 hours; Total lab 108.8 hours
Advisory: MATH 903, ENGL 001A and READ 053
Prerequisite: CHEM 001A, 001B, 002, 030A or 030B
Acceptable for credit: University of California, California State University
This course is an introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but also including viruses, rickettsiae, algae, fungi, yeasts, and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional, and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist. This course is designed for nursing and other majors in life science. Grade Only.

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

007 • FIELD ECOLOGY 4.0 units
Total lecture 36.8 hours; Total lab 108.8 hours
Acceptable for credit: California State University
This introductory level course will cover techniques that are used by naturalists to observe, identify, sample, and analyze a range of living organisms inhabiting aquatic and terrestrial environments. Lectures on basic ecological principles, taxonomy and techniques for observation and sampling will be held at Mission College. Students will be given a variety of hands-on opportunities to apply this knowledge, in day trips planned for locations around the Bay area and during their stays at active field research stations. Students will be responsible for their own trip costs and transportation arrangements. Credit/No Credit Option.

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

009 • HUMAN PHYSIOLOGY 5.0 units
Total lecture 54.4 hours; Total lab 108.8 hours
Advisory: MATH 903
Prerequisite: CHEM 001A or CHEM 030A; and BIOSC 005, BIOSC 001A, or BIOSC 001B
Acceptable for credit: 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 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: ENGL 108A and READ 053
Acceptable for credit: University of California, California State University
This 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 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course is a broad survey of human genetic dynamics and conditions, syndromes, or diseases created by genetic inheritance. It is designed to benefit students in general education and is not considered a cognate in the biological science major’s curriculum. Credit/No Credit Option.

016 • MARINE BIOLOGY 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course will address the characteristics and inhabitants of rocky and sandy shores, continental shelf, kelp forest, open ocean, estuaries, mudflats, coral reefs and deep sea. Human activities that modify oceanic ecology and threaten the survival of marine species will also be discussed. Students will experience marine habitats and organisms firsthand through several required field trips. Credit/No Credit Option.

022 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
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 3.0 units
Total lecture 54.4 hours
Advisory: ENGL 108A and READ 053
Acceptable for credit: University of California, California State University
This course is designed for students of all disciplines to include a wide range of contemporary biological topics that will affect their lives; e.g., population growth and control, environmental problems, genetic manipulation, nutrition, energy issues, the role of technology in society, etc. Basic biological, chemical, and physical principles are presented, as appropriate, for meaningful discussion of these issues. Grade Only.
### 030 • TROPICAL ECOLOGY 4.0 units

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

Acceptable for credit: California State University

This introductory level course is designed for students of all disciplines, who are interested in learning about tropical ecology firsthand. The laboratory will be at field stations, e.g., Costa Rica. Principles of ecology, biodiversity, and conservation will be emphasized. The culture, economy, and public policy of the country visited and their relationship to resource conservation will be featured. Students will participate in naturalist-led hikes and design and carry out their own ecological experiments.

Classes will be held at biological field stations with other required class meetings at Mission College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. *Credit/No Credit Option.*

### 055 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS 2.0 units

**Total lecture 27.2 hours; Total lab 27.2 hours**

Advisory: MATH 903

Acceptable for credit: California State University

BIOSC 55 is designed to meet the state board requirements of VN and PT programs. This course covers the structure and function of the human body from a chemical/cellular level to a gross investigation of the body systems. *Grade Only.*

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### BUSINESS — BUS

**DIVISION:** Technology  
**DEPARTMENT:** Business  
**DEPT CHAIR:** Melanie Meyer  
**PHONE:** 408-855-5019  
**COUNSELING:** 408-855-5030

Business programs are designed to prepare students for initial entry into careers or for career advancement in various areas of business, as well as for transfer to other colleges and universities.

**Student Learning Outcomes:**

Business classes/programs are designed to prepare students for initial entry into careers or for career advancement in various areas of business, as well as for transfer to other colleges and universities.

**Career Options:**

- Account Executive  
- Analyst  
- Bank Employee  
- Buyer  
- Data Entry Specialist  
- Entrepreneur  
- Financial Planner  
- Government Service  
- Insurance Rep  
- Investment Counselor  
- Manager  
- Public Administration  
- Purchasing Agent  
- Real Estate  
- Retail/Industrial Sales  
- Stockbroker  
- Tax Consultant

There are many self-employment opportunities available in these fields. Some career options require more than two years of college study.

**Highlights:**

- Additional training in courses acceptable as electives for civil services occupations.  
- Hands-on experience in the use of computers for business purposes.  
- Opportunities for work experience in local industry and business.  
- Training for small business management/entrepreneurship.

**Degrees:**

- A.A. Business  
- A.S. Business

**Certificates:**

- Business Level I  
- Business Level II  
- Business Communications  
- Business Computing  
- E-business  
- Small Business Start Up

**Schedule Matrix:**

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<td>BUS 027</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BUS 028A</td>
<td>D,E,TV,O</td>
<td>D,E,TV,O</td>
<td>TV,D,E</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 050</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 051</td>
<td>D,E,TV,O</td>
<td>D,E,TV,O</td>
<td>TV,E</td>
</tr>
<tr>
<td>BUS 052</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 054</td>
<td>E,TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 055</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 061</td>
<td>D</td>
<td></td>
<td>O</td>
</tr>
<tr>
<td>BUS 064A</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 064B</td>
<td>TV</td>
<td>TV</td>
<td>TV</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>E,O</td>
<td>E,O</td>
<td>TV</td>
</tr>
<tr>
<td>BUS 078C</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 079</td>
<td>D,E,O</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>BUS 086</td>
<td>E</td>
<td>E,O</td>
<td></td>
</tr>
<tr>
<td>BUS 091</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BUS 092</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 093</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**D= DAY CLASSES; E= EVENING CLASSES; TV= TV COURSES; O=ONLINE**
### 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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 028A</td>
<td>Business Law I</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 064B</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Core Course Requirements: 14.0

#### Dept. Elective Core Courses (16 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>Global Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law II</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 052</td>
<td>Fundamentals of Financial Investments</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up &amp; Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</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>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Additional Electives Required: 16.0

Up to a maximum of six (6) non-Business units may substitute for the Business electives listed above from Accounting; Computer Applications; Hospitality Management 050, 053, 059, or 076; Management and Supervision; Marketing; or Real Estate.

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

### Business - A.A. Degree (Transfer)

#### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<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>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>
</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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 052</td>
<td>Financial Investments</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relation in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</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.

### MISSION COLLEGE 2006-2007

#### 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
</tbody>
</table>

#### Plus 9 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>Global Business</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 Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 055</td>
<td>Business Strategy For Success</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</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>
</tbody>
</table>

Total Level I Certificate Requirements: 16.0

#### LEVEL II Certificate:

##### Choice of 9 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>MKT 103</td>
<td>Functions of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 090</td>
<td>Principles of Real Estate</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX</td>
<td>Business Work Experience</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 083A</td>
<td>Business Presentations Using PowerPoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 15.0

#### Business Computing - Certificate

##### Choose a minimum of 15 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Intro to Business Computing Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 083A</td>
<td>Business Presentations Using PowerPoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Web Sites</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 15.0
## BUSINESE (BUS)

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

### 010 • GLOBAL BUSINESS

<table>
<thead>
<tr>
<th>Units</th>
<th>Corequisite</th>
<th>Acceptable for credit:</th>
<th>Mailing/Supervision, Real Estate, and Computer Applications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td>Acceptable for credit:</td>
<td>California State University</td>
<td>3.0 units</td>
</tr>
</tbody>
</table>

### 021L • INTRODUCTION TO BUSINESS COMPUTING LAB

<table>
<thead>
<tr>
<th>Units</th>
<th>Corequisite:</th>
<th>Acceptable for credit:</th>
<th>University of California, California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lab 54.4 hours</td>
<td>BUS 021L</td>
<td>University of California, California State University</td>
<td>1.0 unit</td>
</tr>
</tbody>
</table>

### 025 • INTRO TO SYSTEMS ANALYSIS AND DESIGN

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisite:</th>
<th>Acceptable for credit:</th>
<th>California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours; Total lab 54.4 hours</td>
<td>BUS 021, BUS 021L and BUS 051</td>
<td>California State University</td>
<td>4.0 units</td>
</tr>
</tbody>
</table>

### 027 • PRINCIPLES OF E-BUSINESS

<table>
<thead>
<tr>
<th>Units</th>
<th>Corequisite:</th>
<th>Acceptable for credit:</th>
<th>California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours; Total lab 54.4 hours</td>
<td>BUS 021 and BUS 021L</td>
<td>California State University</td>
<td>3.0 units</td>
</tr>
</tbody>
</table>

### 028A • BUSINESS LAW I

<table>
<thead>
<tr>
<th>Units</th>
<th>Advisory:</th>
<th>Acceptable for credit:</th>
<th>California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td>MATH 903 and BUS 051</td>
<td>University of California, California State University</td>
<td>3.0 units</td>
</tr>
</tbody>
</table>

### 028B • BUSINESS LAW II

<table>
<thead>
<tr>
<th>Units</th>
<th>Advisory:</th>
<th>Acceptable for credit:</th>
<th>University of California, California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td>MATH 903 and BUS 051</td>
<td>California State University</td>
<td>3.0 units</td>
</tr>
</tbody>
</table>

### 050 • ADMINISTRATIVE OFFICE PROCEDURES

<table>
<thead>
<tr>
<th>Units</th>
<th>Advisory:</th>
<th>Acceptable for credit:</th>
<th>California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 75.6 hours</td>
<td>MATH 903</td>
<td>California State University</td>
<td>4.0 units</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

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 functions of business and its role in society, and how today’s worker fits in the workplace, who gets hired, promoted or fired. The student will be exposed to the skills that will be needed in the future, how decisions are made in the workplace and in business, including sole proprietorship, partnership and corporate functions, and international trade and competitiveness. This is a required first course for all business majors, and should be taken within their first year as a business major. This course may also be offered online. Credit/No Credit Option.

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

054 • SMALL BUSINESS START UP AND MANAGEMENT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course offers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

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

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

055A • INDUSTRY AND COMPETITIVE ANALYSIS 1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course allows students to develop concepts and techniques critical for formulating competitive strategy in a variety of business environments. Class activities focus on analyzing the structure of industries, the evolution of this structure, the pattern of interaction among competitors, and the competitive position and advantage of firms in the industry. Credit/No Credit Option.

061 • BUSINESS AND SOCIETY 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course will examine business and its impact on society and society’s influence on business. There will be a critical and comparative examination of business ethics, the global environment of business, and societal challenges and benefits of business activity. Regardless of a student’s major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. Satisfies A.A. degree, Area D and CSU Area D. 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
(Fomerly 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 percentages, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is recommended for all business majors. This course may also be offered online. Credit/No Credit Option.

077 • QUALITY CUSTOMER SERVICE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course provides an overview of the concepts and skills needed for success in delivering service to customers. It emphasizes creating a climate of service excellence by developing listening, verbal and 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
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.

078D • GRANT WRITING 1.0 unit
Total lecture 20.8 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.

078C • BUSINESS REPORT WRITING 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.

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

090 • BUSINESS MATHEMATICS 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course provides students with the fundamentals to make sound financial investment decisions. Study will involve learning about the investment environment, the risks and returns associated with different types of financial investments, and the establishment of investment objectives consistent with an individual’s characteristics, capacities and restrictions. Students will learn about the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects will cover techniques of investment analysis, timing, decision making, investment planning and management. This course may also be offered online. Credit/No Credit Option.
078E • PERSUASIVE BUSINESS WRITING  1.0 unit
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
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
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 interaction 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 creating and managing business Web sites. Students 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
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.

CHEMISTRY — CHEM
DIVISION:  Natural Sciences
DEPARTMENT:  Chemistry
DEPT CHAIR:  Catherine Shea
PHONE:  408-855-5260
COUNSELING:  408-855-5030

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 that 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 • Chemical Engineer
• Physician • Dentist • Veterinarian
• Biologist • Pharmacist • Geologist/Geochemist
• 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</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>D</td>
<td>D</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>D,E</td>
<td>D,E</td>
<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: Units

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM 001AB</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>5.0</td>
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<tr>
<td>PHYS 004B</td>
<td>5.0</td>
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<tr>
<td>PHYS 004C</td>
<td>5.0</td>
</tr>
<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
CHEMISTRY • CHILD DEVELOPMENT

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

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 their coordination compounds, the nomenclature, structure and 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) This course may also be offered online. 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.
### 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)  

<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 008</td>
<td>Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Intro to Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</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>
</tbody>
</table>

### Plus at least 4 elective courses (12 units) from the following:

- CHD 003 Language Experiences for Children
- CHD 004 Cognitive Experiences For Children
- CHD 005 Movement and Melody For Children
- CHD 006 Supervision and Administration
- CHD 007 Mgmt. Issues in Child Development Programs
- CHD 014 Art and Creative Dev. For Young Children
- CHD 016 Understanding the Young Child

Total Program A.S. Degree Requirements: 39.0

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### Family Child Care - Certificate

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

#### Core Curriculum Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
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<tr>
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<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Intro to Early Childhood Education</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 018</td>
<td>Parenting Issues For Teachers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 18.0

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### Teacher - Certificate

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

#### Core Curriculum Courses

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CHD 001</td>
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<td>3.0</td>
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<tr>
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<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 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>
</tbody>
</table>

### Plus one of the following:

- CHD 008 OR Practicum in Child Development                                     | 6.0   |
- CHD 012 Field Work                                                           | 3.0   |

Total Program Certificate Requirements: 27.0 - 30.0

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### Child Development Permit, Master Teacher - Certificate

Successful completion of 33 semester units of coursework as listed below. This certificate meets the California State Department of Education Title 5 coursework requirements for the Child Development Teacher and/or Master Teacher Permits when combined with 16 units of general education.

#### 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 006</td>
<td>Supervision and Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Mgmt. Issues in 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 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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### Site Supervisor - Certificate

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

#### Core Curriculum Courses

<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</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>
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<tr>
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<td>Children and Play</td>
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</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 45.0

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### Instructional Aide In The Elementary School - Certificate

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

#### Core Curriculum Courses

<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>
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<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; Implementation5.0</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: 18.0

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### Early Intervention Assistant - Certificate

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

#### Core Curriculum Courses

<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>
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<tr>
<td>CHD 010</td>
<td>Intro to Early Childhood Education</td>
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</tr>
<tr>
<td>CHD 012</td>
<td>Field Experience in Early Intervention</td>
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<tr>
<td>CHD 016</td>
<td>Infant Toddler Development</td>
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</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
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</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood Programs</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025</td>
<td>Facilitating Inclusion in Early Childhood Programs</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Plus three units from one of the following:

- CHD 003 Language Experiences for Children
- CHD 004 Cognitive Experiences for Children
- CHD 015 Observation of Children
- CHD 018 Parenting Issues For Teachers
- CHD 017 Child Health and Safety
- CHD 021 Children and Play

* Strongly recommended

Total Program Certificate Requirements: 27.0
Graduation Requirements

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

NOTE: The Transfer Planning Guide in Early Childhood Development is also available. It may be possible to earn an Associate of Science in Early Childhood Education at the same time as preparing for transfer to a university. Careful planning is required. See a counselor for additional information.

**CHIL DEVELOPMENT (CHD)**

**001 • CHILD GROWTH AND DEVELOPMENT**

Total lecture 54.4 hours

Acceptable for credit: California State University

This course is 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.

**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 063. Grade Only.

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

Total lecture 54.4 hours

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 development of stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language arts materials, designing print rich environments and planning language experiences for young children, including strategies and adaptations for children with special needs. Observations of children, language sampling, and group activities are included. Grade Only.

**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.

**005 • MOVEMENT AND MELODY FOR CHILDREN**

Total lecture 54.4 hours

Acceptable for credit: California State University

This course is a study of music and movement activities and how these activities affect the child's growth and development. Students will learn how to assess musical and movement experiences and to develop activities that promote the child's development. Students will gain skills in determining how these musical experiences help with the pre-reading period, cognitive development and sensory and creative expressions. Some field work experience and observation of children are required. Grade Only.

**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.

**007 • MANAGEMENT ISSUES OF CHILD DEVELOPMENT PROGRAMS**

Total lecture 54.4 hours

Acceptable for credit: California State University

In-depth study of issues related to the management procedures of child care programs. Topics include staff relationships, staff-parent relationships, and administration issues and management styles. Grade Only.

**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 the knowledge of child development principles for curriculum design. Students will participate with children, parents and staff under supervision of an experienced classroom teacher for a total of 108 hours for planning and implementing classroom experiences and activities. Grade Only.

**009 • ADVANCED PRACTICUM**

Total lecture 36.8 hours; Total lab 108.8 hours

Advisory: CHD 001 and CHD 003

Prerequisite: CHD 008

Corequisite: Internship at Mission College CDC

In this course students make practical applications of classroom theories and knowledge in a lab setting that mirrors a work setting. This class focuses on the working relationships in the classroom and the planning needed to support children’s learning in a classroom environment. Students will plan curriculum, assess children’s development and develop relationships with children, families and teachers. This course fulfills requirements for child-care teachers and directors for supervised teaching experience for the Child Development Permit Matrix. May be repeated one time. Credit/No Credit Option.

**010 • FOUNDATION OF EDUCATION**

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**

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**

Total lecture 17.6 hours; Total lab 108.8 hours

Acceptable for credit: California State University

Supervised field work in individually arranged and specifically selected school setting. Students are also expected to attend a one hour lecture class which will include topics such as observation techniques, lesson planning, writing goals and objectives. Grade Only.
014 • ART AND CREATIVE DEV. OF YOUNG CHILDREN  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
The course will focus on the creative art experiences of the child. Students will explore the factors that affect the development of creative art expression and aesthetics in children. Providing developmentally appropriate art experiences will be the focus and the emphasis will be on the process not the product. The role of the teacher and the importance of environment will be discussed. Understanding and analyzing children’s art work and its importance for child’s overall development will be studied. Students will design creative art experiences to further the child’s creative expression. Observation of children will be required. 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.

016 • UNDERSTANDING THE YOUNG CHILD  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from prenatal through the early childhood years. This course is an extension of CHD 001, Child Growth and Development, in the exploration of the development of the very young child. This course meets the Infant-Toddler state licensing requirement. Observation of children is required. 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. Course meets the state AB 962 requirement. This course may also be offered online. Grade Only.

018 • PARENTING ISSUES FOR TEACHERS  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Designed to help parent’s develop positive attitudes, behavior and skills in their relationships with their own children. The role of the teacher in the parent-child relationship is explored. 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 career or certificate 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 PL94-142 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
The course will focus on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, language and physical development. Students observe children’s play behavior and plan and implement developmentally appropriate experiences for young children in a group setting. Creating inclusive play curricula and developing and implementing special techniques for children with special needs will be discussed. 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 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.

023 • SCHOOL AGE PROGRAM PLANNING AND IMPLEMENTATION  3.0 units
Total lecture 54.4 hours
Advisory: CHD 002 and CHD 011
Acceptable for credit: California State University
This course is 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.

024 • POSITIVE GUIDANCE IN EARLY CHILDHOOD PROGRAMS: MANAGING CHALLENGING BEHAVIORS  3.0 units
Total lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will 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 020
Acceptable for credit: California State University
This course will focus on the history, 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 2006-2007

COMMUNICATION STUDIES

COMMUNICATION STUDIES – COMM

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

COMMUNICATION STUDIES (COMM)

001 • PUBLIC SPEAKING

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

Total lecture 54.4 hours
Advisory: ENGL 108A
Acceptable for credit: University of California, California State University

008 • INTERPERSONAL COMMUNICATION

Total lecture 54.4 hours
Acceptable for credit: California State University

010 • PERSUASIVE SPEAKING

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

012 • INTRODUCTION TO INTERCULTURAL COMMUNICATION

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

015 • FUNDAMENTALS OF COMMUNICATION

Total lecture 54.4 hours
Acceptable for credit: California State University

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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Acceptable for credit: University of California, California State University

012 • INTRODUCTION TO INTERCULTURAL COMMUNICATION

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

015 • FUNDAMENTALS OF COMMUNICATION

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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

COMMUNITY HEALTH – COMHL

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5427
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

The 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.

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

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

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL SPRING WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMHL 010</td>
<td>X</td>
</tr>
<tr>
<td>COMHL 042</td>
<td>X*</td>
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* = 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>Units</th>
<th>Courses</th>
</tr>
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<tbody>
<tr>
<td>3.0</td>
<td>COMMHL 010 Community Health Problems</td>
</tr>
<tr>
<td>3.0</td>
<td>COMM 008 Interpersonal Communication</td>
</tr>
<tr>
<td>3.0</td>
<td>H ED 002 Health and Life Style</td>
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<tr>
<td>2.0</td>
<td>H ED 004 Standard First Aid</td>
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<tr>
<td>3.0</td>
<td>SOI 001 Introduction to Sociology</td>
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<tr>
<td>3.0</td>
<td>PSYCH 012 Human Growth and Development</td>
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<tr>
<td>8.0</td>
<td>WRKEP 301-304 Cooperative Work Experience</td>
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</table>

Plus 4 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
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<tbody>
<tr>
<td>0.5</td>
<td>AH 011 Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>3.5</td>
<td>AH 020D Nurse Assistant Fundamentals</td>
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<td>2.0</td>
<td>AH 020E Nurse Assistant Clinicals</td>
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<tr>
<td>2.0</td>
<td>VN 056 Obstetrical Nursing</td>
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<tr>
<td>2.0</td>
<td>VN 057 Introduction to Gerontology</td>
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<tr>
<td>2.0</td>
<td>VN 058 Principles of Child Health Care</td>
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<td>30.0</td>
<td>Total Program Requirements</td>
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</table>

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)

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
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<tr>
<td>0.5</td>
<td>AH 012 Emergency and Disaster Preparation</td>
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<td>3.0</td>
<td>COMHL 010 Community Health Problems</td>
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<td>3.0</td>
<td>COMM 008 Interpersonal Communication</td>
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<td>H ED 004 Standard First Aid</td>
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<td>3.0</td>
<td>PT 013A Developmental Disabilities</td>
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<tr>
<td>3.0</td>
<td>VN 057 Introduction to Gerontology</td>
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<td>4.0</td>
<td>WRKEP 301-304 Cooperative Work Experience</td>
</tr>
</tbody>
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COMMUNITY HEALTH • COMPUTER APPLICATIONS

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

COMPUTER APPLICATIONS – CA
DIVISION: Commercial Services
DEPARTMENT: Computer Applications
DEPT CHAIR: Judie DelFrate 408-855-5341
FACULTY: Susanna Pancella 408-855-5362
Ron Smeyhe 408-855-5305

Student Learning Outcomes:
The Computer Applications program at Mission College has two areas of emphasis. The Office Administration area is designed to provide skills necessary for success in an office setting, from clerk to supervisor/manager. The Office Information System area is focused on computer application skills necessary to effectively use the computer to increase productivity (without working harder) in an office environment. Upon completion of courses in Computer Applications students will be able to:

- Classify software into appropriate categories (application, operating system, etc.);
- Design and publish WebPages; design and create databases, reports, forms and presentations;
- Analyze, assess, and produce a business document that is a solution to a given problem (reservation letter, report and budget);
- Demonstrate an increase in keyboarding speed and productivity;
- Apply computer skills with knowledge of application software (PowerPoint, Excel and Access) to create a professional business document;
- Demonstrate the ability to use a computer operating system (printing and file management);
- Design, predict, assess, estimate, classify a plan to manage a project (launching a new product and starting a company);
- Produce a professional business document from dictated material, and
- Demonstrate appropriate academic and professional use of the Internet.

Students will be assessed through exams and work that reflects their ability to design and publish webpages, produce professional business documents and use the Internet for business applications.

Career Options:
- Computer Operator, Assistant, Clerk
- Data Entry Operator
- Office Assistant
- Word, Excel, Oracle User

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

Highlights:
- Hands-on experience in the use of computer for business purposes.
- Instructors, with strong computer backgrounds, that care about your success.
- Opportunities for application experience in the lab through internships.

A.S. Degree:
- Office Administration
- Office Information Systems

Certificate:
- Computer Applications- Level II
- Internet Application
- Office Administration
- Office Support Specialist
- Office Information Systems
- Oracle Developer

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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</tbody>
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MISSION COLLEGE 2006-2007

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

Microsoft Office - Certificate

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 033A Word Processing - Course 1</td>
</tr>
<tr>
<td>CA 033B Word Processing - Course 2</td>
</tr>
<tr>
<td>CA 045A Introductory Microsoft Project</td>
</tr>
<tr>
<td>CA 045B Intermediate Microsoft Project</td>
</tr>
<tr>
<td>CA 046D Introduction to Microsoft PowerPoint</td>
</tr>
<tr>
<td>CA 046E Intermediate PowerPoint</td>
</tr>
<tr>
<td>CA 062B Introduction to Microsoft Excel</td>
</tr>
<tr>
<td>CA 063B Intermediate Microsoft Excel</td>
</tr>
<tr>
<td>CA 071E Microsoft Outlook</td>
</tr>
<tr>
<td>CA 081B Introduction to Microsoft Access</td>
</tr>
<tr>
<td>CA 082B Intermediate Microsoft Access</td>
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</tbody>
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Total Program Certificate Requirements: 17.5

Office Administration - A.S. Degree

Core Curriculum Courses (Required)

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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>ACCCG 021A Basic Accounting I</td>
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<tr>
<td>BUS 028A Business Law</td>
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<tr>
<td>BUS 050 Administrative Office Procedures</td>
</tr>
<tr>
<td>BUS 078 Business Communications</td>
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<tr>
<td>CA 010C Computer Keyboarding Speed and Accuracy</td>
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<tr>
<td>CA 013 Ten-K Key Numeric Keypad</td>
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<tr>
<td>CA 031A Word Processing - Course 1</td>
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<tr>
<td>CA 033B Word Processing - Course 2</td>
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<tr>
<td>CA 037A Computer Usage for the Workplace Professional</td>
</tr>
<tr>
<td>CA 038A Introductory Microsoft Project</td>
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<tr>
<td>CA 046A Intermediate PowerPoint</td>
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<td>CA 062B Introduction to Microsoft Excel</td>
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<td>CA 081B Introduction to Microsoft Access</td>
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<tr>
<td>CA 084B Introduction to Microsoft Excel</td>
</tr>
<tr>
<td>CA 082B Intermediate Microsoft Access</td>
</tr>
<tr>
<td>CA 086B Internet Personal and Business 2</td>
</tr>
<tr>
<td>CA 086C Internet Personal and Business 1</td>
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<tr>
<td>Plus any 2.5 units from the following:</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>CA 010A Learning the Keypunch</td>
</tr>
<tr>
<td>CA 010C Computer Keyboarding Speed and Accuracy</td>
</tr>
<tr>
<td>CA 096F Introduction to Microsoft FrontPage</td>
</tr>
<tr>
<td>CA 097A Creating Web Pages - Course 1</td>
</tr>
<tr>
<td>CA 034D Microsoft Word: Mail Merge</td>
</tr>
<tr>
<td>CA 052 PC for Personal and Professional Use</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</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)

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 050 Administrative Office Procedures</td>
</tr>
<tr>
<td>BUS 078 Business Communications</td>
</tr>
<tr>
<td>CA 013 Ten-K Key Numeric Keypad</td>
</tr>
<tr>
<td>CA 010A Learning the Keypunch</td>
</tr>
<tr>
<td>CA 033A Word Processing - Course 1</td>
</tr>
<tr>
<td>CA 033B Word Processing - Course 2</td>
</tr>
<tr>
<td>CA 037A Computer Usage for the Workplace Professional</td>
</tr>
<tr>
<td>CA 038A Introductory Microsoft Project</td>
</tr>
<tr>
<td>Plus three units from the following:</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>CA 046D Introduction to Microsoft PowerPoint</td>
</tr>
<tr>
<td>CA 062B Introduction to Microsoft Excel</td>
</tr>
<tr>
<td>CA 081B Introduction to Microsoft Access</td>
</tr>
<tr>
<td>CA 084C Computer Keyboarding Speed and Accuracy</td>
</tr>
<tr>
<td>CA 097A Microsoft OS Essentials</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</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  

BUS 078 Business Communications .............................................. 3.0  
BUS 050 Administrative Office Procedures .................................. 4.0  
CA 052* PC for Personal and Professional Use .................................. 0.5  
CA 033A Word Processing - Course 1 .............................................. 3.0  
CA 033B Word Processing - Course 2 .............................................. 3.0  
CA 036 Machine Transcription ..................................................... 3.0  
CA 037A Computer Usage for the Workplace Professional .......... 3.0  
CA 046D Introduction to Microsoft PowerPoint .................... 1.0  
CA 062B Introduction to Microsoft Excel .................................... 1.0  
CA 070 Using Microsoft Windows ................................................. 1.0  
GRAT 063 Desktop Publishing .................................................... 3.0

Plus four units from the following:  
Units  

CA 031B Microsoft Word: Check It Out! ........................................ 1.0  
CA 045A Introduction to Microsoft Project .................................. 1.0  
CA 045B Intermediate Microsoft Project .................................... 2.0  
CA 045C Advanced Microsoft Project ........................................ 2.0  
CA 071E Microsoft Outlook ....................................................... 0.5  
CA 084 Oracle: Check It Out! ..................................................... 1.0  
MGMT 009 Intro Supervision & Management ............................. 0.5  
MGMT 013 Job Stress Management ............................................. 0.5  
MGMT 014 Interviewing Skills .................................................. 0.5  
MGMT 017 Performance Appraisal ............................................. 0.5  
MGMT 019 Dealing with Difficult People ................................. 0.5

Plus one of the following:  
Units  

BUS 079 Human Relations in Business ........................................ 3.0  
MGMT 101 Interpersonal Effectiveness ...................................... 3.0  

Total Program A.S. Degree Requirements: .................................. 32.5

*Students should complete CA 052 before starting CA 033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a degree. NOTE: Knowledge of basic Macintosh skills is recommended prior to taking GRAT 063. CA 021(Intro to Macintosh), for 1.0 units will satisfy this.

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

Core Curriculum Courses (Required)  
Units  

CA 010C Computer Keyboarding Speed & Accuracy ....................... 1.0  
CA 013 Ten-key Numeric Keypad ................................................ 1.0  
CA 031B Microsoft Word: Check It Out! .................................... 1.0  
CA 046D Introduction to Microsoft PowerPoint .................... 1.0  
CA 070 Using Microsoft Windows ................................................. 1.0  
CA 062B Introduction to Microsoft Excel .................................... 1.0  
CA 071E Microsoft Outlook ....................................................... 0.5  
CA 096A Internet Personal and Business .................................... 1.0  

Total Program Certificate Requirements: .................................. 8.0

Oracle Developer - Certificate

The Oracle Developer Certificate is designed to provide students with the basic skills to work with the Oracle 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  

CA 084A Oracle – Introduction to SQL and PL/SQL ....................... 3.0  
CA 084B Oracle – Forms ......................................................... 3.0  
CA 084C Oracle – Reports ....................................................... 3.0  
CA 084D Oracle – Forms 2 ....................................................... 2.0

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

Professional Internet Skills - 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  

CA 096A Internet Personal and Business ................................. 1.0  
CA 096B Internet Personal and Business 2 ............................... 1.0  
CA 097A Creating Web Pages – Course 1 .................................. 1.0  
CA 097B Creating Web Pages – Course 2 .................................. 1.0  
CA 097C Creating Web Pages – Course 3 .................................. 1.0  
CA 097D Creating Web Pages with XML – Course 1 ................. 1.0  
CA 096F Introduction to Microsoft FrontPage ........................... 1.0  
CA 097E Creating Web Pages with XML – Course 2 ................. 1.0

Total Program Certificate Requirements: .................................. 8.0

Computer Applications - (CA)

How to Determine Placement in Computer Keyboarding Classes

A student should enroll for:

- CA 11 with no previous keyboarding training;
- CA 10A with no previous keyboarding training;
- CA 10C with previous keyboarding training.

Oracle Developer - Certificate

The Oracle Developer Certificate is designed to provide students with the basic skills to work with the Oracle 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  

CA 084A Oracle – Introduction to SQL and PL/SQL ....................... 3.0  
CA 084B Oracle – Forms ......................................................... 3.0  
CA 084C Oracle – Reports ....................................................... 3.0  
CA 084D Oracle – Forms 2 ....................................................... 2.0

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

Professional Internet Skills - 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  

CA 096A Internet Personal and Business ................................. 1.0  
CA 096B Internet Personal and Business 2 ............................... 1.0  
CA 097A Creating Web Pages – Course 1 .................................. 1.0  
CA 097B Creating Web Pages – Course 2 .................................. 1.0  
CA 097C Creating Web Pages – Course 3 .................................. 1.0  
CA 097D Creating Web Pages with XML – Course 1 ................. 1.0  
CA 096F Introduction to Microsoft FrontPage ........................... 1.0  
CA 097E Creating Web Pages with XML – Course 2 ................. 1.0

Total Program Certificate Requirements: .................................. 8.0

Computer Applications - (CA)

How to Determine Placement in Computer Keyboarding Classes

A student should enroll for:

- CA 11 with no previous keyboarding training;
- CA 10A with no previous keyboarding training;
- CA 10C with previous keyboarding training.
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
Designed for both non-business and business majors who wish to learn how to use the touch system of keyboarding. Increase your productivity 400% over using just two fingers. Practice with business letters, correspondence, and reports. Develop proper technique, and improve speed and accuracy.
Credit/No Credit Option.

012 • KEYBOARDING -INTERMEDIATE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
Designed for both non-business and business majors who need to improve keyboarding techniques, formatting skills, and speed and accuracy on the computer. Includes straight copy practice and drills on number and symbol keys, formatting of memorandums, personal letters, business letters, manuscripts, tables, and business forms. Emphasis will be on following written and oral instructions and proofreading. Scheduled As Needed. Credit/No Credit Option.

013 • TEN-KEY NUMERIC KEYPAD 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
Develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CA 10A or CA 10C.
May be repeated one time. Credit/No Credit Only.

023 • DISTANCE LEARNING – HOW TO SUCCEED (NON_ASSOCIATE DEGREE COURSE) 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A and CA 070
Acceptable for credit: California State University
Be a successful distance learner! In this course students will learn how to register and take a class online. Topics will include: using a browser, email, plug-ins, using a course management system, communicating online, taking a test, and sending work. This course may also be offered online. Credit/No Credit Only.

028B • MICROSOFT OFFICE: INTEGRATING ACCESS WITH OTHER APPLICATIONS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
This course will provide students the opportunity to learn to integrate Microsoft Access with other Microsoft Office Applications. May be repeated one time. Credit/No Credit Only.

028C • INTRODUCTION TO MICROSOFT OFFICE 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
This course focuses on improvements to Microsoft Office software releases. Learn the updates to Word, Excel, PowerPoint, Access and Outlook. May be repeated one time. Credit/No Credit Only.

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

028E • MICROSOFT OFFICE AND POWERPOINT: BUILDING INTEGRATED BUSINESS PROPOSALS AND PRESENTATIONS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
This course focuses on applying Microsoft Office for business by integrating Microsoft Word, Excel, and PowerPoint for powerful presentations. May be repeated one time. Credit/No Credit Only.

031B • MICROSOFT WORD: CHECK IT OUT! 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University
Students will learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, basic input and editing procedures, file handling, printout features, file management, and basic document formatting including letters, memos, and reports. Course may also be taught as an Online course. May be repeated one time. Credit/No Credit Option.

033A • WORD PROCESSING - COURSE 1 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
Word Processing will be accomplished on a microcomputer. Students will develop a working knowledge of a program that offers flexibility in selecting commands from menus or function keys, as well as an alternative (a “mouse” device) to using the keyboard to select commands. The course will include text-editing, formatting, storage, retrieval, printing, document filing and management, column, tabs, tables, spell check and thesaurus. Credit/No Credit Option.

033B • WORD PROCESSING - COURSE 2 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 010A, CA 021, 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.

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 the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, basic input and editing procedures, file handling, printout features, file management, and basic document formatting including letters, memos, and reports. Course may also be taught as an Online course. May be repeated one time. Credit/No Credit Option.

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 formating 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, enforcing 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.
Advisory:

Extensive practice in preparation of business correspondence using The basics of word processing are reinforced, and intermediate functions 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 Only.

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

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.

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.

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.

This 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.

This course covers the basic 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.

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052 • PC FOR PERSONAL AND PROFESSIONAL USE 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A
Acceptable for credit: California State University
Build confidence in using a computer and take the mystery away from how a computer works. This class is an introduction to computer hardware, software and concepts. Look inside the system: see the hard drives, what RAM actually looks like, a floppy disk drive, and more. The course will cover such topics as: the operating system software and how it works with application software, how the CPU works, the difference between memory and storage, and how the computer records data on a disk. 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.

062 • 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.

063B • INTERMEDIATE MICROSOFT EXCEL 2.0 units
Total lecture 36.8 hours
Advisory: CA 062B
Acceptable for credit: California State University
Go to the next professional and personal step using Excel. Learn Excel features that are used in decision-making. Experiment with scenarios, data lookups, goal seek, solver, pivot-table charts and graphs, and more. Create macros to automate Excel tasks. Create buttons in a spreadsheet so others can just click and get the result. This course is designed for students who are computer literate and have some knowledge of Excel. 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 • INTRODUCTION TO MICROSOFT ACCESS 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University
Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. 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
Go to the next professional and personal step using Access. Learn Access features to enhance database table design, customize forms and report, create more complex queries, and manage and secure a database. Create macros to automate database tasks. Learn to use Access with other applications. This course is designed for students who are computer literate and have some knowledge of Access. May be repeated one time. Credit/No Credit Option.

083A • CRYSTAL REPORTS – BASIC 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A and CA 070
Acceptable for credit: California State University
In this course students will learn how to use Crystal Reports to create and customize reports by using tables from a relational database. This course may also be offered online. Credit/No Credit Only.

084A • ORACLE - CHECK IT OUT! 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
Students will receive an introduction to Oracle, a powerful relational database. They will learn how to use Oracle to create a table, enter and modify data, retrieve and present information from a database file. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

084A • ORACLE - SQL AND PLUSQL 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
Take the first professional and personal step in using Oracle, a powerful relational database. Learn to create database tables; enter, validate, and modify data; organize, manage, perform calculations, and retrieve data from the tables. Create simple formatted reports from the data in the database. Ask both simple and complex queries of the data. Learn to package commands into reusable scripts. 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 or CA 070
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

084C • ORACLE – REPORTS  3.0 units
Total lecture 54.4 hours
Advisory: CA 010A or CA 070
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 or CA 070
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, redefining function key, and creating mouse triggers. They will manage transactions in a multiple form application. This course is preparation for Oracle Application Development tests which lead to an Oracle certificate. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

096A • INTERNET USE: PERSONAL AND BUSINESS 1  1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
Ever get frustrated using the Internet? Take this class and make the Internet work for you. Is there a difference between the Internet and the World Wide Web? This class will cover how the Internet works, some history, and then hands-on “magic carpet rides” through a few of the billions of meaningful web pages. Learn more about e-mail, Internet fraud, transferring files, protecting your computer from hackers, and more. Leave knowing the “basics” of using the Internet, basics that the casual user does not know at all. 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
Travel at warp speed through databases, stock markets, research sites, and government sites. View all the satellites in orbit as they circle earth live. Experience different web browsers live (Firefox and Opera), and then choose which one you like best. Learn how to keep your personal data secure when ordering products over the net. Do in-depth research for business, real estate, or to find a lost relative. Learn to use some basic HTML. May be repeated one time. 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 096C
Acceptable for credit: California State University
Students will learn 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 • CREATING WEB PAGES - COURSE 1  1.0 unit
Total lecture 20.8 hours
Advisory: CA 021, CA 096A, CA 096B
Acceptable for credit: California State University
Take the first professional and personal step in creating a web page. Learn the basic HTML formatting commands in a hands-on lab. Learn to add color, graphics, lists, and tables to your web site. The final project is the creation and publication of a personal or business web page. May be repeated one time. Credit/No Credit Option.

097B • CREATING WEB PAGES - COURSE 2  1.0 unit
Total lecture 20.8 hours
Advisory: CA 070, CA 096A, CA 096B
Acceptable for credit: California State University
Make Web pages look even better and decrease the maintenance time! In this course create web pages and learn more advanced HTML features in a hands-on lab. Topics will include: working with frames, forms, multimedia and cascading style sheets. May be repeated one time. This course may also be offered online. Credit/No Credit Option.
COMPUTER INFORMATION SYSTEMS – CIS

DIVISION: Technology
DEPARTMENT: Computer Information Systems
COUNSELING: 408-855-5030

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

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

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

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

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

Schedule Matrix:

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<th>COURSE</th>
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D= DAY CLASSES; E= EVENING CLASSES

COMPUTER INFORMATION SYSTEMS

BECOME ENABLED TO WORK WITH COMMUNITY COLLEGE SYSTEMS.

Computer Information Systems - A.S. Degree

Core Curriculum Courses (Required)  
CIS 037A "C" Programming.......................... 3.0
CIS 172A Computer Lab: "C" ........................ 1.0
CIS 037B Advanced "C" Programming............... 3.0
CIS 172B Computer Lab: Advanced "C" ............. 1.0
CIS 040 Software Development with Visual C++ ... 3.0
CIS 178 Open Computer Lab: C++................... 1.0
CIS 043 JAVA Programming.......................... 3.0
CIS 183 Computer Lab: JAVA........................ 1.0
CIS 044 Introduction To Data Structures Using Java 3.0
CIS 184 Computer Lab: Data Structures Using Java.. 1.0
CIS 054B Advanced MS Operating System ......... 1.0
MATH 003A Analytic Geometry and Calculus...... 5.0
MATH 004A Intermediate Calculus.................. 4.0
MATH 019 Discrete Mathematics..................... 4.0

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

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

CIS 037A "C" Programming.......................... 3.0
CIS 172A Computer Lab: "C" ........................ 1.0
MATH 003A Analytic Geometry and Calculus...... 5.0
MATH 004A Intermediate Calculus.................. 4.0
MATH 019 Discrete Mathematics..................... 4.0

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

Computer Information Systems - Certificate

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

Certificate Requirement courses:

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

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

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

CIS 002 Intro. to Computer Systems with Visual Basic...3.0
CIS 037A "C" Programming.......................... 3.0
CIS 172A Computer Lab: "C" ........................ 1.0
CIS 172B Computer Lab: Advanced "C" ............. 1.0
CIS 040 Software Development with Visual C++ ... 3.0
CIS 178 Open Computer Lab: C++................... 1.0
CIS 043 JAVA Programming.......................... 3.0
CIS 183 Computer Lab: JAVA........................ 1.0
CIS 044 Introduction To Data Structures Using Java 3.0
CIS 184 Computer Lab: Data Structures Using Java.. 1.0
CIS 054B Advanced MS Operating System ......... 1.0

Total Program Certificate Requirements:................... 31.0
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

Unix Systems Administration (Level 2) - Certificate
Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Certificate Requirement courses: Units
CIS 047B Advanced UNIX Systems Administration ........................................... 3.0
CIS 048 Intro to UNIX Networking/Security .................................................... 3.0
CIS 081B TCP/IP ......................................................................................... 3.0

Plus two or more additional courses and labs from the following electives (at least 6-8 units):
CIS 043 Introduction to Java Programming Language ........................................... 3.0
CIS 183 Computer Lab: Java Programming Language ........................................ 1.0
CIS 044A Introduction to Perl Programming ..................................................... 3.0
CIS 184A Computer Lab: Perl Programming Language ...................................... 1.0
WRKEX 301 Work Experience (recommended) ................................................. 3.0

Total Program Certificate Requirements: ...................................................... 17.0 - 19.0

C/++/Unix Programming (Level I) - Certificate
Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

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

C/++/Unix Programming (Level II) - Certificate
Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

Plus two or more additional courses and labs from the following electives (at least 7-8 units):
CIS 014 Data Structures and Algorithms ....................................................... 3.0
CIS 172C Computer Lab: Data Structures with "C" ............................................. 3.0
CIS 039 Microcomputer Assembler Programming ............................................. 3.0
CIS 179 Computer Lab: Assembler ................................................................... 1.0
CIS 043 Introduction to Java Programming Language ...................................... 3.0
CIS 183 Computer Lab: Java ........................................................................... 1.0
CIS/CET 081 Introduction to Computer Networking ......................................... 3.0

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

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

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

UNIX Systems Administration (Level I) - Certificate
Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

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

UNIX Systems Administration (Level II) - Certificate
Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

Plus two or more additional courses and labs from the following electives (at least 7-8 units):
CIS 171A Computer Lab: Database Study ..... 3.0
CIS 172C Computer Lab: Database Study with "C" ............................................. 3.0
CIS 179 Computer Lab: Assembler ................................................................... 1.0
CIS 043 Introduction to Java Programming Language ...................................... 3.0
CIS 183 Computer Lab: Java ........................................................................... 1.0
CIS/CET 081 Introduction to Computer Networking ......................................... 3.0

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

COMPUTER INFORMATION SYSTEMS (CIS)
NOTE: Maximum credit that can be transferred to UC is a total of six CIS courses.

002 • INTRODUCTION TO COMPUTER PROGRAMMING USING VISUAL BASIC.NET (VB.NET) 3.0 units
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 (VB.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) 3.0 units
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROL IN ENGL 10B AND READ 653

004B • COMPUTER PROGRAMMING II (PASCAL) 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: CIS 004A
Corequisite: CIS 172A
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) 3.0 units
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 3.0 units
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 3.0 units
CAN CSCI 2
Total lecture 54.4 hours
Advisory: MATH 003A, CIS 002 and CIS 054A
Corequisite: CIS 171

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 3.0 units
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 3.0 units
Total lecture 54.4 hours
Advisory: MATH 905, CIS 002 and CIS 054A
Corequisite: CIS 170A

Acceptable for credit: University of California, California State University

Visual Basic.Net is a preferred development programming language for the Windows Graphical User Interface (GUI) environment. This course will give 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 an advanced course in the "C" programming language. The course covers basic concepts of a computer program, major emphasis on programming concepts 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 compile programs with an emphasis on efficient algorithms, structured programming techniques, and good documentation. Credit/No Credit Option.

037A • "C" 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 20.8 hours
Advisory: MATH 903, CIS 037A and CIS 054B
Corequisite: CIS 187
Acceptable for credit: University of California, California State University
This course is an introductory course in object-oriented programming using C++ and software 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.

044A • INTRODUCTION TO PERL PROGRAMMING 3.0 units
Total lecture 20.8 hours
Advisory: MATH 903 and CIS 054A
Corequisite: CIS 178
Acceptable for credit: California State University
This is an introductory course in object-oriented programming using Perl. 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.

044B • INTRODUCTION TO UNIX OPERATING SYSTEM 1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903 and CIS 054A
Corequisite: CIS 181
Acceptable for credit: California State University
This is an introductory course in 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.

045A • INTRODUCTION TO UNIX OPERATING SYSTEM 1.0 unit
Total lecture 20.8 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 UNIZ 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.

045B • UNIX OPERATING SYSTEM 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and CIS 054B
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 UNIZ 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.

045C • LINUX OPERATING SYSTEM 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CIS 045A
Corequisite: CIS 181A
Acceptable for credit: University of California, California State University
This is an introductory course in the Linux operating system. This course includes learning basic Linux commands and how to set up a Linux system on PC's. The Linux commands to be addressed are: Linux file and directory manipulation, processes, access permission, and Linux mail, write, and talk. The course also includes an introduction to the Bash Shell, which includes the shell command line, setup, and customizing the shell environment. In addition, students will configure DNS, NIS, and NFS systems and use GNU project utilities, gawk programming, C/C++, tc/sh, and perl programming with Linux. Credit/No Credit Option.

046A • LINUX SHELL PROGRAMMING 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: CIS 045B
Corequisite: CIS 181B
Acceptable for credit: University of California, California State University
This is an introductory course in the Linux shell programming using different shell programs available with the AT&T UNIX 5.0 operating system. The course will include use of Bourne Shell and C-Shel] Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands, and looping mechanism. Students will also learn passing arguments to shell scripts, terminal/file I/O, subshells and using special UNIX commands. Additionally, this course will include use of restricted shell "sh" and introduction to Korn shell commands. 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 includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools. 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.

047A • INTRO 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: University of California, 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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

**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 nsslook 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 modems, 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
Prerequisite: Math 903
Acceptable for credit: California State University
This is an advanced course in the UNIX system administration series. This course includes assembly, setup and configuration of an UNIX Ethernet network. The course is based upon TCP/IP (Transmission Control Protocol/Internet Protocol) and includes host and router configuration, sendmail, firewalls, remote access and execution. This course also includes an introduction to distributing programming using sockets, dli (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostic utilities. Credit/No Credit Option.

**049 • WEB DESIGN/PROGRAMMING (UNIX)** 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Advisory: CIS 045B
Prerequisite: CIS 047A
Acceptable for credit: California State University
This is an introductory 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 an 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
Prerequisite: 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.

**050A • COMPUTER PROGRAMMING I (JAVA)** 3.0 units
Total lecture 54.4 hours
Advisory: CIS 037A and CIS 045A, eligibility for MATH 001
Prerequisite: 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.

**050B • COMPUTER PROGRAMMING II (JAVA)** 3.0 units
Total lecture 54.4 hours
Advisory: Eligibility for MATH 001
Prerequisite: CIS 050A
Corequisite: CIS 150B
Acceptable for credit: University of California, California State University
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 large 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), multithreading, JDBC (Java Data Base Connectivity) and Java Beans. Credit/No Credit Option.

**051 • NETWORK PROGRAMMING USING JAVA** 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIS 043
Acceptable for credit: California State University
This course reviews basic network concepts and World Wide Web / Internet from the perspective of a programmer and a developer. It explores Java’s high-level classes 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 naturally 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, multicasting protocol and content handlers, and servlets. Credit/No Credit Option.

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

**053 • DISTRIBUTED COMPUTING USING JAVA** 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: Eligibility for MATH 001
Prerequisite: CIS 043
Acceptable for credit: California State University
This course 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.

**054A • INTRODUCTION TO MS OPERATING SYSTEM** 1.0 unit
Total lecture 20.8 hours
Prerequisite: MATH 903
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-DOS. These features include OS files, tree-structured directories and system commands for batch files. This course will also include managing Hard-disk and loading/unloading files from Floppy’s to Hard-disk. This course will also include detailed explanation of the OS utilities, including line-editor (EDLIN), LINKER (LINK), and Debugger. Students will have hands-on experience using all these MS-DOS COMMANDS on an IBM-PC/AT Microcomputers. This is a six week introduction course. Credit/No Credit Option.
This course is designed for system engineers, network administrators and other support professionals, who are responsible for installing, configuring, maintaining and troubleshooting the Windows NT operating system. The course will also include managing hard-disk, hard-disk partitioning, memory management and optimizing the system for performance. This course will also include advanced OS commands such as DEBUG, EXEBIN, MODE etc., and MS-OS device drivers, interrupts and function calls, and the role of OS in the networking environment. This is a six week introduction course. Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

Credit/No Credit Option.

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.**

### 171B • COMPUTER LAB: ADVANCED PASCAL 1.0 unit
- **Total lab**: 54.4 hours
- **Advisory**: MATH 903
- **Corequisite**: CIS 004B
- **Acceptable for credit**: University of California, California State University
  - This course is designed for students writing advanced programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 21 students using the computer lab. **May be repeated three times. 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 37A students using the computer lab. **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.**
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

183B • COMPUTER LAB: JAVA FOR NON-PROGRAMMERS 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 043B
Acceptable for credit: 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 43B, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.

184 • COMPUTER LAB: INTRODUCTION TO DATA STRUCTURES USING JAVA 1.0 unit
Total lab 54.4 hours
Advisory: MATH 003A
Corequisite: CIS 043 and CIS 183
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Java. Credit/No Credit Option.

184A • COMPUTER LAB: PERL PROGRAMMING 1.0 unit
Total lab 54.4 hours
Advisory: MATH 000C
Corequisite: CIS 044A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Perl on UNIX platforms using the Perl Interpreter/Compiler. It is a required laboratory course for CIS 44A and provides the students with hands-on experiences using Perl and writing programs in Perl. Credit/No Credit Option.

COMPUTER INFORMATION TECHNOLOGY – CIT
DIVISION: Technology
DEPARTMENT: Computer Information Technology
DEPT CHAIR: Wael Abdeljabbar
PHONE: 408-855-5250
COUNSELING: 408-855-5030

Cisco Certified Network Administration (CCNA) Certificate
The Cisco Certified Network Associate (CCNA) track is designed as an introduction to the installation, configuration, and design of Networks. The track focuses on Cisco products, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Cisco Certification exams.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 011</td>
<td>Desktop Operating Systems</td>
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</tr>
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</tr>
<tr>
<td>CIT 021</td>
<td>Network Essentials (Cisco 1)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 022</td>
<td>Router and IOS Software (Cisco 2)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 023</td>
<td>LAN Design &amp; Case Study (Cisco 3)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 024</td>
<td>WAN Design &amp; Case Study (Cisco 4)</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>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 the 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. Students must first complete the CCNA certification as a prerequisite to the CCNP certification.

Prerequisite - Completion of the CCNA certification (27 units)

Core Curriculum Courses (Required)

<table>
<thead>
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<tr>
<td>CIT 025</td>
<td>Advanced Routing</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 026</td>
<td>Remote Access Networks</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 027</td>
<td>Multilayer Switching</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 028</td>
<td>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)

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</tr>
<tr>
<td>CIT 060</td>
<td>Netware Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 062</td>
<td>Netware Advanced Administration</td>
<td>2.0</td>
</tr>
<tr>
<td>CIT 063</td>
<td>NDS Design and Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 064</td>
<td>Service and Support</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 067</td>
<td>Integrating NetWare with Windows O.S.</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 160</td>
<td>Netware Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 162</td>
<td>Netware Advanced Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>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 Systems 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)

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</tr>
<tr>
<td>CIT 041</td>
<td>Microsoft OS Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 043</td>
<td>Microsoft Server</td>
<td></td>
</tr>
<tr>
<td>CIT 044</td>
<td>Supporting MS Windows Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 045</td>
<td>Implementing and Administering Windows</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 30.0

(continue on next page)
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 653.

Computer Information Technology

CIT 046  Designing a Secure Windows 2000 Network 3.0
CIT 141  Microsoft OS Essentials Lab 1.0
CIT 143  Microsoft Server Lab 1.0
COMM 015  Career Communications 3.0

Plus choose two courses from the following:
CIT 049  System Admin for Microsoft SQL Server 3.0
CIT 052A  Designing and Implementing a Data Warehouse Using MS SQL Server 3.0
CIT 057A  Implementing and Supporting MS Exchange Services 4.0

Total Program Certificate Requirements: 34.0-35.0

Microsoft Certified Database Administration (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
CIT 041  Microsoft OS Essentials 3.0
CIT 043  Microsoft Server 3.0
CIT 044  Supporting MS Windows Network Infrastructure 3.0
CIT 049  System Administration for Microsoft SQL Server 3.0
CIT 051A  Designing and Implementing Databases with Microsoft SQL Server 3.0
CIT 052A  Designing and Implementing a Data Warehouse Using MS SQL Server 3.0
CIT 141  Microsoft OS Essentials Lab 1.0
CIT 143  Microsoft Server Lab 1.0
COMM 015  Career Communications 3.0

Plus choose one course from the following:
CIT 010  Distributed Applications with Microsoft Visual C++ 3.0
CIT 010  Distributed Applications with Microsoft Visual Basic 3.0

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
CA 084A  Introduction to Oracle: SQL and PL/SQL 3.0
OR
CIT 049  System Administration for Microsoft SQL Server 3.0
CIT 082  DBA: Architecture and Admin 3.0
CIT 084  DBA: Backup and Recovery 3.0
CIT 086  DBA: Performance Tuning 3.0
CIT 088  DBA: Network Administration 3.0
CIT 182  DBA: Architecture and Admin Lab 1.0
CIT 184  DBA: Backup and Recovery Lab 1.0
CIT 186  DBA: Performance Tuning Lab 1.0
CIT 188  DBA: Network Administration Lab 1.0
COMM 015  Career Communications 3.0

Plus choose one course from the following:
CIT 107  Distributed Applications with MS Visual C++ 3.0
CIT 108  Distributed Applications with MS Visual Basic 3.0

Total Program Certificate Requirements: 25.0

Computer Information Technology (CIT)

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, processors, 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, cryptology, 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 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 Local Area Network (LAN). The course includes topics such as Open Systems Interconnection (OSI) model, Internet Protocol (IP) addressing, routing concepts, LAN cabling, and network topology. 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 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.

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 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.

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 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.

027 • MULTILAYER SWITCHING - CISCO 7 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 025
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Scalable Cisco Networks (BSCN). Instruction includes advanced IP addressing, OSPF, EIGRP, advanced routing, BGP, and advanced access lists. Credit/No Credit Option.

028 • INTERNETWORKING TROUBLESHOOTING - CISCO 8 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 025
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Scalable Cisco Networks (BSCN). Instruction includes advanced IP addressing, OSPF, EIGRP, advanced routing, BGP, and advanced access lists. 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
This course is designed to provide knowledge of user accounts, Windows 2000 groups and group scopes, permissions, security, Active Directory terminology, optimizing IP address allocation, Windows 2000 utilities, and Web services. Credit/No Credit Option.

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

044 • SUPPORTING MS 2000 NETWORK INFRASTRUCTURE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: CIT 041
Acceptable for credit: California State University
Students will learn to install, configure, and administer Microsoft Windows 2000 Active Directory 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 Policy 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 SQLSERVER 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. The topics covered include: database design, query processing, transactions, security, client/server database management system, and distributed arrays. Students will also learn the fundamentals of SQL Server, including the use of SQL Server Management Studio, Transact-SQL, and management of the database environment. At the conclusion of the course, students will be able to design, implement, and maintain a data warehousing system using Microsoft SQL Server client/server database management system.

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 044
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. The topics covered include: data warehousing concepts, data warehousing architecture, query processing, performance monitoring, transaction management, and database management. Students will also learn how to design and implement a data warehousing system using Microsoft SQL Server.

053A • IMPLEMENTING AND SUPPORTING MICROSOFT PROXY 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
Students will learn how to plan, design, implement, and maintain a proxy server using Microsoft Internet Security and Acceleration Server (ISA) or Internet Security and Acceleration Server (ISA) Gateway. The course covers the following topics: security architectures, firewall configuration and management, network security, network management, firewall administration, and network security management.

055A • IMPLEMENTING AND SUPPORTING MS EXCHANGE SERVICES 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and skills required to deploy and administer Microsoft Exchange Server. The topics covered include: planning, implementing, and managing an Exchange Server environment, including server and client administration, message transport, and data stored on the server. Students will also learn to configure and manage remote sites, and understand the best practices for Exchange Server administration.

057A • 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.

060A • 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 administration 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.

062A • NETWARE ADMINISTRATION - ADVANCED 2.0 units
Total lecture 36.8 hours
Prerequisite: CIT 060
Corequisite: CIT 162
Acceptable for credit: California State University
This course provides students with the advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. This course is appropriate for Network administrators who have completed the NetWare 5.1 Admin & Net Tech courses or who have acquired the same knowledge & skills from practical job experience administering a NetWare 4 network.

063A • 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 reused to create NDS designs in their working environment.

064A • 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 course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. This course is appropriate for Network administrators who have completed the NetWare 5.1 Admin & Net Tech courses or who have acquired the same knowledge & skills from practical job experience administering a NetWare 4 network.

067A • 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 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.

070A • DESIGNING A SECURE CHECKPOINT NETWORK I 3.0 units
Total lecture 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 072
Acceptable for credit: California State University
This course provides students with the knowledge and skills required to design, implement, and maintain a secure network using Checkpoint Firewall Technologies. Students will learn how to secure access to local network users, 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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

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

082 • DBA: ARCHITECTURE AND ADMINISTRATION 3.0 units
Total lecture 54.4 hours
Prerequisite: CA 084A or CIT 049
Corequisite: CIT 182
Acceptable for credit: California State University
This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. The student learns to use an administration tool to startup and shutdown a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases under different environments. Hands-on practice 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 a backup methodology 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 are frequently asked of Oracle Worldwide Support. This class is preparation for the Oracle Database Administrator, Application Developers, MIS Managers, Technical Support Professionals, and Network Administrators. Credit/No Credit Option.

107 • DISTRIBUTED APPLICATIONS WITH MS VISUAL C++ 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 049
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement data storage architecture by creating and managing files, file groups, and transaction logs. This course will teach students to use the Microsoft® Visual C++® development system to create component object model (COM) objects using Visual C++ and the Active Template Library (ATL) and to create single document interface (SDI) applications using Microsoft Foundation Class (MFC) and the Visual C++ development system. Credit/No Credit Option.

108 • DISTRIBUTED APPLICATIONS WITH MS VISUAL BASIC 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 049
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to create data services, and retrieve and manipulate data by using different cursor location. It includes client-side and server-side or cursor types such as forward-only, static, dynamic, and keyset. Students will learn how to execute a statement on a database and how to return records to a Visual Basic application. Credit/No Credit Option.

111 • SERVLETS AND JSP 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GDES 046
Acceptable for credit: California State University
The goal of this course Servlets and JavaServer Pages technology provide a powerful, efficient, portable, and secure alternative to Common Gateway Interface (CGI) programming for developing professional e-commerce sites, Web-enabled applications and to create interactive web pages including secure access to the web site, database interactivity, generate dynamic web pages and maintain client session data (i.e. cookies). 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
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 webpage “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.

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 is a course that goes beyond mere “desktop” database management. Participants explore dynamic web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. Students learn web-enabled databases concepts, relational database principles, Structured Query Language (SQL) and Hyper Text Markup Language (HTML). Credit/No Credit Option.

141 • MICROSOFT OS ESSENTIALS LAB 1.0 unit
Total 54.4 hours
Advisory: CIS 054B
Corequisite: CIT 049
Acceptable for credit: California State University
This is a course that goes beyond mere “desktop” database management. Participants explore dynamic web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. Students learn web-enabled databases concepts, relational database principles, Structured Query Language (SQL) and Hyper Text Markup Language (HTML). Credit/No Credit Option.
160 • NETWARE ADMINISTRATION APPLICABLE COURSES 1.0 unit
Total lab 54.4 hours
Advisory: CIS 054B
Corequisite: CIT 060
Acceptable for credit: California State University
This lab 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.

162 • NETWARE ADMINISTRATION - ADVANCED LAB 1.0 unit
Total lab 54.4 hours
Prerequisite: CIT 060
Corequisite: CIT 062
Acceptable for credit: California State University
The lab course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. Credit/No Credit Option.

182 • DBA: ARCHITECTURE AND ADMINISTRATION LAB 1.0 unit
Total lab 54.4 hours
Prerequisite: CA 084A
Corequisite: CIT 082
Acceptable for credit: California State University
This lab course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. Credit/No Credit Option.

184 • DBA: BACKUP AND RECOVERY LAB 1.0 unit
Total lab 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 084
Acceptable for credit: California State University
This lab course introduces participants to the critical task of planning and implementing Oracle database backup and recovery strategies. Credit/No Credit Option.

186 • DBA: PERFORMANCE TUNING LAB 1.0 unit
Total lab 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 086
Acceptable for credit: California State University
This lab course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle8i Server. Credit/No Credit Option.

188 • DBA: NETWORK ADMINISTRATION LAB 1.0 unit
Total lab 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 088
Acceptable for credit: California State University
The Oracle 8i Networking lab course will enable students to identify networking business trends and security problems. Credit/No Credit Option.

The Oracle 8i Networking lab course will enable students to identify which can be used to improve the performance of the Oracle8i Server. This lab course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle8i Server.

The lab course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course.

This lab course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database.

This lab course introduces participants to the critical task of planning and implementing Oracle database backup and recovery strategies.

This lab course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle8i Server.

The Oracle 8i Networking lab course will enable students to identify networking business trends and security problems.
### Highlights - CNT option:
- Strong foundation in all aspects of networking, with emphasis on practical hands-on laboratory experience
- A comprehensive curriculum addressing the needs of beginning students as well as working professionals
- Excellent state-of-the-art network laboratory with 3COM and CISCO and wireless equipment

### A.S. Certificate/Degree:
- Computer Electronics Technology
- Computer Networking Technology

### 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**

### Computer Networking Technology - A.S. Degree and Certificate

#### Core Curriculum Courses (Required)

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<thead>
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<th>Course</th>
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<tr>
<td>CNET 041 TCP/IP for the PC</td>
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<td>CNET 042 Intro to Network Operating Systems</td>
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<td>CNET 043 Router &amp; Internetworking Fundamentals</td>
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<td>CNET 044 Network Management Fundamentals</td>
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<tr>
<td>CNET 045 Introduction to LAN/WAN design</td>
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<td>CNET 046 Routing and Switching Technology</td>
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<td>CNET 078 Telecommunications / Networking</td>
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<td>CNET/CIS 081 Local Area Networks</td>
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<td>CNET 090B A+ (operating systems)</td>
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### Computer Networking Technology - Network Associate Certificate

#### Core Curriculum Courses

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<td>CNET 055 IBM PC: A Technical Introduction</td>
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<td>CNET 078 Data Communications</td>
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<td>CNET/CIS 081 Introduction to Networking and LAN</td>
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### COMPUTER NETWORKING ELECTRONICS TECHNOLOGY (CNET)

#### 041 • TCP/IP FOR THE PC

**Formerly known as CNT 041**

Total lecture 54.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

This course will introduce students to the Transmission Control Protocol / Internet Protocol (TCP/IP) suite for the PC platform. The course also covers the fundamentals of the Internet and the most popular Internet applications for DOS and Windows (Windows 9x/ME, Windows 2000/XP). Students will also learn the basics of Internet Protocol (IP) routing, including the concept of the Domain Name System (DNS), and the Intranet. Credit/No Credit Option.

#### 042 • INTRO TO NETWORK OPERATING SYSTEMS

**Formerly known as CNT 042**

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**

Total lecture 44.8 hours; Total lab 27.2 hours

Advisory: CNT/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

**Formerly known as CNT 044**

Total lecture 44.8 hours; Total lab 27.2 hours

Advisory: CNT 041, CNT 043 and CNT 081

Acceptable for credit: California State University

This course is designed to introduce students to the fundamentals of network management. The course covers the basics of SNMP protocol, including SNMP software and hardware support. Topics also include guidelines for effective use of SNMP tools in managing typical small to medium networks. Credit/No Credit Option.
### 045 • INTRODUCTION TO LAN/WAN DESIGN
- **Total lecture:** 54.4 hours
- **Advisory:** CNET 041, CNET 043 and CNET 081
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Advisory:** CNET 041, CNET 043 and CNET 081
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 54.4 hours
- **Advisory:** CNET 041 and CNET 043
- **Acceptable for credit:** California State University
- **Description:** 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, Bootstrap, 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 IPv6 and its potential impact on the Internet. Credit/No Credit Option.

### 052 • DC CIRCUIT THEORY AND ANALYSIS
- **Total lecture:** 54.4 hours; Total lab 54.4 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University
- **Description:** A comprehensive introductory course in electronics. DC voltages, resistance, series and parallel circuits. An introduction to voltage and current divider rules. Thevenin’s theorems, and other pertinent DC concepts. Emphasis is on lab procedures and use of electronic test equipment. Grade Only.

### 053 • ELECTRONICS CALCULATIONS
- **Total lecture:** 54.4 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University
- **Description:** A study of advanced algebraic and trigonometric concepts as they pertain to AC electronics: sine waves, vector algebra, complex number, decibels, and time constants. Use of a scientific calculator in solution of problems is emphasized. Grade Only.

### 055 • THE IBM PC: A TECHNICAL INTRODUCTION
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 54.4 hours
- **Advisory:** MATH 000C
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 54.4 hours; Total lab 54.4 hours
- **Advisory:** MATH 903 and CET 052
- **Acceptable for credit:** California State University
- **Description:** 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.

### 063 • DIGITAL/PROGRAMMABLE LOGIC
- **Total lecture:** 54.4 hours; Total lab 54.4 hours
- **Advisory:** MATH 903 and CET 052
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University
- **Description:** This is a comprehensive course in 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 HIGH-TECH ASSEMBLY(THROUGH-HOLE/SMT)
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Acceptable for credit:** California State University
- **Description:** 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
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Acceptable for credit:** California State University
- **Description:** 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 Notation(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
- **Total lecture:** 44.8 hours; Total lab 27.2 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University
- **Description:** This is an introductory course on the diagnostics, repair, and upgrade of IBM PC/clone. 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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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, modems, 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 P.LL, PCM, the phone system, modems, DS1, 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/baseband 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 (OPAMP) 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.

084 • CIRCUIT SIMULATION USING PSPICE 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 class in software design using PSPice for Windows. It is appropriate for students or working professionals. Topics include: drawing circuits, displaying waveforms, Monte Carlo analysis, parametric analysis, Fourier analysis, complex numbers, and many more. Simulated applications circuits include DC, AC, devices & circuits, operational amplifiers, and digital systems. No previous experience with circuit simulation is required, although a basic knowledge of DC/AC and Devices and circuits would be helpful. Grade Only.

088A • INTRODUCTION TO RF/MICROWAVE/WIRELESS 3.0 units
(Formerly known as CET 088)
Total lecture 54.4 hours
Advisory: CET 062
Acceptable for credit: California State University
This is an introductory course providing a conceptual understanding of RF/Microwave Components, such as amplifiers, filters, oscillators, synthesizers, mixers, etc. Coverage includes RF systems such as Broadcasting, Radar, Satellite, and Fixed Wireless. It simplifies the subject of RF electronics through the use of analogies and metaphors. Students will learn the vocabulary and jargon used throughout the industry. Credit/No Credit Option.

088B • ADVANCED RF/MICROWAVE/WIRELESS 3.0 units
Total lecture 54.4 hours
Advisory: CET 088A
Acceptable for credit: California State University
This is an advanced course providing a conceptual understanding of RF/Microwave Components, such as transmission line theory, wave guides, amplifiers, filters, oscillators, synthesizers, mixers, etc. The course includes Maxwell equations and wave propagation. Credit/No Credit Option.

090A • COMPUTER SERVICE TECHNICIAN (A+) - HARDWARE 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: CET 088A
This course covers the Core Hardware portion of the two-part A+ Certification exam. The course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience. Grade Only.

090B • COMPUTER SERVICE TECHNICIAN (A+) - OPERATING SYSTEMS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
This course covers the Core Operating System portion of the two-part A+ Certification exam. Major topics include a basic knowledge of Command Line Prompt, Windows 9x and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience. Grade Only.

177 • LABORATORY SKILLS 0.5 units
Total lab 27.2 hours
Advisory: MATH 903
Students will improve their laboratory and programming skills through guided laboratory work related to the CNET program course of study. May be repeated two times. Credit/No Credit Option.
COUNSELING (COUNS)

001 • COLLEGE SURVIVAL SKILLS  2.0 units
Total lecture 36.8 hours
Acceptable for credit: California State University
This comprehensive survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Credit/No Credit Option.

002 • STRATEGIES FOR ACADEMIC EXCELLENCE  2.0 units
Total lecture 36.8 hours
This course will present students with practical and proven strategies for improving the skills necessary to be successful in college and in their personal lives. Students will explore and practice strategies to set clear goals, make wise choices, improve self management, enhance creative and critical thinking skills, and acquire skills for life-long learning. Credit/No Credit Option.

003 • STRATEGIES FOR SUCCESS  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Emphasis is on the attainment of life-long success in academic, professional and personal development. Credit/No Credit Option.

007 • UNDERSTANDING THE TRANSFER PROCESS  1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
This course provides in-depth information and assistance with the transfer process to 4-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information will be covered. Use of college catalogs, printed directories and the Internet will be necessary to complete assignments. Credit/No Credit Option.

010 • INTRODUCTION TO CRISIS INTERVENTION  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course provides training in basic crisis intervention skills and application of these skills to a wide range of issues, situations, and settings including domestic abuse, suicide, sexual assault, death, addiction, and posttraumatic stress. Credit/No Credit Option.

012 • CAREERS AND LIFE STYLES  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course assists the student in examining the components of career choice. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self assessment instruments to help them identify career options. Life-styles and personal satisfaction will be discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques will be reviewed. This course may also be offered by telecourse/online. 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 • LEADERSHIP TRAINING  0.5 unit
Total lab 27.2 hours
Acceptable for credit: California State University
This is a practicum providing experience in the shared governance process through the Student Senate. Students will participate in decision making, critical thinking, use of parliamentary procedures and group process. This course is designed to allow students to experience student body leadership roles, work with problems and procedures of campus organizations/committees, and gain insight into how decisions are made in a collaborative process. This course is required of all student body officers and senators. 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

040B, C • LEADERSHIP TRAINING 1.0, 1.5 units
Total lecture 20.8, (27.2) hours
Acceptable for credit: California State University
Students will study and develop leadership skills for use within the college and the community in social and political organizations. The course provides exploration of values and goals. Students learn techniques in problem solving and critical thinking, theory of group processes, and parliamentary procedures. The Brown Act is also covered. The course is designed to train students to assume student leadership roles, and prepare students to participate effectively in campus organizations. This course is required of all student body officers and senators. 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.
DRAFT 022 Descriptive Geometry
DRAFT 051A Technical Drafting - Beginning
DRAFT 051B Technical Drafting - Intermediate
DRAFT 051C Technical Drafting - Intermediate
DRAFT 058A Electronic Drafting
DRAFT 058B Electronic Drafting
DRAFT 070 Dimensioning & Tolerancing
DRAFT 071A Advanced CAD Applications - Electronic
DRAFT 071B CAD Applications-PCB
DRAFT 072 CAD Applications-Electronics
DRAFT 073 Materials and Processes

Design Drafting - Electronic - A.S. Degree and Certificate
Core Curriculum Courses (Required)

DRAFT 022 Descriptive Geometry
DRAFT 051A Technical Drafting - Beginning
DRAFT 051B Technical Drafting - Intermediate
DRAFT 051C Technical Drafting - Intermediate
DRAFT 058A Electronic Drafting
DRAFT 058B Electronic Drafting
DRAFT 060 Dimensioning & Tolerancing
DRAFT 061 CAD Applications-PCB
DRAFT 092 Design Drafting Laboratory/Portfolio

Plus one of the following:

CET 052 DC Principles
DRAFT 055A Illustration/3-D CAD
DRAFT 060 Dimensioning & Tolerancing
DRAFT 072 CAD Applications-Electronics
DRAFT 103 Materials and Processes

Total Program A.S. Degree/Certificate Requirements: 36.0 - 38.0

Design Drafting - Mechanical - A.S. Degree and Certificate
Core Curriculum Courses (Required)

DRAFT 022 Descriptive Geometry
DRAFT 051A Technical Drafting - Beginning
DRAFT 051B Technical Drafting - Intermediate
DRAFT 051C Technical Drafting - Intermediate
DRAFT 058A Electronic Drafting
DRAFT 058B Electronic Drafting
DRAFT 060 Dimensioning & Tolerancing
DRAFT 070 Introduction to CAD
DRAFT 072 CAD Applications-Electronics
DRAFT 075A Illustration/3-D CAD
DRAFT 055B Solid Modelling Illustration

Plus one of the following:

DRAFT 058A Electronic Drafting
ENGR 003 Science at Work

Total Program A.S. Degree/Certificate Requirements: 36.0 - 38.0

Design Drafting - Electro/Mechanical - A.S. Degree and Certificate
Core Curriculum Courses (Required)

DRAFT 022 Descriptive Geometry
DRAFT 051A Technical Drafting - Beginning
DRAFT 051B Technical Drafting - Intermediate
DRAFT 051C Technical Drafting - Intermediate
DRAFT 058A Electronic Drafting
DRAFT 058B Electronic Drafting
DRAFT 070 Dimensioning & Tolerancing
DRAFT 071A Advanced CAD Applications - Electronic
DRAFT 071B CAD Applications-PCB
DRAFT 092 Design Drafting Laboratory/Portfolio

Plus one of the following:

DRAFT 055A Illustration/3-D CAD
DRAFT 055B Solid Modelling Illustration

Total Program A.S. Degree/Certificate Requirements: 36.0 - 38.0

Mission College offers students the opportunity to major in a program of Design Drafting Technology, leading to an Associate of Science Degree and/or Technician Certificate in the fields of Electronic Design, Mechanical Design and/or Electro/Mechanical Design.

The Mechanical, Electronic or Electro/Mechanical Design Drafting Technician Certificate will be awarded to students who complete the units of required drafting courses and demonstrate technical proficiency as a Designer. The Design programs require between 36 and 38 units to complete, depending on the student’s elective course choices. An Associate of Science Degree in Design Drafting Technology will be awarded to students who earn a Design Drafting Certificate and meet all other college requirements for graduation. Consult the Design Drafting advisor for detailed information.

NOTE: It is highly recommended that each student keep a complete record of work to present for evaluation by university program advisors and/or employers.

Student Learning Outcomes:

The Design Drafting Technology Department has developed curriculum, based on advice from industry, to prepare our graduates for careers in manufacturing with skills necessary to be successful mechanical, electronic or electro-mechanical designers. In preparing to function as contributing members of a design team, Design Drafting students learn to:

• Produce design documentation to industry standards using Computer-Aided Drafting (CAD) software
• Apply both geometric dimensioning & tolerancing and materials & process design criteria to their designs
• Model mechanical design concepts in 3D using the latest solid-modeling software
• Design electronic printed circuit boards, including surface-mount and IC technology, using CAD schematic PCB software
• Develop industry standard electronic and electro-mechanical packaging designs

Highlights:

• State-of-the-art Computer Aided drafting laboratory.
• Experienced instructors, many are Designers in local industry.
• The latest releases of electronic, mechanical and solid modeling CAD software.

Career Options:

• Draftpersons
• Designer/Technicians
• Planning Assistants

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

A.S. Degrees:

• Design Drafting-Electronic
• Design Drafting-Mechanical
• Design Drafting-Electro/Mechanical

Certificates:

• Design Drafting-Electronic
• Design Drafting-Mechanical
• Design Drafting-Electro/Mechanical

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

Schedule Matrix:

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<th>COURSE</th>
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<td>DRAFT 058C</td>
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<td>X</td>
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<tr>
<td>DRAFT 058D</td>
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</tbody>
</table>

(continue on next column)
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108 A AND READ 053

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
Prerequisite: Draft 51A
Acceptable for credit: California State University
This course introduces the student to three-dimensional solid modeling as used in the design and fabrication of mechanical parts and assemblies. Using computer solid-modeling software the student will create advance 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.

051B • TECHNICAL DRAFTING-INTERMEDIATE 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903, DRAFT 072
Prerequisite: DRAFT 51B and DRAFT 072
Acceptable for credit: California State University
This course introduces the study of orthographic projection, plus auxiliary views, threads and fasteners, visible and hidden lines, visible and hidden edges, and all drawing practices used in this geometric system to ensure quality and reliability of product. Credit/No Credit Option.

051C • 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 advance 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 electronic/mechanical exterior and interior parts, mounting frames, and unit enclosures. The functional and aesthetic design aspects of enclosures will be studied. Credit/No Credit Option.

058D • SURFACE MOUNT & INTEGRATED CIRCUIT DESIGN TECHNOLOGY 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 058B
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. 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 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 088A  
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) program Protel Advanced PCB (Printed Circuit Board). Students learn to use the CAD system to design and document multi-layer printed circuit boards. Using schematic capture, design rules check, loading the netlist, manual and autorouting, students will design and produce professional electronic design documentation used in the contemporary electronic industry. 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 (CAD) systems equipment operation. Students will be afforded the opportunity to acquire "hands-on" experience in the operation of an AutoCAD system for up to four hours a week. These skills are a prerequisite for employment as an operator in the industry today. Formal lab and written assignments are required. May be repeated one time. Credit/No Credit Option.  

075 • 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.  

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.
ECONOMICS – ECON

DIVISION: Social Sciences
DEPARTMENT: Economics
DEPT CHAIR: Tat Fong
PHONE: 408-855-5048
COUNSELING: 408-855-5030

Economics studies how people and societies produce various commodities and distribute them for consumption, now or in the future. Mission’s economics offerings include the study of the American economic system, using techniques for the analysis of contemporary economic problems. There is an emphasis on developing the ability to exercise sound judgement in evaluating public policy issues.

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 encapsulate 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
- Business Conditions Forecaster
- Economic Forecaster
- Business Analyst
- Commodity Price Forecaster
- Project Economist
- Macro Economist
- Operations Research Analyst
- Manpower Economist
- Arbitrator
- Research Economist
- Attorney
- Industrial Relations Specialist
- Labor Economist
- Economic Analyst
- Development Economist
- Investment Analyst
- Budget Analyst
- Natural Resource Economist
- Commodity Economist
- Attorney
- Research Economist
- Attorney
- Industrial Relations Specialist
- Labor Economist
- Economic Analyst
- Development Economist
- Investment Analyst
- Budget Analyst
- Natural Resource Economist
- Commodity Economist

Highlights:
- Knowledgeable instructors and professionals in their fields.
- Good general overview and conceptual framework of economic issues.
- Opportunity to combine with business and other related areas of study for a more comprehensive education.
- Transfer opportunities.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1A</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
</tr>
<tr>
<td>ECON 1B</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

ECONOMICS (ECON)

001A • PRINCIPLES OF MACROECONOMICS 3.0 units
CAN ECON 4
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
An introduction to macroeconomic analysis. Analysis of the economy as a whole; determinants of the level of income, employment, and prices; money and banking, economic fluctuations; economic development. This course may also be offered by telecourse. Grade Only.

001B • PRINCIPLES OF MICROECONOMICS 3.0 units
CAN ECON 4
Total lecture 54.4 hours
Advisory: MATH 903 and ECON 001A
Acceptable for credit: University of California, California State University
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be offered by telecourse. Grade Only.
### Before You Enroll in Degree Applicable Courses
It is recommended that you are eligible to enroll in ENGL 108A and READ 053.

### Engineering - ENGR

**Division:** Natural Sciences  
**Department:** Engineering  
**Chair:** James Kawamoto  
**Phone:** 408-855-5395  
**Counseling:** 408-855-5030

Engineering is the application of the theories and principles of science and math to solve practical technical problems. Engineers develop useful applications that will benefit humankind, such as inventing machines or designing a process to mass-produce a product. In addition to the design and development of new products and processes, engineers also work in testing, production, maintenance, marketing, and sales. Engineers are technical problem-solvers.

#### 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 003</td>
<td>E</td>
<td>E</td>
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<td>ENGR 010</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
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<tr>
<td>ENGR 024</td>
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<td>ENGR 024L</td>
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<td>D</td>
<td>D</td>
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<tr>
<td>ENGR 025</td>
<td>E</td>
<td>E</td>
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<td>ENGR 050</td>
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<tr>
<td>ENGR 051</td>
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**D = DAY CLASSES; E = EVENING CLASSES**

**Engineering - A.S. Degree**

Complete 18 units from:

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGR 003</td>
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<td>3.0</td>
</tr>
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<td>3.0</td>
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<td>ENGR 024L</td>
<td>3.0</td>
</tr>
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<td>ENGR 025</td>
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<td>4.0</td>
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<tr>
<td>PHYS 004A</td>
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<td>PHYS 004B</td>
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<tr>
<td>PHYS 004C</td>
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<td>PHYS 004D</td>
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</table>

Total Program A.S. Degree Requirements: 18.0*

*NOTE: A minimum of 11 units must be in Engineering courses.

#### Engineering (ENGR)

<table>
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<th>Course Number</th>
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</thead>
<tbody>
<tr>
<td>003</td>
<td>How Everyday Technology Works</td>
<td>4.0</td>
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<tr>
<td>010</td>
<td>Introduction to Engineering</td>
<td>4.0</td>
</tr>
<tr>
<td>023</td>
<td>Mechanics - Statics</td>
<td>3.0</td>
</tr>
<tr>
<td>024</td>
<td>Introduction to Circuit Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>024L</td>
<td>Introduction to Circuit Analysis Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>025</td>
<td>Engineering Graphics and Design</td>
<td>4.0</td>
</tr>
<tr>
<td>026</td>
<td>Engineering Materials</td>
<td>4.0</td>
</tr>
<tr>
<td>030</td>
<td>Introduction to Computing for Engineers</td>
<td>4.0</td>
</tr>
<tr>
<td>004A</td>
<td>Engineering Physics - Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
<td>5.0</td>
</tr>
<tr>
<td>004C</td>
<td>Engineering Physics - Light and Heat</td>
<td>2.0</td>
</tr>
<tr>
<td>004D</td>
<td>Atomic Physics</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total lecture 54.4 hours, Total lab 72.0 hours

**Advisory:** MATH 903

Acceptable for credit: University of California, California State University

This course is intended for students of all disciplines who are interested in how everyday things work. Students will experiment with technology to discover principles of science. Concepts such as force, work, energy, power, liquids and gases, heat transfer, electricity, magnetism, electronics, light, materials science, and time are explored through experimentation and observation. Students will experience through class demonstrations and hands-on laboratories the concepts presented by the instructor. Phenomena such as how refrigerators cool food, microwaves heat liquids, stereo transmit sound, and airplanes fly will be addressed in this class. A laboratory is included which offers experiments on campus and field trips to the local industry. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>024</td>
<td>Introduction to Circuit Analysis</td>
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<tr>
<td>024L</td>
<td>Introduction to Circuit Analysis Lab</td>
<td>1.0</td>
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</table>

Total lecture 54.4 hours, Total lab 72.0 hours

**Advisory:** MATH 904

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 gases, heat transfer, electricity, magnetism, electronics, light, materials science, and time are explored through experimentation and observation. Students will experience through class demonstrations and hands-on laboratories the concepts presented by the instructor. Phenomena such as how refrigerators cool food, microwaves heat liquids, stereo transmit sound, and airplanes fly will be addressed in this class. A laboratory is included which offers experiments on campus and field trips to the local industry. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>025</td>
<td>Engineering Graphics and Design</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total lecture 54.4 hours, Total lab 72.0 hours

**Advisory:** MATH 903 and DRAFT 050

Acceptable for credit: University of California, California State University

This course uses engineering design projects to develop skills. The designs build upon and reinforce engineering graphical tools. Topics in Engineering Graphics and Descriptive Geometry will be covered and incorporated in the design project work. Work will be using Board Drawing/Sketching and Computers. Primarily for Engineering Transfer Students. Grade Only.
will use the Internet to investigate resources. Engineering application implementation issues. The course requires students to use and query GIS applications, GIS tools, analysis and query, data gathering, and GIS data and electronic maps, which can be queried. Query results are then such that it can be viewed on maps. A GIS is a database containing Acceptable for credit:

A Geographical Information System (GIS) remotely sensed data can be used in scientific investigations and resource overview of the field of remote sensing and present the ways in which object, area, or phenomenon. This course will provide students with an object, area, or phenomenon without being in direct contact with that Remote sensing is the science and art of acquiring information of an object, area, or phenomenon. As such 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.

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.
### 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>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ENGL 100A*</td>
<td>ENGLISH COMPOSITION</td>
<td>3</td>
<td>Recommended for B.A./B.S. Degree at a four-year university</td>
</tr>
<tr>
<td>ENGL 100B*</td>
<td>ENGLISH COMPOSITION</td>
<td>3</td>
<td>Recommended for B.A./B.S. Degree at a four-year university. Fulfills IGETC 4c.</td>
</tr>
</tbody>
</table>

* *Counselor Recommendation Prior to Section Enrollment Advised for Proper Transfer Requirement*

#### 001A • ENGLISH COMPOSITION

**Prerequisite:** ENGL 2

**Advisory:** READ 053

**Recommendation:** ENGL 108A or qualifying score on placement test.

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

**Description:** A study of major American writers from the Colonial through the Civil War periods, beginning with William Bradford’s works and ending with the works of Samuel Johnson. **Credit/No Credit Option.**

#### 001B • ENGLISH COMPOSITION

**Prerequisite:** ENGL 100B or qualifying score on placement test.

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

**Description:** 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.**

#### 005A • SURVEY OF ENGLISH LITERATURE

**Prerequisite:** ENGL 001B or qualifying score on placement test.

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

**Description:** 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.**

#### 006A • WORLD LITERATURE

**Prerequisite:** ENGL 001A

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

**Description:** A survey of World literature from the early Greeks to the 17th century. **Credit/No Credit Option.**

#### 007A • AMERICAN LITERATURE

**Prerequisite:** ENGL 001A

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

**Description:** A study of major American writers from 1865 to the present. **Credit/No Credit Option.**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits Available</th>
</tr>
</thead>
</table>
| 012         | African American Literature                      | 3.0   | 3.0
| 014         | Native American Literature                       | 3.0   | 3.0
| 015         | Introduction to Film Analysis                    | 3.0   | 3.0
| 018         | Asian American Literature                        | 3.0   | 3.0
| 043         | Classical Mythology                              | 3.0   | 3.0
| 044         | The Bible as Literature                          | 3.0   | 3.0
| 045         | Popular Fiction in America                       | 3.0   | 3.0
| 047         | Introduction to Poetry                           | 3.0   | 3.0
| 048         | Introduction to Shakespeare                      | 3.0   | 3.0
| 049         | Modern Fiction                                   | 3.0   | 3.0
| 045         | Popular Fiction in America                       | 3.0   | 3.0
| 047         | Introduction to Poetry                           | 3.0   | 3.0
| 048         | Introduction to Shakespeare                      | 3.0   | 3.0
| 049         | Modern Fiction                                   | 3.0   | 3.0
| 059A        | Writing in the Workplace/Writing Abstracts       | 1.0   | 1.0
| 059B        | Writing in the Workplace/Writing Reports          | 1.0   | 1.0

**Advisory:**
- Recommended for credit: University of California, California State University
- Acceptable for credit: University of California, California State University

**Prerequisites:**
- ENGL 108A
- ENGL 108A
- ENGL 108A
- ENGL 108A
- ENGL 108A
- ENGL 001A
- ENGL 001A

**Credit Options:**
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
- Credit/No Credit Option
050 • 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.

050D • 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 ass GDES 77) Credit/No Credit Option.

099A • Oregon Shakespeare Festival Tour (Non-Associate Degree Course) 1.0 unit
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 (Non-Associate Degree Course) 1.0 unit
Total lecture 17.6 hours
This is a four-day field 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.
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; and,
- 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

Schedule Matrix:

All core ESL courses are offered every semester.

**WEEKEND** | **WEEKEND** | **SUMMER 2006 COURSES**
---|---|---
FALL 2006 | SPRING 2007 | SUMMER 2006 COURSES
FRI ESL 970LS | FRI ESL 950LS | ESL 910 | ESL 910LS | ESL 970AR | ESL 970LS
FRI ESL 940RV | FRI ESL 960LS | ESL 920 | ESL 920LS | ESL 960G | ESL 960G
FRI ESL 970LS | ESL 950G | ESL 940GW | ESL 940GW | ESL 970G | ESL 970LS
FRI ESL 970AR | FRI ESL 970LS | ESL 970LS
SAT ESL 960LS | SAT ESL 930LS | ESL 970G | ESL 950LS | ESL 960LS
SAT ESL 970AR | ESL 940RV | ESL 970LS

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 are encouraged to complete all three strands in that series before moving up to the next series. At levels 950, 960 and 970, reading and writing are combined into one 5-unit course, and grammar and listening/speaking are separate 3-unit courses.
- 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.

**SKILL AREAS**

**LEVEL 1: FOUNDATIONS**

**LEVEL 2: BEGINNING ESL**

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Course Title</th>
<th>Units</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>ESL 910</td>
<td>3.5</td>
<td>ESL 920</td>
<td>3.0</td>
</tr>
<tr>
<td>Speaking</td>
<td>ESL 910L</td>
<td>3.5</td>
<td>ESL 920L</td>
<td>3.0</td>
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<tr>
<td>Reading</td>
<td>ESL 910C</td>
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<td>ESL 920C</td>
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**LEVEL 3: HIGH BEGINNING**

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Listening</td>
<td>ESL 940LS</td>
<td>3.5</td>
</tr>
<tr>
<td>Speaking</td>
<td>ESL 940L</td>
<td>3.5</td>
</tr>
<tr>
<td>Reading</td>
<td>ESL 940R</td>
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**LEVEL 4: LOW INTERMEDIATE**

<table>
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<td>ESL 940LS</td>
<td>3.5</td>
</tr>
<tr>
<td>Speaking</td>
<td>ESL 940L</td>
<td>3.5</td>
</tr>
<tr>
<td>Reading</td>
<td>ESL 940R</td>
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**LEVEL 5: INTERMEDIATE**

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<tr>
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<td>Speaking</td>
<td>ESL 950L</td>
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<tr>
<td>Reading</td>
<td>ESL 950R</td>
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</table>

**LEVEL 6: HIGH INTERMEDIATE**

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>Listening</td>
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<tr>
<td>Speaking</td>
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<tr>
<td>Reading</td>
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</table>

**LEVEL 7: ADVANCED**

<table>
<thead>
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<td>Listening</td>
<td>ESL 970LS</td>
<td>3.5</td>
</tr>
<tr>
<td>Speaking</td>
<td>ESL 970L</td>
<td>3.5</td>
</tr>
<tr>
<td>Reading</td>
<td>ESL 970R</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*ESL 950PL and ESL 970AR are recommended courses, separate from the 3-course requirements at levels 5 & 7.

**ESL 900-906 Individualized and small group instruction in ESL (LATC)**

**English As a Second Language - Certificate**

**Core courses:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 970G</td>
<td>Advanced Grammar Review And Editing ............... 3.0</td>
</tr>
<tr>
<td>ESL 970LS</td>
<td>Advanced Listening And Speaking ...................... 3.0</td>
</tr>
<tr>
<td>ESL 970RW</td>
<td>Advanced Reading And Writing ....................... 5.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements .................. 11.0**

**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**

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

099P • ESL FOR STUDENTS OF CHILD DEVELOPMENT 3.0 units (EXPERIMENTAL COURSE) Total lecture 54.4 hours
This course develops the English language skills necessary for success in Child Development courses. The student will practice those tasks necessary for the listening, speaking, reading and writing assignments which are typically required in a CHD course. 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 (NON-ASSOCIATE DEGREE COURSES) 0.5 unit each 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) 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. This course may also be offered online. Credit/No Credit Option.

910LC • FOUNDATIONS IN LISTENING AND CULTURE 3.0 units (NON-ASSOCIATE DEGREE COURSE) Total lecture 54.4 hours
This is the first semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. This course may also be offered by telecourse. Credit/No Credit Option.

920 • BEGINNING ESL (NON-ASSOCIATE DEGREE COURSE) 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, and 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. This course may also be offered online. Credit/No Credit Option.

920CC • ENGLISH AS A SECOND LANGUAGE FOR CHILD CARE PROVIDERS 3.0 units (NON-ASSOCIATE DEGREE COURSE) Total lecture 54.4 hours
Advisory: Students should be working in the child care field. Students should be able to understand and use basic written and spoken English.
This course develops basic oral and written skills of standard English necessary for child care providers. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

920LC • BEGINNING LISTENING AND CULTURE (NON-ASSOCIATE DEGREE COURSE) Total lecture 54.4 hours
This is the second semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. Although strategies for speaking are included, the emphasis will be on developing skills in listening, reading and writing. Different aspects of American life will be included. This course may also be offered by telecourse. Credit/No Credit Option.

930GW • HIGH BEGINNING GRAMMAR AND WRITING 3.5 units (NON-ASSOCIATE DEGREE COURSE) Total lecture 54.4 hours; Total lab 27.2 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test
Develops basic writing and grammar skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

930LS • HIGH BEGINNING LISTENING AND SPEAKING 3.5 units (NON-ASSOCIATE DEGREE COURSE) Total lecture 54.4 hours; Total lab 27.2 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologs, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

930RV • HIGH BEGINNING READING AND VOCABULARY (NON-ASSOCIATE DEGREE COURSE) 3.5 units 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 dialogs written in simple English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes 1.5 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940GW • LOW INTERMEDIATE GRAMMAR AND WRITING (NON-ASSOCIATE DEGREE COURSE) 3.0 units Total lecture 54.4 hours
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940BY
Prerequisite: ESL 930GW or a qualifying score on the ESL Placement Test
This course develops basic writing and grammar skills of standard written English. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, past and future verb tenses, comparatives, articles, prepositions, spelling and punctuation. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING
(NON-ASSOCIATE DEGREE COURSE) 3.5 units
Total lecture 54.4 hours; Total lab 27.2 hours
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions in a series, of vocabulary in context, and of main ideas and details in sentences, monologs, dialogues, 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. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940RV • LOW INTERMEDIATE READING AND VOCABULARY
(NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940GW
Prerequisite: ESL 930RV or a qualifying score on the ESL Placement Test
This class emphasizes vocabulary expansion and comprehension of short paragraphs. The focus is on word forms, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940WP • INTERMEDIATE ESL IN THE WORKPLACE
(NON-ASSOCIATE DEGREE COURSE) 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 • INTERMEDIATE GRAMMAR
(NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Advisory: ESL 940RV and ESL 940LS with a C or better.
Prerequisite: ESL 940GW or a qualifying score on the ESL placement test
This course focuses on the necessary intermediate grammar skills to support the development of speaking, reading and writing skills. The main focus will be on compound and complex sentence development in both oral and written form. Topics to be addressed include adjective, adverb, and noun phrases and clauses, conditionals, infinitives, gerunds, sentence boundaries, punctuation, and the functions of parts-of-speech. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950LS • INTERMEDIATE LISTENING AND SPEAKING
(NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test
Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950PL • INTERMEDIATE PRONUNCIATION AND LISTENING
(NON-ASSOCIATE DEGREE COURSE) 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
Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogs, and paragraphs, and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, and linking, as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course includes 1-1/2 hours of laboratory work to facilitate skill development. Course may be taken twice for credit. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950RW • INTERMEDIATE READING AND WRITING
(NON-ASSOCIATE DEGREE COURSE) 5.0 units
Total lecture 89.6 hours
Advisory: ESL 940LS and CA 010A with a C or better.
Prerequisite: ESL 940RV and ESL 950G (ESL 950G may be taken concurrently), or a qualifying score on the ESL placement test
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
(NON-ASSOCIATE DEGREE COURSE) 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 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, particles, 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
(NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Prerequisite: ESL 950LS, ESL 950RW and ESL 950G, or a qualifying score on the ESL Placement Test
This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources and syntactic knowledge and new and 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
(NON-ASSOCIATE DEGREE COURSE) 5.0 units
Total lecture 89.6 hours
Advisory: CA 010A with a C or better.
Prerequisite: ESL 960G (ESL 960G may be taken concurrently), ESL 950RW and ESL 950LS, or a qualifying score on the ESL placement test
This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students will develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students will also develop the ability to write cohesive, well-organized, grammatically correct paragraphs in a variety of rhetorical patterns about both concrete and abstract topics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
MISSION COLLEGE 2006-2007

ESL • FIRE PROTECTION TECHNOLOGY

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

FIRE PROTECTION TECHNOLOGY — FPT

&

ENVIRONMENTAL TECHNOLOGY — ET

DIVISION:  Applied Science

DEPARTMENT:  Fire Protection Technology

DEPT CHAIR:  Rod Pavao

PHONE:  408-855-5375

COUNSELING:  408-855-5030

The fire service is one of the most dynamic employers in the country. This program is designed to provide the student with updated skills and knowledge necessary to complete and successfully apply for fire service careers.

The curriculum serves as an in-service program as well as a pre-employment program for students seeking employment or advancement in the profession of fire fighting and fire prevention technology.

Student Learning Outcomes:
• Fire Protection Technology AS Degree:
  • To provide the Fire Protection Technology students with the knowledge and skills necessary to effectively carry out the duties of an entry level firefighter.
  • To provide the student an opportunity, through an Internship Program, to meet the State Board of Fire Services on job training requirements for certification as a Firefighter I.
  • To provide a Statewide uniform Fire Technology Curriculum that meets transfer requirements to the California State University system.

FPT 65—Emergency Medical Technician:
• To provide the knowledge and skills necessary to perform as an EMT at the scene of an incident or emergency.
• To provide the knowledge and skills necessary to become certified as an Emergency Medical Technician.

Environmental Technology Certificate:
• To provide the basic knowledge and skills that will enable the student to seek employment at a technician level.

Environmental Technology Degree:
• To provide a curriculum in Environmental, Health and Safety that will enable a student to meet transfer requirements to the California State University system.

Career Options:
• Firefighter
• Supervision
• EMT

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

Highlights:
• Up-to-date technical information.
• Field trips to a variety of fire service locations.
• Networking with other fire service professionals.
• Courses offered on instructional television with downlinks to local fire stations for interactive viewing.
• Fire Technology Work Experience Internships.

A.S. Degrees:
• Environmental Technology
• Fire Protection Technology

Certificates:
• Environmental Technology
• Emergency Medical Technician - I

Mission College Fire Technology classes that are designed for in-service training and/or certification through the Office of the State Fire Marshal are offered through the South Bay Regional Public Safety Training Consortium (SBRPSTC). For registration and scheduling information for these classes call Mission College Fire Technology at (408) 855-5391 or SBRPSTC at (408) 270-6458.
Environmental Technology - Certificate

The (ET) Certificate is designed to be a one-year program that can either prepare students or upgrade working individuals with technician-level skills.

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

Core Curriculum Courses (Required) Units
BIOSC 055 Anatomy and Physiology ........................................ 2.0
BIOSC 025 Environmental Biology ......................................... 3.0
CHEM 030A Fundamentals of Chemistry ................................. 3.0
ET 040 Fundamentals of Environmental Health ........................ 3.0
ET 041 Hazardous Waste Management Applications ............... 3.0
ET 042 Health Effects of Hazardous Materials ..................... 3.0
ET 043 Fundamentals of Toxicology ....................................... 3.0
ET 044 Principles of Accident Prevention .............................. 3.0
ET 045 Introduction to Intricalcular Communications .......... 3.0
ET 046 Fundamentals of Environmental Health and Safety .......... 3.0
ET 047 Hazardous Waste Management Applications.. 4.0
ET 050 Safety and Emergency Response ................................ 4.0
ET 051 Principles of Accident Prevention .............................. 3.0
ET 052 Fundamentals of Industrial Hygiene ............................. 3.0
ENGL 059 Technical Writing .................................................. 3.0

Plus one of the following Communications Courses Units
BUS 078 Business Communications ....................................... 3.0
COMM 001 Public Speaking .................................................. 3.0
COMM 008 Interpersonal Communications ............................. 3.0
COMM 010 Persuasive Speaking ............................................ 3.0
COMM 012 Introduction to Intricalcular Communications .......... 3.0
MGMT 101 Interpersonal Effectiveness .................................. 3.0

Total Program A.S. Degree Requirements: 35.0

Recommended Electives for an A.S. Degree: Units
BUS 021 Introduction to Business Computing ....................... 3.0
BUS 021L Introduction to Business Computing Laboratory ....... 1.0
BUS 051 Introduction to American Business ......................... 3.0
POLIT 001 American Government ......................................... 3.0

Other recommended courses in Fire Safety or Prevention: Units
FPT 053 Fire Protection Equipment & Systems ....................... 3.0
FPT 054 Building Construction ............................................. 3.0
FPT 055 Fundamentals of Fire Prevention ............................... 3.0
FPT 056 Hazardous Materials ................................................ 3.0

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:

1. Completion of a volunteer training program and sufficient hours in emergency response to satisfy the State Fire Marshal’s requirements.
2. Completion of 1100 hours of emergency service:
   a. Six months as a paid full-time firefighter with a recognized fire agency.
   b. 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 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.

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

(continue on next column)
FIRE PROTECTION TECHNOLOGY

044 • HAZARDOUS WASTE MANAGEMENT APPLICATION 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: ET 040 and MA TH 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 complements 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.

047 • HAZARDOUS MATERIALS MANAGEMENT APPLICATIONS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: ET 040 and MA TH 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.

ENVIRONMENTAL TECHNOLOGY (ET)

040 • FUNDAMENTALS OF ENVIRONMENTAL HEALTH AND SAFETY 3.0 units
Total lecture 54.4 hours
Advisory: MA TH 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: MA TH 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: MA TH 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.

050 • SAFETY AND EMERGENCY RESPONSE 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MA TH 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: MA TH 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.

053 • FUNDAMENTALS OF INDUSTRIAL HYGIENE 3.0 units
Total lecture 54.4 hours
Advisory: ET 051 and MA TH 903
Acceptable for credit: California State University
This course provides instruction on the basic concepts of industrial hygiene. Topics to be discussed include measurement and control of airborne contaminants; OSHA regulations; occurrences and symptoms of occupational diseases; sampling and analytical techniques; instruments and calculations; evaluation and control techniques used in the industrial safety field; and setting up an industrial hygiene program. Recommended for Credit by Examination. Credit/No Credit Option.
FIRE PROTECTION TECHNOLOGY (FPT)

051 • FIRE PROTECTION ORGANIZATION 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A general introduction to the field of fire protection; career opportunities in fire protection and related fields; career potential assessment; history of fire protection; fire loss analysis; specific fire protection functions; and introduction to the chemistry and physics of fire and fire control techniques. 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
An in-depth study of materials presenting special problems in fire fighting; laws and standards involved in the storage and handling of hazardous chemicals; the identification of hazardous materials; handling procedures and practices for emergencies involving corrosive water reactive, toxic, explosive and radioactive materials. 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 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.

059 • FIREFIGHTING TACTICS AND STRATEGY 2.0 units
Total lecture 36.8 hours
Advisory: 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.

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
Corequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Prerequisite: AH 011, 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
Corequisite: Concurrent enrollment in or completion of FPT 065 and FPT 065L or FPT 180
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
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: rubella, rubella, varicella, Hepatitis B, tetanus. Students may retake this course to gain an expanded educational experience. Students enrolled in this class must attend an orientation and scheduling meeting. Students must successfully complete concurrently FPT 065 and FPT 065L to be eligible for certification. If an EMT-I Course Completion Certificate was previously awarded by Mission College this course can be taken alone. 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 skills laboratory requirements at the mandated instructor/student ratio of 1:10 for certification as an Emergency Medical Technician –I as specified in the regulations approved by the California State 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 1 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.

180A • EMERGENCY MEDICAL TECHNICIAN I REFRESHER COURSE 1.0 units
Total lecture 20.8 hours
Advisory: MATH 903
Prerequisite: Completion of FPT 180A, 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
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 Part II 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.

180B • EMERGENCY MEDICAL TECHNICIAN I REFRESHER COURSE PART I (MCTV) 1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Prerequisite: Completion of FPT 180A, 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
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 Part I 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.
FOREIGN LANGUAGES

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

DIVISION: Cultural and Technical Arts
DEPARTMENT: Foreign Languages
DEPT CHAIR: Steve Hirose
PHONE: 408-855-5030
COUNSELING: 408-855-5279
COUNSELING: 408-855-5030

Mission College offers courses in Chinese, French, Italian, Japanese, Portuguese, Spanish and Vietnamese. Emphasis is placed on practical application of the language for effective communication.

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
• Social Security Officer
• Police Work
• Tourism
• International Business
• Teacher’s Aide
• Bilingual Education
• Consular/Junior Foreign Service
Some career options require more than two years of college study.

Highlights:
• Courses in Chinese, French, German, Italian, Japanese, Portuguese, Spanish, and Vietnamese.
• Fully equipped modern language laboratory.
• Superbly trained faculty and dedicated staff.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

FOREIGN LANGUAGES

ARABIC (ARAB)

050A • BEGINNING CONVERSATIONAL ARABIC AND CULTURE
3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is 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 basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Arab and Arabic-language speaking countries 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.

CHINESE (CHIN)

050A • BASIC CONVERSATIONAL CHINESE (MANDARIN) AND CULTURE
3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
The student will learn a basic conversational approach to standard Chinese (Mandarin). This course emphasizes conversation and vocabulary-building. A variety of classroom activities will permit the student to use the language actively while studying it. Cultural topics will center on everyday life in Chinese-speaking countries today (food, customs and traditions, the family, etc.). A variety of audio-visual materials will be used in the presentation of the course. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL CHINESE (MANDARIN) AND CULTURE
3.0 units
Total lecture 54.4 hours
Advisory: CHIN 050A
Acceptable for credit: California State University
This course is a continuation of Chinese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. They will add to the knowledge and understanding of customs and traditions in Chinese-speaking cultures. A variety of audio-visual materials will be used in the presentation of the course. Credit/No Credit Option.

FRENCH (FRNCH)

001 • FIRST SEMESTER FRENCH (ELEMENTARY LEVEL)
5.0 units
Total lecture 89.6 hours
Corequisite: FRNCH 001L
Acceptable for credit: University of California, California State University
The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Credit/No Credit Option.

001L • FRENCH 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 the French-speaking world through a variety of media. The student will review the cultures of French-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in FRNCH 001, and is designed to further enhance class material. FRNCH 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.

002 • SECOND SEMESTER FRENCH (ELEMENTARY LEVEL)
5.0 units
Total lecture 89.6 hours
Prerequisite: FRNCH 001 or its equivalent (2 years of high school French)
Corequisite: FRNCH 002L
Acceptable for credit: University of California, California State University
French 002 is a continuation of French 001. The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Credit/No Credit Option.
**FOREIGN LANGUAGES**

**ITALIAN (ITAL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Corequisite</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>FIRST SEMESTER ITALIAN (ELEMENTARY LEVEL)</td>
<td>3.0</td>
<td>89.6</td>
<td>ITAL 001L</td>
<td></td>
<td>This course will cover basic grammar, vocabulary, and idiomatic expressions.</td>
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**FRENCH (FRNCH)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Corequisite</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>002L</td>
<td>FRENCH LABORATORY</td>
<td>0.5</td>
<td></td>
<td></td>
<td></td>
<td>May be taken independently by students who are not enrolled in French.</td>
</tr>
<tr>
<td>003</td>
<td>THIRD SEMESTER FRENCH (INTERMEDIATE LEVEL)</td>
<td>5.0</td>
<td>96.6</td>
<td></td>
<td>FRNCH 002 or its equivalent</td>
<td>This course will cover French grammar, vocabulary, and idiomatic expressions.</td>
</tr>
<tr>
<td>004</td>
<td>FOURTH SEMESTER FRENCH (INTERMEDIATE LEVEL)</td>
<td>5.0</td>
<td>96.6</td>
<td></td>
<td>FRNCH 003 or its equivalent</td>
<td>This course will cover French grammar, vocabulary, and idiomatic expressions.</td>
</tr>
<tr>
<td>005</td>
<td>FIFTH SEMESTER FRENCH (ADVANCED LEVEL)</td>
<td>5.0</td>
<td>96.6</td>
<td></td>
<td>FRNCH 004 or its equivalent</td>
<td>This course will cover French grammar, vocabulary, and idiomatic expressions.</td>
</tr>
<tr>
<td>006</td>
<td>SIXTH SEMESTER FRENCH (ADVANCED LEVEL)</td>
<td>5.0</td>
<td>96.6</td>
<td></td>
<td>FRNCH 005 or its equivalent</td>
<td>This course will cover French grammar, vocabulary, and idiomatic expressions.</td>
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<tr>
<td>007L</td>
<td>FRENCH LABORATORY</td>
<td>0.5</td>
<td></td>
<td></td>
<td></td>
<td>May be repeated one time for credit.</td>
</tr>
<tr>
<td>008L</td>
<td>FRENCH LABORATORY</td>
<td>0.5</td>
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<td></td>
<td></td>
<td>May be repeated one time for credit.</td>
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<tr>
<td>023L</td>
<td>FRENCH LABORATORY</td>
<td>0.5</td>
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<td>May be repeated one time for credit.</td>
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<tr>
<td>042L</td>
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<td>0.5</td>
<td></td>
<td></td>
<td></td>
<td>May be repeated one time for credit.</td>
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</table>

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

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

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

051B • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE
3.0 units
Total lecture 54.4 hours
Advisory: ITAL 051B
Acceptable for credit: California State University
This course is a continuation of Italian 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Italian grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

JAPANESE (JPNS)
001 • JAPANESE I
5.0 units
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 be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to the basics of Japanese culture. Credit/No Credit Option.

002 • SECOND SEMESTER JAPANESE (ELEMENTARY LEVEL)
5.0 units
Total lecture 89.6 hours
Prerequisite: JPNS 001 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.

003A • SECOND YEAR JAPANESE LANGUAGE
3.0 units
Total lecture 54.4 hours
Prerequisite: JPNS 002 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.

003B • SECOND YEAR JAPANESE LANGUAGE
3.0 units
Total lecture 54.4 hours
Prerequisite: JPNS 003A 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 student's 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, 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 • BEGINNING CONVERSATIONAL JAPANESE 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 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 on everyday life in Japan today (food, customs and traditions, the family, etc.) will be presented through lectures, reading assignments and videos. Credit/No Credit Option.

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.
FOREIGN LANGUAGES

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

099W • SECOND YEAR JAPANESE LANGUAGE  3.0 units
(Experimental Course)
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.

LATIN (LATIN)
001 • ELEMENTARY LATIN  3.0 units
Total lecture 54.4 hours
This course is designed for students without previous experience and provides an introduction to basic vocabulary, grammar, and idiomatic sentence structure of classic Latin and development of reading and translation skills. This course will create a better understanding of English word formation, history, literature, mythology and philosophy of the Roman world. Credit/No Credit Option.

PORTUGUESE (PORTG)
049A • PORTUGUESE FOR THE PORTUGUESE-SPEAKING  3.0 units
Total lecture 54.4 hours
Advisory: Native-level speaking ability in Portuguese
Acceptable for credit: University of California, California State University
This course is designed for those whose first language is Portuguese. Emphasis is on a comparison between Azorean, Peninsular and Brazilian Portuguese. Included will be a study of the accomplishments of the Portuguese in the United States, some translation from Portuguese to English and reading in Portuguese and Brazilian literature. Credit/No Credit Option.

049B • PORTUGUESE FOR THE PORTUGUESE-SPEAKING  3.0 units
Total lecture 54.4 hours
Advisory: PORTG 049A
Acceptable for credit: University of California, California State University
This course is designed for those whose first language is Portuguese. Emphasis is on a comparison between Azorean, Peninsular and Brazilian Portuguese. Included will be a study of the accomplishments of the Portuguese in the United States, some translation from Portuguese to English and reading in Portuguese and Brazilian literature. Credit/No Credit Option.

050A • BASIC CONVERSATIONAL PORTUGUESE 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 conversation and vocabulary-building with a minimum of grammar. The living conditions, modern culture, and traditions of Portugal and Brazil will also be introduced. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL PORTUGUESE AND CULTURE  3.0 units
Total lecture 54.4 hours
Advisory: PORTG 050A
Acceptable for credit: California State University
This course is a continuation of PORTG 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audiostreamal materials. Credit/No Credit Option.

051A • INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE  3.0 units
Total lecture 54.4 hours
Advisory: PORTG 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Portuguese. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include instruction in various aspects of Portuguese and Brazilian traditions and culture. Credit/No Credit Option.

051B • INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE  3.0 units
Total lecture 54.4 hours
Advisory: PORTG 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 expanded instruction in various aspects of Portuguese and Brazilian traditions and culture. Credit/No Credit Option.

RUSSIAN (RUSS)
040 • BEGINNING CONVERSATIONAL RUSSIAN AND CULTURE  3.0 units
Total lecture 89.6 hours
Acceptable for credit: 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 civilization and traditions, culture, 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 (BEGINNING LEVEL)  5.0 units
Total lecture 89.6 hours
Corequisite: SPAN 001L
Acceptable for credit: University of California, California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the 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 001L, 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.

001L • FIRST SEMESTER SPANISH 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 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 001L, 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.

002 • SECOND SEMESTER SPANISH (ELEMENTARY LEVEL)  5.0 units
Total lecture 89.6 hours
Prerequisite: SPAN 001 or its equivalent (2 years of high school Spanish) Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
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. May be repeated three times for credit. Credit/No Credit Option.
004 • FOURTH SEMESTER SPANISH (INTERMEDIATE LEVEL)

5.0 units

Total lecture 89.6 hours

Prerequisite: SPAN 003 or its equivalent

Acceptable for credit: University of California, California State University  
SPAN 004 is a continuation of SPAN 003. The student will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary-building exercises, culturally authentic dialogues, readings, and multimedia studies in Hispanic civilization, traditions, customs, and values. Credit/No Credit Option.

005 • FIFTH SEMESTER SPANISH (ADVANCED LEVEL)

5.0 units

Total lecture 89.6 hours

Prerequisite: SPAN 004 or its equivalent

Acceptable for credit: University of California, California State University  
SPAN 005 is a continuation of Spanish 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

006 • SIXTH SEMESTER SPANISH (ADVANCED LEVEL)

5.0 units

Total lecture 89.6 hours

Prerequisite: SPAN 005 or its equivalent

Acceptable for credit: University of California, California State University  
SPAN 006 is a continuation of Spanish 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

050A • BASIC CONVERSATIONAL SPANISH AND CULTURE

3.0 units

Total lecture 54.4 hours

Acceptable for credit: California State University

This course is designed for those desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life today in Spanish-speaking countries (food, customs and traditions, the family, etc.). A variety of audio-visual aids will be used in the presentation of this course. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL SPANISH AND CULTURE

3.0 units

Total lecture 54.4 hours

Advisory: SPAN 050A

Acceptable for credit: California State University

This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Hispanic countries will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Credit/No Credit Option.

051A • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE

3.0 units

Total lecture 54.4 hours

Advisory: SPAN 050B

Acceptable for credit: California State University

Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Credit/No Credit Option.
MISSION COLLEGE 2006-2007

FOREIGN LANGUAGES • GEOGRAPHY

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

002 • SECOND SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units
Total lecture 90.6 hours
Prerequisite: VIET 001, or VIET 050A and VIET 050B, or its equivalent (2 years of high school Vietnamese)
Corequisite: VIET 002L
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 video and audio 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
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.

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:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 001</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOG 002</td>
<td>X</td>
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</table>

GEOGRAPHY (GEOG)

001 • INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 units
CAN GEOG 2
Lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the inter-relation 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
CAN GEOG 4
Lecture 54.4 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and exploration of changes and/or lack of changes made on the earth’s surface by human cultures. Credit/No Credit Option.
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.

Through the subject matter and activities presented in each course, graduates from the Global Studies 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 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.

Highlights:
- Study abroad, international internships and service learning opportunities
- Faculty with international living experience and an interdisciplinary approach to learning and teaching
- Innovative courses
- Core courses fulfill general education requirements and are CSU and UC transferable.

A.A. Degree:
- Global Studies

Certificate:
- Global Studies

Schedule Matrix:
COURSE FALL SPRING SUMMER WEEKEND
GLOBL 1 D,E D,E E
(Crosslisted as SOCS 1)
GLOBL 2 D,E D,E D
(Crosslisted as SOCS 2)
D= DAY CLASSES; E= EVENING CLASSES

Academic Preparation and Career Options:
Global Studies is designed to help students comprehend diverse global perspectives and values so that they will be better prepared to deal with the problems and issues facing the human race. Although it is a fairly new concentration of study, more and more colleges and universities are establishing departments and making global literacy a mandatory requirement for an undergraduate degree. Being globally literate and competent allows students flexibility in deciding career opportunities in many areas, some of which include:
- Administration
- Communications
- Counseling
- Design
- Diplomacy
- Economics
- Education
- Entertainment
- Environmentalism
- International News
- Foreign Service
- Future Studies
- Global Technologies
- Human Rights
- Import/Export
- International Business
- International Law
- International Marketing
- Management
- Politics
- Public Policy
- Peace Studies
- Special Justice
- Social Services
- Theater
- Tourism
- Trade
- World Health

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 culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as a global citizen. Note: Most of the courses in the program also satisfy General Education requirements.

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBL/SOC SC 001G Global Perspectives</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL/SC002G Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOC 025 Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 010 Global Business</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>People and Culture - Choose One:</strong></td>
<td></td>
</tr>
<tr>
<td>ANTHR 003 Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002 Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012 Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>History and Humanities - Choose One:</strong></td>
<td></td>
</tr>
<tr>
<td>HIST 004B History of Western Civilization</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 033 Women's Issues Past &amp; Present</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001B Human Values in and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 006B World Literature</td>
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</tr>
<tr>
<td><strong>Politics - Choose one:</strong></td>
<td></td>
</tr>
<tr>
<td>POLIT 002 Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004 International Relations</td>
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<td><strong>Plus 9 units from the following:</strong></td>
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<tr>
<td>ANTHR 003 Cultural Anthropology</td>
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</tr>
<tr>
<td>ART 001AB Survey of Western Art</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 001C Survey of Asian, African, Native American, and Oceanic Art</td>
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<tr>
<td>BIOC 030 Rainforest Ecology</td>
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<tr>
<td>COMM 012 Intercultural Communication</td>
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</tr>
<tr>
<td>ECON 001A Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001B Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 006AB World Literature</td>
<td>3.0 each</td>
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<tr>
<td>ENGL 043 Classical Mythology</td>
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<tr>
<td>GEOG 002 Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 003 Intro to Peace Studies</td>
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<tr>
<td>GLOBL 004 The Developing World</td>
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<tr>
<td>HIST 004B History of Western Civilization</td>
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<tr>
<td>HIST 006 The Middle East</td>
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<tr>
<td>HIST 018 Introduction to Latin American History</td>
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<tr>
<td>HIST 030 History of Southeast Asia</td>
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<tr>
<td>HIST 033 Women's Issues Past &amp; Present</td>
<td>3.0</td>
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<tr>
<td>HUMAN 001B Human Values in and from the Arts</td>
<td>3.0 each</td>
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<tr>
<td>HUMAN 016A Hispanic Roots and Culture</td>
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<tr>
<td>HUMAN 018 African-American Culture and Humanities</td>
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<tr>
<td>HUMAN 020 Asian Roots and Culture</td>
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<tr>
<td>MGMT 116 Global Management</td>
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<tr>
<td>MKT 060 International Marketing</td>
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<tr>
<td>MKT 062 Global Exporting and Importing</td>
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<tr>
<td>MKT 066 Global Finance Strategies</td>
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<tr>
<td>MKT 068 Global Distributors and Agents</td>
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<tr>
<td>MKT 070 Global Marketing Research</td>
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<tr>
<td>MKT 072 Marketing Ethics</td>
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<tr>
<td>MKT 074 Global Purchasing</td>
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<tr>
<td>MKT 082 Global Advertising</td>
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<tr>
<td>MKT 088 How to Sell Your Products &amp; Services in Mexico</td>
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<tr>
<td>PHIL 003 Introduction to Problems in Ethics</td>
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<tr>
<td>PHIL 004 Intro. to Patterns in Comparative Religions</td>
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<tr>
<td>PHIL 005 Intro. to Political and Social Philosophy</td>
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<tr>
<td>PHIL 008 Intro. to Asian Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 002 Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004 International Relations</td>
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<tr>
<td>POLIT/HUMAN 007 Film and the International Community</td>
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<tr>
<td>SOC 046 Marriage Customs and Sexual Behavior: A Global Perspective</td>
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<td>WRKEX 301-304 Occupational Cooperative Work Exp. Education</td>
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<tr>
<td>WRKEX 301G-303G General Work Experience Education</td>
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<tr>
<td>Total Program A.A. Degree Requirements</td>
<td>35.0 - 36.0</td>
</tr>
</tbody>
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**Global Studies - A.A. - University of California, California State University**

**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 is also listed as Social Science 1 (SOC SC 1). This course may also be offered online. Credit/No Credit Option.

### GLOBAL STUDIES (GLOBL)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>001 • GLOBAL PERSPECTIVES</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td><strong>002 • GLOBAL ISSUES</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td><strong>003 • INTRODUCTION TO PEACE STUDIES</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Advisory: GLOBL 001 or GLOBL 002</td>
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<tr>
<td>Acceptable for credit: University of California, California State University</td>
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<tr>
<td><strong>004 • THE DEVELOPING WORLD</strong></td>
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<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Advisory: GLOBL 001 or GLOBL 002</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: University of California, California State University</td>
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<tr>
<td><strong>005 • GLOBAL FOCUS</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Advisory: GLOBL 001 or GLOBL 002, and 1 yr. of study of foreign language of target country</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>006 • THE GLOBAL ECONOMY</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>Total lecture</td>
<td>54.4 hours</td>
</tr>
<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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 high energy fields that is driven by creative challenges, fascinating technology and a desire to do quality work.

Career Options:
Entry levels salaries range from $25,000 to $35,000 per year.
- Production Artist
- Desktop Publishing
- Pre-press Technician
- Press Operator
- Publication Specialist

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

A.S. Degree:
- Graphic Arts

Certificate:
- Graphic Arts

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GRART 062</td>
<td>X</td>
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<tr>
<td>GRART 063</td>
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<tr>
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<tr>
<td>GRART 070</td>
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<tr>
<td>GRART 075</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

THE GRAPHIC ARTS PROGRAM INCLUDES AN INTERNSHIP PROGRAM THAT IS AVAILABLE TO ADVANCED LEVEL STUDENTS. THIS PROGRAM ALLOWS STUDENTS TO WORK WITHIN THE INDUSTRY WHILE ATTENDING CLASSES, EARN AN Hourly WAGE, AND Gain Valuable on-the-job experience.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Introduction to Graphic Arts</td>
</tr>
<tr>
<td>3.0</td>
<td>Photoshop: Digital Imaging</td>
</tr>
<tr>
<td>3.0</td>
<td>Desktop Color</td>
</tr>
<tr>
<td>3.0</td>
<td>Advanced Production Illustration</td>
</tr>
<tr>
<td>3.0</td>
<td>Advanced Desktop Publishing</td>
</tr>
<tr>
<td>3.0</td>
<td>Introduction to Desktop Publishing: In Design</td>
</tr>
<tr>
<td>3.0</td>
<td>Introduction to Desktop Publishing: Pagemaker</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 24.0 units
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

GDES 066 • ADVANCED PRODUCTION ILLUSTRATION 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GRART 062 and MATH 903
Acceptable for credit: California State University
This course reviews illustration software currently used in industry and gives students an opportunity to learn more about the advanced features and techniques used by professional illustrators. This course is designed for students who have already completed an introductory course in using vector based software. May be repeated one time. Credit/No Credit Option.

GDES 067 • ADVANCED DESKTOP PUBLISHING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
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.

GDES 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.

GDES 070 • WEB PRODUCTION & PDF PUBLISHING 3.0 units
(Formerly GRART 099C)
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GRART 063
Acceptable for credit: California State University
This is an advanced level course that focuses on web production, PDF publishing and prelighting 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.

GDES 075 • GRAPHICS 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.

GDES 085  E
GDES 080  E
GDES 070  D
GDES 075  E
GDES 077  X
GDES 080  D
GDES 085  E

D= DAY CLASSES; E= EVENING CLASSES

GDES 073  X
GDES 070  D
GDES 075  X
GDES 077  X
GDES 080  D
GDES 085  E

This award winning Graphic Design and Multimedia program is designed to provide the training for entry level design positions in corporate design and marketing communication departments or advertising agencies, and design offices specializing in corporate identity work, Web design, multimedia design, packaging or tradeshow exhibit design.

The course work of the Graphic Design and Multimedia department at Mission College combines traditional art and computer generated design techniques with a strong emphasis on creative, visual problem solving skills. The program includes portfolio and professional career preparation courses that deal with specific business issues relevant for designers, illustrators and fine artists alike. The department also offers courses in web page design and animation.

The students of the program have won numerous graphic design awards in design competitions at the state, national and international levels. The faculty of Mission College, with decades of industry experience, is committed to providing the most current design information available from a contemporary international perspective.

Student Learning Outcomes:
The student will develop an understanding of the principles of visual communication, and will apply effective and appropriate creative problem solving skills to both printed and interactive design work using up to date technology and software products. The student will develop a portfolio (electronic or traditional) representing the skills acquired in the program.

Career Options:
Salaries vary widely in this occupation. Experience, talent, education, and the size and location of the firm are all factors influencing the salaries. Surveys indicate that annual salaries range from $20,000 to well over $50,000. According to figures published by the California Projections of Employment by the Labor Market Information Division the projected growth (1990-2005) is 41%.

• Jr. Graphic Designer
• Web Designer
• Jr. Art Director

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

A.S. Degree:
• Graphic Design

Certificates:
• Digital Illustration
• Graphic Design
• Multimedia
• Marketing Communication
• Web Graphic Design
• Webmaster
• E-Commerce

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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</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES
Digital Illustration - Certificate
This interdisciplinary certificate program will provide the basic skills for students interested in the fields of digital illustration. This program assumes that entering students already developed a solid understanding of traditional drawing principles. Graduates of the program might seek employment as book, magazine or newspaper illustrators, create illustrative work for training and promotion in a corporate environment or create digital illustrations for multimedia projects. Please note that most illustrators work on a contract or freelance basis.

Core Curriculum Courses (Required) 

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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Select a minimum of two additional course electives to complete a minimum of 17 semester units:

<table>
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<tr>
<th>Course简要</th>
<th>Units</th>
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</thead>
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<td>ART 037A</td>
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Total Program Certificate Requirements: ...................................... 

17.0

E-Commerce - Certificate
This is an interdisciplinary certificate program. The students will develop an understanding of the similarities and differences between traditional and electronic commerce along with the required technology infrastructure. Revenue models on the Web will be examined with a focus on how to create an effective 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 along with legal and tax issues will be examined. This certificate program will prepare both design and business students to work more successfully in a Web based e-commerce environment.

Core Curriculum Courses (Required) 

<table>
<thead>
<tr>
<th>Course简要</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 084</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td>4.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select a minimum of two additional course as electives: 

<table>
<thead>
<tr>
<th>Course简要</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 025A</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 113</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 074</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 82</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 083</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

28.0

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简要</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033B</td>
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</tr>
<tr>
<td>ART 034A</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ART 011</td>
<td></td>
</tr>
<tr>
<td>GDES 040</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>3.0</td>
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<td>GDES 072</td>
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<tr>
<td>GDES 080</td>
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<tr>
<td>GDES 087</td>
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<tr>
<td>GDES/ENGL 077</td>
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<tr>
<td>GDES 050</td>
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<tr>
<td>GDES 073</td>
<td>3.0</td>
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<tr>
<td>GRART 075</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

33.0

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) 

<table>
<thead>
<tr>
<th>Course简要</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>3.0</td>
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<tr>
<td>MKT 056A</td>
<td>3.0</td>
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<td>MKT 081A</td>
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<tr>
<td>ENGL 001A</td>
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<td>GDES 055A</td>
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</tr>
<tr>
<td>GRART 050</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

27.0

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

For additional information, please visit the Mission College website at: http://www.missioncollege.org.
## Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037</td>
<td>Intermediate Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>Introduction to Multi-Media Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075</td>
<td>Macromedia Director Studio</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 083</td>
<td>Music for Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design Career Preparation</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 25 units:

**Units**

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

**Units**

### Web Graphic Design - Certificate Program

This 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 web graphic 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, archival visual analysis, and 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>Basic Design - 2D</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design Career Preparation</td>
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</tr>
</tbody>
</table>

### Total Program Certificate Requirements:

**24.0**

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

### Webmaster - Certificate

This multidisciplinary certificate will provide a combination of technical and creative skills required for an aspiring junior Webmaster. It will be especially useful for the students of the Graphic and Multimedia Design, the CIS, and CIT students many of whom are in professional transition or already working in the Web field but lack certification.

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>Java Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Servlets &amp; JSP</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Advanced Web Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 113</td>
<td>Database Programming for the Web</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Professional Portfolio and Design Career Development</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

**Units**

### GRAPHIC DESIGN (GDES)

#### 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. This course may also be offered online. Credit/No Credit Option.
103 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This survey course will examine the concept of creativity and the way we construct visual images. 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. This course may also be offered online. Credit/No Credit Option.

029 • 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 Televison. 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: Recommended 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 create effective web page designs using a variety of software packages. The basic 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.
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
This introductory course focuses 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.

071 • INTERMEDIATE MULTIMEDIA DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 033A or ART 034A, GDES 046, GDES 074, or GDES 075
Acceptable for credit: California State University
This is an intermediate level course focusing on developing creative design skills that are required to conceptualize and model an interactive experience. The course will cover intermediate level principles of organizing information effectively and creating visually compelling interfaces. Principles involved in the production of interactive DVD’s and CD-ROM’s, video, web sites, and other media will be addressed. Credit/No Credit Option.

072 • INFORMATION ARCHITECTURE & INTERFACE DESIGN 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This introductory course focuses on creating information architectures for web sites or intranets. The student will develop an understanding of the role of information architects, information organization schemes, navigation and labeling systems. The students will also learn and apply fundamental techniques of communication-oriented visual design as those relate to visual interface design. A basic understanding of computer system operation is required. Credit/No Credit Option.

073 • DIGITAL PHOTOGRAPHY AND QUICKTIME VR 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This basic principles of creating spatial illusion and its practical applications using Quicktime VR will also be explored. The student will develop an understanding of creative image development in a series of hands-on exercises. A basic understanding of Adobe Photoshop and computer system operation is required. Credit/No Credit Option.

074 • DIGITAL VIDEO AND MULTIMEDIA 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This introductory multimedia course focuses on the use of video equipment and software. The student will develop an understanding of video production and post-production in a series of hands-on exercises focusing on design related topics. Camera operation, video production techniques, video editing, special effects and the basic principles of motion graphics will be explored. A basic understanding of computer system operation is required. Credit/No Credit Option.

075 • MACROMEDIA DIRECTOR STUDIO 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 070
Acceptable for credit: California State University
This course will introduce students to the 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
This introductory course for students interested in the principles and use of design and formatting as they relate to technical documentation. Emphasis is placed on skills required to present technical information creatively, and the ability to design appropriate visuals for a given audience, purpose and set of data. Topics addressed will include principles of page layout, typography, and the design of visuals used in technical publications and presentations. There is strong emphasis on creative problem solving using traditional techniques and computer generated solutions. Credit/No Credit Option.

080 • PACKAGING DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 033A and GDES 060
Acceptable for credit: California State University
This course will introduce the student to the basic graphic and structural skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and glass will be examined and design samples created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging will be discussed. Credit/No Credit Option.

081 • MOTION GRAPHICS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 060 and GDES 070
Acceptable for credit: California State University
This course focuses on the planning and methodology to design graphics for video and film. The students will develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. The focus will be on creative visual communication using appropriate and effective motion graphics. The student will develop skills in the use of appropriate motion graphics software. The students will also examine and evaluate a number of case studies. Credit/No Credit Option.

082 • GAME DESIGN AND ARCHITECTURE 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This introductory course focuses on the planning and methodology of game design. The students will develop an understanding of the conceptual game development process and game architecture. The students will also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. Credit/No Credit Option.

083 • DESIGNING WEBSITES FOR E-COMMERCE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 045, and GDES 046 or GDES 047
Acceptable for credit: California State University
This course focuses on the planning and methodology of e-commerce Web site design. The students will develop an understanding of the software interaction of the business and design processes. Focus will be on creating elements of brand identity for a small business on the Web. The course also includes in-depth examination and comparison of corporate identity, branding and emotional branding in both the old and new economies. The students will also examine and evaluate a number of case studies. This course may also be offered online. Credit/No Credit Option.

085 • PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: GDES 055A and ART 034A
Acceptable for credit: California State University
This course will introduce students to the basic principles of professional portfolio preparation and freelance design work. The student will prepare the necessary materials, such as logos, business cards, stationery, direct mail pieces, etc. to present a professional image. The course will include portfolio evaluation, sales techniques and procedures to set up a successful design office. Credit/No Credit Option.

087 • TRADESHOW EXHIBIT DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 055A and ART 034A
Acceptable for credit: California State University
This course will introduce students to the principles of successful exhibit design. The student will learn how to set design objectives and deal with space design, colors, materials and promotional strategies using both traditional and 3D computer generated methods. The course has a strong emphasis on creative problem solving. Credit/No Credit Option.
The following Health Education courses satisfy the State Board of Education requirements for certification of Elementary and Secondary Teaching Credentials in the areas of personal, family, and community health, including the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body and thus are transferable to state colleges and universities to meet the above-mentioned teaching credential requirements.

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>H ED 002</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>H ED 004</td>
<td>D</td>
<td>D</td>
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<td>H ED 009</td>
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<tr>
<td>TOTAL</td>
<td>3.0</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
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</tbody>
</table>

HEALTH EDUCATION (H.ED) 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 changing 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 is a No-Smoking Campus
HISTORY — HIST
DIVISION: Social Sciences
DEPARTMENT: History
DEPT CHAIR: Wilbert Xu
PHONE: 408-855-5273
COUNSELING: 408-855-5030

The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today and plan for tomorrow.

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 compare and contrast key historical issues and cultural assumptions.
- Students will become familiar with values of different cultures and societies and learn to appreciate them.

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

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 4A</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>HIST 4B</td>
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<td></td>
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<tr>
<td>HIST 17A</td>
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<tr>
<td>D= DAY CLASSES; E= EVENING CLASSES</td>
<td></td>
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</tbody>
</table>

HISTORY (HIST)

003 • AN INTRODUCTION TO ASIAN AMERICAN EXPERIENCE: THE CHINESE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University A study of the Chinese in the United States, their background, why they immigrated; their role in the development of the West and as a political and social force which shaped the Chinese culture and society within the American context. Credit/No Credit Option.

004 • HISTORY OF WESTERN CIVILIZATION 3.0 units
CAN HIST 2
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 prehistoric times to 1600. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. 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

033 • WOMEN'S ISSUES PAST AND PRESENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
Examine the significant issues, personal, political, social, economic and ethnic that women face today. Topics will be first be set in a historical context and then discussed as they appear in modern societies around the world. Globalization of economics 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.

HOSPITALITY MANAGEMENT:

- Food Services and Restaurant Management - FDRST
- Hotel and Motel Management - HM
- Institutional Foods - INFDS

DIVISION: Commercial Services
DEPARTMENT: Hospitality Management
DEPT CHAIR: W. Haze Dennis
PHONE: 408-855-5252
COUNSELING: 408-855-5030

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
- Convention Planning
- Chef
- Cruise Lines
- Meeting Planning
- Restaurant Manager
- Health Care
- Food Service
- Front Desk Supervisor
- 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
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<tbody>
<tr>
<td>FDRST 050A</td>
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<td>FDRST 051</td>
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<tr>
<td>INFDS 050</td>
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D= DAY CLASSES; E= EVENING CLASSES
**Core Curriculum Courses (Required)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FDRST 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.0</td>
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<tr>
<td>FDRST 051</td>
<td>Basic Food Preparation</td>
<td>5.0</td>
</tr>
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<td>FDRST 052</td>
<td>Quantity Foods Operation</td>
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</tr>
<tr>
<td>FDRST 053</td>
<td>Restaurant Operations</td>
<td>5.0</td>
</tr>
<tr>
<td>FDRST 054</td>
<td>Hotel and Restaurant Accounting</td>
<td>3.0</td>
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<tr>
<td>FDRST 055</td>
<td>Food Purchasing</td>
<td>3.0</td>
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<tr>
<td>FDRST 058</td>
<td>Food, Beverage and Labor Cost Controls</td>
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<tr>
<td>FDRST 059</td>
<td>Hospitality Management</td>
<td>3.0</td>
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<tr>
<td>FDRST 060A</td>
<td>Food Service Facilities Planning</td>
<td>3.0</td>
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<tr>
<td>FDRST 075</td>
<td>Menu Planning</td>
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<tr>
<td>INFDS 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
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<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
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<tr>
<td>CA 021</td>
<td>Introduction to Computers</td>
<td>1.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience</td>
<td>5.0*</td>
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</tbody>
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*The 5 units of Work Experience are composed of at least 400 hours (minimum) of actual hands-on experience in various food service operations. Students must sign up and be assigned an advisor.

**Recommended Electives:**

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<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FDRST 073</td>
<td>Beginning Baking and Confectionery</td>
<td>2.0</td>
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<tr>
<td>FDRST 074</td>
<td>Intermediate Baking and Confectionery</td>
<td>2.0</td>
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<tr>
<td>FDRST 901**</td>
<td>Chocolate Creations</td>
<td>2.0</td>
</tr>
<tr>
<td>HM 075</td>
<td>Housekeeping Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>HM 076</td>
<td>Hotel and Motel Front Office Management</td>
<td>3.0</td>
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</tbody>
</table>

**Non Associate Degree Level Courses**

**Fundamental Food Service Skills - Certificate**

The Fundamental Food Service Skills Certificate can be completed in two semesters and will enable students to compete successfully for positions in the food service industry. The required courses are offered both fall and spring semesters and provide a solid foundation in theory. *The 5 units of work experience are composed of 400 hours (minimum) of actual hands-on experience in various food service operations. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

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</tbody>
</table>

Total Program Certificate Requirements: 17.0 units

**FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)**

**050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Total lecture 36.8 hours

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**

Total lecture 44.4 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**

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**

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

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, including an industry overview, general theory, systems, organization and decision making and control. The second perspective deals with the operational functions of productivity, labor relations, financial management, marketing, legal, feasibility studies, and franchising. This is a certificate course sponsored by the American Hotel/Motel Association’s Educational Institute.

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 healthy cuisine is introduced to practicing 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 lifestyle. 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
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: MATH 903
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. May be repeated 2 times. 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.

HUMANITIES (HUMAN)

001A • HUMAN VALUES IN AND FROM THE ARTS  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is an integrated, interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussion. Field trips to museums, theater performances or concerts. Credit/No Credit Option.

001B • HUMAN VALUES IN AND FROM THE ARTS  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This class is an interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from the Renaissance to the present. The course consists of illustrated lectures and discussion. Field trips to museums, theater performances or concerts may be possible. Credit/No Credit Option.

007 • INTERNATIONAL FILMS  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course provides 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.
INTERDISCIPLINARY STUDIES – IS

DIVISION: Communications
COORDINATOR: Amelia Akers-Martin
PHONE: 408-855-5092
TTY: 408-727-9243
COUNSELING: 408-855-5030

A.A. Degree:
• General Studies

GENERAL STUDIES - A.A. Degree

The General Studies major is a broad, interdisciplinary program of study. For students not planning to transfer to the university, the major does not aim to prepare a student for a specific career or profession though many students discover that it enhances their understanding and effectiveness in their chosen fields of work.

The program is also designed to give transfer students an opportunity to earn an Associate Degree while completing the required transfer General Education.

The major requires a minimum of 24 units taken from the categories of General Education listed below. Specific courses are listed under the Associate Degree Requirements found on pages 34-37 of this catalog.

Category Units
Language and Rationality ........................................................... 6.0
Natural Sciences ....................................................................... 3.0
Humanities ................................................................................. 3.0
Social Sciences ......................................................................... 6.0
Lifelong Learning ....................................................................... 0.0 - 3.0*
Total Program A.A. Requirements ........................................... 24.0
*
Additional units in the other categories may be used to meet the Lifelong Learning requirement.

INTERDISCIPLINARY STUDIES (IS)

010A • TUTOR TRAINING 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This is a self-paced course designed to provide students with experience in practicing their communication skills in dealing with tutees. There are videotapes to view and a series of individual assignments to complete. Credit/No Credit Option. May be repeated three times.

040 • OPTIMAL LEARNING/TUTOR TRAINING 1.5 units
Total lecture 27.2 hours
Acceptable for credit: California State University
The main intent of this course is to train tutors to help other students maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/workshop format, we will explore topics such as tutoring techniques, study skills, reading and writing strategies, test-taking techniques (which reduce anxiety), problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful also. Credit/No Credit Option.

049 • COLLEGE STUDY SKILLS 0.5 unit
Total lecture 10.4 hours
A course designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored include time management, notetaking, preparation for and taking of examinations, and textbook study strategies. Emphasis will be on mastering and applying the skills needed to be a more successful college student as well as being able to analyze the demands of courses to facilitate successful studying and independent learning. Credit/No Credit Option. May be repeated three times.

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

947 • SUPERVISED TUTORING
(NON-ASSOCIATE DEGREE COURSE) No credit
Total lab hours by arrangement (27.2 - 54.4 hours)
Corequisite: Enrollment in the course for which a student receives tutoring
This 0 unit, open entry/open exit course provides learning assistance in the form of tutoring. Students will be assigned to tutoring by an instructor or counselor based on an identified learning need and will register in the tutoring course. Under direction of a certificated supervisor in the tutorial lab, students will receive tutorial assistance from tutors in areas of identified academic need and in appropriate study skills to develop their ability to learn independently and become more successful students. A variety of other delivery systems may also be prescribed which include workshops, texts, audiovisual materials, computer software, and self-paced modules. Grade Only.

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

The Disability Instructional Support Center (DISC) offers support classes under Learning Services for students with disabilities, such as vision, deafness, orthopedic, health impairments, speech/communication, and/or learning disabilities. The program provides support not only to the student, but also to the college. Contact the DISC office at (408)855-5085 or TTY (408) 727-9243 for additional information.

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<td>PE 001F</td>
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</tbody>
</table>

(See PE Listings)
D= DAY CLASSES; E= EVENING CLASSES

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 (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total lecture 10.4 hours
This course is designed to assess levels of speech/language ability and to identify those areas of disability requiring specialized instruction. Skills assessed may include speech production, language comprehension, and verbal expression. A Student Education Contract (SEC) will be written to include evaluation results, goals for the improvement of speech/language skills, and recommendations for compensating strategies and techniques. Credit/No Credit Only.

901 • ASSESSMENT FOR LEARNING DISABILITIES 0.5 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 10.4 hours
This course is designed to assess those students who suspect that they may be eligible for support services through the Disability Instructional Support Center (DISC) due to a learning disability. Once their eligibility is determined, a Student Educational Contract (SEC) is developed which addresses the specific needs of the student. May be repeated two times. Credit/No Credit Only.

902 • ASSISTIVE TECHNOLOGY ASSESSMENT 0.5 unit
(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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

903 • ASSISTIVE TECHNOLOGY SKILLS  
(NON-ASSOCIATE DEGREE COURSE)  
0.5 unit  
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.

904 • LEARNING STRATEGIES FOR EXPRESSIVE LANGUAGE  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
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)  
3.0 units  
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)  
3.0 units  
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)  
3.0 units  
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)  
3.0 units  
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)  
1.0 unit  
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)  
1.0 unit  
Total lecture 54.4 hours  
This 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.
Library Skills courses are designed to help students succeed in their college classes. Courses give students an introduction to research using a variety of resources. Students will practice finding, analyzing, organizing, and presenting information.

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 format.
- 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 006</td>
<td>D,E</td>
<td>D,E</td>
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<td>X</td>
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<tr>
<td>LIB 010</td>
<td>D,E</td>
<td>D,E</td>
<td>D= DAY CLASSES; E= EVENING CLASSES</td>
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</tr>
</tbody>
</table>

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 070

Acceptable for credit: California State University

This course provides an introduction to finding information on the Internet, including advanced searching techniques. The course also provides instruction in using Internet tools and compares these tools to other information resources available in the library. Students will practice planning, executing, evaluating, and documenting successful searches. Some familiarity with computers recommended. Course may also be offered online. Course may also be offered online. Credit/No Credit Option.

**010 • BASIC INFORMATION COMPETENCY** 1.0 unit

Total lecture 20.8 hours
Advisory: CA 070

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. This course may also be offered online. Credit/No Credit Option.

**BUSINESS: MANAGEMENT & SUPERVISION (MGMT)**

**DIVISION:** Commercial Services
**DEPARTMENT:** Management & Supervision
**DEPT CHAIR:** Melanie Meyer
**PHONE:** 408-855-5019
**COUNSELING:** 408-855-5030

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 promontability 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:

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>SPRING</th>
<th>SUMMER</th>
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<tr>
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<td>MGMT 158</td>
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D= DAY CLASSES; E= EVENING CLASSES; TV= TELEVISION
**Management and Supervision - A.S. Degree**

Developing skills and attitudes necessary to succeed in supervision and management is the program objective. Classes are geared to first and second level management jobs and are suitable for those seeking promotion into management, as well as for those now in management.

### Core Curriculum Courses (Required)

- **MGMT 101** Interpersonal Effectiveness ........................................ 3.0
- **MGMT 102** Leadership .......................................................... 3.0
- **MGMT 103** Functions of Management I ..................................... 3.0
- **MGMT 109** Productivity ....................................................... 3.0
- **MGMT 110** Planning and Control ............................................ 3.0
- **MGMT 111** Problem and Decision Analysis ................................. 3.0
- **MGMT 113** Functions of Management II .................................... 3.0
- **MGMT 117** Total Quality Management ...................................... 3.0
- **ACCTG 1A** Principles of Accounting ........................................ 4.0
- **BUS 021** Introduction to Business Computing ............................. 3.0
- **BUS 021L** Introduction to Business Computing Lab ..................... 1.0
- **BUS 028A** Business Law ...................................................... 3.0

Plus any 2 of the following: Units

- **ACCTG 001B** Principles of Accounting .................................... 4.0
- **ACCTG 060** Computerized Accounting: Quickbooks/Windows .......... 3.0
- **ACCTG 065** Computerized Accounting: Peachtree/Windows .......... 3.0
- **BUS 051** Introduction to American Business ............................... 3.0
- **BUS 064** Business Math Using Calculators ............................... 4.0
- **BUS 078** Business Communications ........................................ 3.0
- **BUS 179** Human Relations Applied in Business ......................... 3.0
- **MKT 056A** Marketing Principles ............................................ 3.0

Total Program A.S. Requirements ........................................... 38.0 - 43.0

### Management and Supervision - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

- **MGMT 101** Interpersonal Effectiveness ..................................... 3.0
- **MGMT 102** Leadership .......................................................... 3.0
- **MGMT 103** Functions of Management I ..................................... 3.0
- **WRKEX 301-304** Cooperative Work Experience .......................... 1.0 - 4.0

Total Level I Cert. Requirements .............................................. 10.0 - 13.0

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

- **MGMT 111** Problem and Decision Analysis ................................. 3.0
- **MGMT 113** Functions of Management II .................................... 3.0
- **MGMT 117** Total Quality Management ...................................... 3.0

Total Level II Cert. Requirements .............................................. 9.0

### Development Certificate Program

Focuses on the skills and attitudes necessary for successful management, the program provides two certificates. The first is for completion of courses involving broad skills necessary in supervisory situations (MGMT 101, MGMT 102, MGMT 103). The second is granted for three additional courses related to specific management skills (MGMT 111-117) and must include Functions of Management II, MGMT 113, which is recommended as the final course. Twenty-five major employers in the South Bay Area provide guidance to ensure continued relevancy. Note that only grades of C or better will be applicable toward either certificate.

### MANAGEMENT AND SUPERVISION (MGMT)

#### 009 • INTRODUCTION TO SUPERVISION AND MANAGEMENT

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course provides an overview of the functions which managers and supervisors perform and the essential skills involved. It emphasizes leadership skills necessary to succeed as a first level manager or supervisor. Credit/No Credit Option.

#### 010 • NEGOTIATIONS SKILLS

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course provides insight into what is required to negotiate successfully, including attitudes, strategies, plans, and a six-step interactive negotiating process. Credit/No Credit Option.

#### 011 • DECISION-MAKING SKILLS

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

Rational decision-making models are explored to assist the student in developing useful problem analysis and decision-making skills. Idea generating techniques related to making good decisions are also explored. Credit/No Credit Option.

#### 012 • MANAGING QUALITY

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course explores the major facets of a successful quality control effort. It includes an overview of quality problems, designing a quality control system, Japanese quality methods and simple quality control statistics. Credit/No Credit Option.

#### 013 • JOB STRESS MANAGEMENT

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course identifies major factors that cause job stress, the physiological and psychological impacts of stress, and techniques of managing stress. Credit/No Credit Option.

#### 014 • INTERVIEWING SKILLS

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course explores the various types of job related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will design and conduct a selection interview. Credit/No Credit Option.

#### 015 • MANUFACTURING MANAGEMENT

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course explores how to successfully manage manufacturing operations. It focuses upon the human element, Japanese manufacturing management techniques, worker participation techniques, and process control. Credit/No Credit Option.

#### 016 • CONFLICT MANAGEMENT

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

The causes and impacts of conflict are explored to assist in the development of positive attitudes and techniques which reduce the trauma and frequency of conflict at the job site. Credit/No Credit Option.

#### 017 • CONDUCTING PERFORMANCE APPRAISALS

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type and develop an ability to design and implement basic performance appraisal systems. Credit/No Credit Option.

#### 018 • EFFECTIVE SUPERVISORY COMMUNICATION

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

This course explores communication concepts which can be important to successful supervisory performance. It includes listening, verbal and non-verbal communications as well as the communication techniques appropriate to each category. Credit/No Credit Option.

#### 019 • DEALING WITH DIFFICULT PEOPLE

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

Difficult people can be very disruptive in the workplace resulting in significant losses in productivity. This course will enable participants to draw key distinctions between difficult people and different social/communication styles. In addition, six different types of "difficult people" will be examined along with strategies for effectively coping with them. Credit/No Credit Option.

#### 020 • BUILDING TEAMS

0.5 unit

Total lecture 10.4 hours

Acceptable for credit: California State University

Teams are increasing essential in problem solving, decision-making and conducting complex work activities. Industry is turning more to teams as the focus of work activities with particular emphasis on the management of work teams. This course is designed to develop an understanding of the nature of teams (as opposed to groups), their uses, benefits, problems structures and developmental stages. Credit/No Credit Option.
### BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Acceptable for Credit</th>
</tr>
</thead>
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<tr>
<td>021 • PROJECT MANAGEMENT</td>
<td>0.5 unit</td>
<td>10.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>022 • FINANCIAL MANAGEMENT AND BUDGETING IN THE PUBLIC SECTOR</td>
<td>0.5 unit</td>
<td>10.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>023 • PERSONAL EFFECTIVENESS</td>
<td>0.5 unit</td>
<td>10.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>101 • INTERPERSONAL EFFECTIVENESS</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>102 • LEADERSHIP</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>103 • FUNCTIONS OF MANAGEMENT</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>111 • PROBLEM AND DECISION ANALYSIS</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>113 • FUNCTIONS OF MANAGEMENT II</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>115 • INTRO TO MANUFACTURING MANAGEMENT</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
<tr>
<td>116 • GLOBAL MANAGEMENT</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>117 • TOTAL QUALITY MANAGEMENT</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>132 • STYLES OF LEADERSHIP</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<td>136 • CONDUCTING EFFECTIVE MEETINGS</td>
<td>0.5 unit</td>
<td>10.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
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<tr>
<td>158 • TIME MANAGEMENT</td>
<td>0.5 unit</td>
<td>10.4 hours</td>
<td>California State University</td>
<td>Credit/No Credit Option.</td>
</tr>
</tbody>
</table>
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 field, 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.
- Instruction of 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>
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<tr>
<td>MFG 020</td>
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<td>MFG 082</td>
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D= DAY CLASSES; E= EVENING CLASSES

Semiconductor Manufacturing Technician - Mecha-Tronic Training Certificate

The Certificate of Mecha-Tronic Training is based on courses in fundamental electronics and mechanics leading to a more advanced study of industry robots, home robots, and “battle-bots.” This certificate focuses on areas within the electronics ecosystem, which is driving today’s economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
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<tbody>
<tr>
<td>MFG 050</td>
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<tr>
<td>Total</td>
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MANUFACTURING TECHNOLOGY (MFG)

020 • STATISTICAL PROCESS CONTROL
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 000C
Acceptable for credit: California State University

This course offers students the tools and techniques to monitor the quality of parts produced in manufacturing operations. Students will use measurement tools and devices to gather data and statistical quality control techniques to measure performance of an operation and express it in numerical values. Using the numerical values, the student will evaluate the operational efficiency and make compensating manufacturing adjustments. Following the critical thinking evaluation process, the student will be able to predict future operational efficiency. May be repeated one time. Credit/No Credit Option.

050 • DC/AC PRINCIPLES
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 whole 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 wavesforms, 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.

MATH 000C
Intermediate Algebra

MATH 000C
Intermediate Algebra
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 exposes 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.
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 communication, psychology, and marketing skills will be better equipped to take on the challenge that awaits them. Annual entry level salaries range from $36,000 to $86,000. Some career options include:
- New product & service development
- Marketing promotion & graphic design
- Sales & service representatives
- Distribution and logistics specialists
- Marketing research and marketing information systems

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

**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>
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<th>SUMMER WEEKEND</th>
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D= DAY CLASSES; E= EVENING CLASSES

**Marketing - A.S. Degree**

<table>
<thead>
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<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
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<tr>
<td>MKT 040 Sales Principles I.........</td>
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<tr>
<td>MKT 042 Sales Principles II........</td>
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<tr>
<td>MKT 056A Marketing Principles ......</td>
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<tr>
<td>MKT 056B Marketing Strategies ......</td>
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<tr>
<td>MKT 060 International Marketing ....</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A Advertising Principles....</td>
<td>3.0</td>
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<tr>
<td>BUS 028A Business Law .............</td>
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**Plus 1 of the following courses:**

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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>MKT 057 Retailing Principles.......</td>
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<tr>
<td>MKT 058 Marketing Research.........</td>
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<tr>
<td>MKT 062 Global Export &amp; Import......</td>
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<tr>
<td>ACCTG 001A Principles of Accounting</td>
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<tr>
<td>BUS 021 Introduction to Business Computing</td>
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<td>BUS 021L Introduction to Business Computing Lab</td>
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**Plus 2 of the following courses:**

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 001B Principles of Accounting</td>
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<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>
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<tr>
<td>BUS 064 Business Math Using Calculators</td>
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<tr>
<td>BUS 078 Business Communications</td>
</tr>
<tr>
<td>BUS 079 Human Relations Applied in Business</td>
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<tr>
<td>MGMT 103 Functions of Management I</td>
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<td>Total Program A.S. Requirements</td>
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</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>
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<tr>
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<tr>
<td>MKT 056A Marketing Principles.........</td>
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<tr>
<td>MKT 081A Advertising Principles.......</td>
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<td>Total Level I Cert. Requirements......</td>
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**LEVEL II: Core Curriculum Courses (Required)**

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>MKT 060 International Marketing.......</td>
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**Plus 2 of the following courses:**

<table>
<thead>
<tr>
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<tbody>
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<td>MKT 042 Sales Principles II ..........</td>
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<tr>
<td>MKT 056B Marketing Strategies.........</td>
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<tr>
<td>MKT 057 Retailing Principles..........</td>
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<tr>
<td>MKT 058 Marketing Research...........</td>
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<tr>
<td>MKT 030-035 Selected Topics in Marketing</td>
</tr>
<tr>
<td>MKT 062 Global Exporting and Importing</td>
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<tr>
<td>MKT 084 Marketing Using the Internet</td>
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<td>Total Level II Cert. Requirements.....</td>
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</tbody>
</table>
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.

**304 • SALES PRINCIPLES I** 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
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.

**032 • DISTRIBUTION/PLACE STRATEGIES** 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
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.

**033 • PROMOTIONAL STRATEGIES** 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
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.

**034 • TELEMARKETING STRATEGIES** 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
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.

**035 • MARKETING RESEARCH AND DEVELOPMENT STRATEGIES** 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
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.

**040 • SALES PRINCIPLES II** 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
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.

**042 • SALES PRINCIPLES III** 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
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.

**056A • MARKETING PRINCIPLES** 3.0 units
Total lecture 54.4 hours
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.
### 056B • MARKETING STRATEGIES 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
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.

### 057 • RETAILING PRINCIPLES 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
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.

### 058 • MARKETING RESEARCH 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
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.

### 060 • INTERNATIONAL MARKETING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
Focuses on marketing management problems, techniques, and strategies necessary to incorporate the marketing concept including country’s culture, environment, as well as the problems of competing in markets of different cultures. Credit/No Credit Option.

### 062 • GLOBAL EXPORTING AND IMPORTING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course provides the student an opportunity to examine the techniques of export/import. Students will become familiar with terminology, payment requirements, customs regulations, insurance, warehousing, offshore manufacturing, and documentation with the U.S. Department of Commerce. Credit/No Credit Option.

### 066 • GLOBAL FINANCE STRATEGIES 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
The study of international financial markets including the International Monetary Fund, Euro currency markets, international payments and collections, international banking, sources of funds, foreign exchange market, and risks associated with exchange rates. Credit/No Credit Option.

### 068 • GLOBAL DISTRIBUTORS AND AGENTS 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an overview of international distribution, channels with focus on distributors and agents. Emphasis, will be on selection, management and evaluation of overseas distributors and agents. Marketing, legal, tax and economic factors will be evaluated for advantages and disadvantages. Students will examine the different distribution systems used throughout the world. Credit/No Credit Option.

### 070 • GLOBAL MARKETING RESEARCH 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course examines a very specific field of international business. The focus of Global Marketing Research is on sources of material available to business from foreign markets. It also includes research on foreign market penetration, and closely examines the U.S. company for its ability to sell and service overseas while using global marketing research data input. Credit/No Credit Option.

### 072 • MARKETING ETHICS 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course examines ethics in marketing, its implications to management decision making, employee morale, peers, and customers. The focus of the course is on ethical dilemmas in business and marketing. Each of the marketing mix elements will be brought into focus when developing skills to handle ethically questionable marketing practices. Credit/No Credit Option.

### 074 • GLOBAL PURCHASING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the rules and regulations involved, and difficulties encountered, when purchasing from foreign sources. It involves a study of cultural, legal, and economic factors. Credit/No Credit Option.

### 081A • ADVERTISING PRINCIPLES 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising with campaigns and the testing of advertising effectiveness will be studied. Credit/No Credit Option.

### 082 • GLOBAL ADVERTISING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an overview of the global advertising industry and ways in which products are advertised worldwide. Course focuses on both the international consolidation of the advertising business and the ways in which the growth of the world trade has produced an increase in advertising in numerous markets. Credit/No Credit Option.

### 084 • MARKETING USING THE INTERNET 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course presents an opportunity to study the Mexican market, find the marketing concept, and evaluate the information of need, build your team of experts, establish your sales and Distribution System, move your products and services, and take care of the legal requirements. Credit/No Credit Option.

### 088 • HOW TO SELL YOUR PRODUCTS AND SERVICES IN MEXICO 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course provides the student an opportunity to examine the techniques of export/import. Students will become familiar with terminology, payment requirements, customs regulations, insurance, warehousing, offshore manufacturing, and documentation with the U.S. Department of Commerce. Credit/No Credit Option.
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
- Epidemiologist
- Management Scientist
- Public Opinion Analyst
- Systems Analyst
- Biometrician
- Controller
- Econometrician
- Financial Analyst
- Mathematician
- Statistician
- Teacher
- Urban Planner

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 FALL SPRING SUMMER WEEKEND ONLINE</th>
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<tbody>
<tr>
<td>MATH 903</td>
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D = DAY CLASSES; E = EVENING CLASSES

Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

MATHEMATICS (MATH)

000B • PLANE GEOMETRY 4.0 units
Total lecture 72.0 hours
Prerequisite: MATH 003 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, areas 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 00B
Prerequisite: MATH 003 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.

000P • PREPARATION FOR TRIGONOMETRY, FINITE MATH OR STATISTICS 2.0 units
Total lecture 36.8 hours
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
The student will prepare for the mathematics required to succeed in Trigonometry (MATH 000D), Finite Math (MATH 008), Statistics (MATH 001), or Business Calculus (MATH 012). There will be an accelerated review of all the material from Intermediate Algebra, concentrating on areas of common difficulty. The course is suitable for students who have passed an Intermediate Algebra course. Credit/No Credit Only.

000D • PRE-CALCULUS ALGEBRA AND TRIGONOMETRY 5.0 units
CAN MATH 16
Total lecture 89.6 hours
Advisory: MATH 00B
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 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 00B
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 functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. 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
Advisory: MATH 00B
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
Advisory: MATH 00B
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

004 • 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.

008 • FINITE MATHEMATICS  3.0 units
CAN MATH 12
Total lecture 54.4 hours
Prerequisite: MATH 000C or higher, or satisfactory score on an appropriate Mathematics Placement Exam
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of linear equations, matrix systems of equations and inequalities, linear programming, set theory and mathematics of finance. Probability and statistics will be introduced. Particular emphasis will be placed on applications. Credit/No Credit Option.

010 • ELEMENTARY STATISTICS  4.0 units
CAN STAT 2
Total lecture 72.0 hours
Advisory: MATH 008
Prerequisite: MATH 000C or higher, or satisfactory score on an appropriate Mathematics Placement Exam
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis will be placed on applications. Current statistical computer packages will be used. This course may also be offered online. Credit/No Credit Option.

014 • 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 numeration systems and number theory, particularly with respect to counting numbers, whole numbers, integers, rational numbers, and real numbers. It will emphasize the study and discovery of pattern; develop and extend relationships among number patterns; present mathematical models and real-word applications of them; and provide different algorithms for estimating and finding exact answers when adding, subtracting, multiplying, and dividing. Where appropriate, there will be an emphasis on problem solving, critical thinking, and communication. This course is designed for students who intend to become elementary school teachers. Credit/No Credit Option.

019 • DISCRETE MATHEMATICS  4.0 units
Total lecture 72.0 hours
Advisory: MATH 004
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.

901C • ARITHMETIC REVIEW (DECIMALS) (NON-ASSOCIATE DEGREE COURSE)  0.5 unit
Total lecture 10.4 hours
The student will study decimals and practice addition, subtraction, multiplication, and division. Credit/No Credit Option.

902 • PRE-ALGEBRA (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total lecture 54.4 hours
Prerequisite: MATH 900 or satisfactory score on an appropriate Mathematics Placement Exam
This course is designed for students who have a solid foundation in arithmetic skills but need to develop those skills further before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include a quick review and practice in fundamental arithmetic skills, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. Credit/No Credit Option.

903 • ELEMENTARY ALGEBRA (NON-ASSOCIATE DEGREE COURSE)  4.0 units
Total lecture 72.0 hours
Prerequisite: MATH 900 and/or Math 902 or satisfactory score on an appropriate Mathematics Placement Exam
The student will study and demonstrate knowledge and understanding of the basic operations and properties of real numbers, polynomials, rational and exponential expressions. Other topics include simplifying linear, rational and exponential expressions, solving linear equations and their applications, graphing linear equations, and factoring polynomials. Other topics may include additional operations with rational expressions, working with functions, solving systems of linear equations and inequalities, solving quadratic equations by factoring, and working with scientific notation. The course is designed for the student who has had no previous instruction in algebra, or for the student who needs a review of elementary algebra. This course may also be offered online. Credit/No Credit Option.

904 • PREPARATION FOR INTERMEDIATE ALGEBRA (NON-ASSOCIATE DEGREE COURSE)  1.5 units
Total lecture 27.2 hours
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Exam
The student will prepare for Intermediate Algebra by an accelerated review of all the material from Elementary Algebra. The course will concentrate on those areas of Algebra which require additional work, and is suitable for students who once passed an Elementary Algebra course. Credit/No Credit Only.

950 • SELECTED TOPICS FROM INTERMEDIATE ALGEBRA, TRIGONOMETRY AND STATISTICS (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Note: This course does not satisfy math requirements for an associate degree.
Students in this course will study a selection of topics from Intermediate Algebra, Trigonometry and Statistics. Intermediate algebra topics will be chosen to review major concepts and to prepare for applications to the other topics. Trigonometry and statistics topics will be chosen to give an appropriate introduction to each of the areas and their applications in industry. 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

MILITARY SCIENCE
SANTA CLARA UNIVERSITY: 408-554-6836/5211
SJUS: 408-924-2960

ARMY R.O.T.C. (MILSC) & AEROSPACE STUDIES (ROTC)
Mission College students can enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.

Army ROTC courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. For more information contact the Santa Clara University Military Science Office at 408-554-6836.

Air Force ROTC courses acquaint students with the role of the Air Force officer as a professional, Air Force doctrine, structure of the Air Force, development of air power through the jet age, and employment of air power in peacetime relief missions and civic action programs. Mandatory laboratory sessions provide development of leadership and management skills. For more information contact the SJUS 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 on improving personal leadership styles and methods with a goal of building stronger, more successful organizations. Study techniques for creating ethical organizational climate. Learn how to build teams and motivate individuals. Be introduced to methods of counseling employees in the work place. One 60-minute class per week. Five 3-hour leadership labs per quarter. One weekend field training exercise away from the University. 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 needed for 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
DIVISION: Cultural And Technical Arts
DEPARTMENT: Music
DEPT CHAIR: Joseph Ordaz 408-855-5276
FACULTY: Phil Hawkins 408-855-5285
Keith Johnson 408-855-5277
COUNSELING: 408-855-5030

The Mission College Music Department is structured around a traditional musical foundation augmented by computer assisted tutorial, composition and performance classes.

Specific areas of focus are piano, guitar or vocal performance and Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Center for the California Multimedia Entertainment Initiative which is designed to prepare quality students for Silicon Valley’s booming Multimedia Industry. The experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for the rigors of transfer into both university and vocational level programs.

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
• Private Teaching
• Music Criticism
• Piano Performance
• Guitar Performance
• Vocal Performance
• Studio Performer
• Instrumental Instructor
• Organist
• Choir Director

• Soloist
• Music Librarian
• Music Publishing
• Public Teaching
• Accompanist
• Recreation Specialist
• Music Instructor
• Composer
• Music Therapy
• Opera
• Producer
• Arranger
• Copyist
• Vocal Instructor

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.
• 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.

Certificate:
• Digital Music Certificate

Schedule Matrix:

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<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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D= DAY CLASSES; E= EVENING CLASSES
Digital Music - Certificate
As part of the continued growth in the Music Department, the following certificate in Digital Music has been created. With recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, such a course of study is of great interest to many students with backgrounds in music, music technology, and/or multimedia design. This curriculum provides students with hand-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its applications and synchronization within other media. The certificate will help prepare students for career opportunities, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, and music/multimedia software design.

Music Certificate Requirements

**MUSIC 005** Fundamentals of Music.............3.0
**MUSIC 016** History of Rock..................3.0
**MUSIC 080** Introduction to MIDI............3.0
**MUSIC 081** Digital Music Systems..........3.0
**MUSIC 083** Digital Audio for Multimedia....2.0

Total Core Units......................................................4.0

Plus any one of the following courses:

**MUSIC 010** Music Appreciation..............3.0
**DES 070** Intro. to Multimedia Design......3.0
**GDES 075** Macromedia Director Studio....3.0
**HUMAN 001AorB Human Values In and From the Arts...3.0
**HUMAN 015** Intro. to Film Analysis.........3.0
**ART 001D** Survey of 20th Century Art.......3.0
**ART 034** Introduction to Digital Art.........3.0

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

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MUSIC (MUSIC)

**001 **MUSIC HISTORY AND LITERATURE 3.0 units

Advisory: COUNS 001

Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from early origins to 1750. It studies representative works, styles, and composers from early the early Greek heritage, early Christian Era, Medieval, Renaissance, and Baroque periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Fall semester. Grade Only. May be repeated one time.

**002 **MUSIC HISTORY AND LITERATURE 3.0 units

Advisory: COUNS 001

Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from 1750 to present. It studies representative works, styles, and composers from Classical, Romantic, Impressionist, and 20th Century periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Spring semester. Grade Only. May be repeated one time.

**005 **FUNDAMENTALS OF MUSIC 4.0 units

Total lecture 54.4 hours; Total lab 54.4 hours

Advisory: Recommend concurrent enrollment in MUSIC 090

Acceptable for credit: University of California, California State University

This course is intended for students interested in learning music fundamentals as related to music reading, writing, listening, and performance. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in rhythm performance, sight singing, and techniques of listening to music. Credit/No Credit Option.

**005A **FUNDAMENTALS OF MUSIC LECTURE 3.0 units

Total lecture 54.4 hours

Advisory: Recommend concurrent enrollment in MUSIC 090

Acceptable for credit: University of California, California State University

This course is intended for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as an introduction to rhythm performance, sight singing, and techniques of listening to music. This course differs from MUSIC 5 in that there is no practice lab; MUSIC 5A is lecture only. Credit/No Credit Option.

**006A **HARMONY AND MUSICSHIP I 4.0 units

Total lecture 72.0 hours

Prerequisite: Music 005, 005A or equivalent experience

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and Musicship I is intended for 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, orchestra, 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 MUSICSHIP II 4.0 units

Total lecture 72.0 hours

Prerequisite: Music 006A or equivalent experience

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and Musicship II is an intermediate level course that continues study of the essential aspects of music theory and composition – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

**007A **HARMONY AND MUSICSHIP III 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 Musicship III is an advanced-intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

**007B **HARMONY AND MUSICSHIP IV 4.0 units

Total lecture 72.0 hours

Prerequisite: Music 007B

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and Musicship IV is an advanced course in the study of the essential aspects of music theory and composition – 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: COUNS 001 and concurrent enrollment in MUSIC 090

Acceptable for credit: University of California, California State University

This 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: Recommend concurrent enrollment in MUSIC 090

Acceptable for credit: California State University

This course is designed as a follow-up to Fundamentals of MUSIC (MUSIC 5 or 5A), with the student applying skills developed in MUSIC 5 to the writing of song melodies, harmonization, and simple song arrangements. The student will also learn basic principles of lyrics writing. Credit/No Credit Option.

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MISSION COLLEGE 2006-2007

MUSIC
MISSION COLLEGE 2006-2007

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 653

016 • HISTORY OF ROCK 3.0 units
Total lecture 54.4 hours
Advisory: COUNS 001 and 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 aspects 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 of 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.

031C • INTERMEDIATE PIANO 1.0 unit
Total lecture 8.8 hours; Total lab 27.2 hours
Advisory: MUSIC 031B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: California State University
This course is a continuation of Music 031A and 031B and is designed for those students who wish to continue to improve their keyboard skills through working on music and exercises for students of a "high-intermediate" level. Students will continue to work on developing piano technique, increased interpretive skills, and an understanding of a broad range of music from many periods and styles. Students will continue to study the piano, its composers and performers. 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 repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded tape 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 of 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 tape accompaniment. Credit/No Credit Option.

034A, B, C, D • BEGINNING GUITAR 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 beginning course in guitar. Emphasis on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and performers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. Credit/No Credit Option.

037A • GUITAR ENSEMBLE 1.0 unit
Total lecture 8.8 hours; Total lab 27.2 hours
Advisory: MUSIC 030
Acceptable for credit: California State University
This course focuses on the study and performance of guitar music from a Western European musical tradition. Emphasis will be placed on individual and group participation, and public performance. Attendance at all scheduled performances is required. No prior performance experience is required. Credit/No Credit Option.

039A, B, C, D • ADVANCED PIANO 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 90
Prequisite for 039A, B: MUSIC 031B or demonstrate proficiency skill for 039C: MUSIC 039B for 039D: MUSIC 039C
Acceptable for credit: University of California, California State University
A survey of advanced music for the piano and other keyboard instruments from the Baroque Period to 20th Century musical styles. Assignments include preparation and performances of different piano repertoire each semester. 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.

040A • PERCUSSION ENSEMBLE 1.0 unit
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.
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.

046B • 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 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.

046C • 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 a course for the expert study and skilled performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

050 • MISSION STEELBAND 1.0 unit
Total lab 54.4 hours
Advisory: 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.

053 • SYMPHONY ORCHESTRA II 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: Admission to this ensemble is by audition. Entering ensemble members need the ability to read, interpret and perform music and movement in field marching routine.
Acceptable for credit: University of California, California State University
Students will be part of a performing drum and bugle corps, marching in preconceived and free-form visual formations and routines, playing brass and percussion instruments, with accompanying visual units appropriate to the ensemble. Credit/No Credit Option.

060 • 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.

061 • 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 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.

063 • DIGITAL AUDIO FOR MULTIMEDIA 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
Multimedia projects require specialized preparation of music materials, narration and sound effects. This course will cover principles of music production, script preparation, and the placement of sound effects. This course is designed primarily for students with a visual focus in multimedia design. May be repeated two times. Credit/No Credit Option.

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 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 to this ensemble is by audition. Entering ensemble members need the ability to read, interpret and perform music and movement in field marching routine.
Acceptable for credit: University of California, California State University
Students will be part of a performing drum and bugle corps, marching in preconceived and free-form visual formations and routines, playing brass and percussion instruments, with accompanying visual units appropriate to the ensemble. Credit/No Credit Option.

072 • THE MUSIC INDUSTRY - AN OVERVIEW 3.0 units
Total lab 54.4 hours
Acceptable for credit: California State University
This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandizing; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes will include guest speakers from the music industry, field trips, video and audio presentations, as well as active student participation in class discussions, the preparation of legal documents, and in situational role playing activities. Credit/No Credit Option.

090 • MUSIC LABORATORY 0.5 unit
Total lab 27.2 hours
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course, offered by arrangement and at the student’s convenience. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student’s other music course(s). May be repeated three times. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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 – NS

• Dietary Services
• Institutional Foods
DIVISION: Commercial Services
DEPARTMENT: Nutritional Science
DEPT CHAIR: Heather Rothenberg
PHONE: 408-855-5248
COUNSELING: 408-855-5030

Nutritional Science is a dynamic field of study with connections to food science, chemistry and biology. It is a discipline that investigates how nutrients are taken in by the body, broken down, and utilized. Through the study of nutrition, chronic diseases such as heart disease and cancer can be better understood and perhaps even prevented. In a larger context, nutritional science examines how the environment is connected with the nutritional status of populations. This is a discipline that crosses cultures and looks at the health implications of a variety of foods.

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) • Nursing Homes
• Dietetic Technician (Registered) • Nutrition Researcher
• Food Manufacturing (test kitchens) • Food Service Manager
• Food Service Inspector (R.D. advised) • WIC counselor
• Nutrition Counselor (R.D. advised) • Registered Dietitian (R.D.)
• Hospital Dietetics (R.D. advised) • Dietetic Service Supervisor
• Private Practice Consultant (R.D. advised)
• Sports Nutrition (R.D. advised)

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

Highlights:
• Professional staff concerned with helping students succeed and meet their educational goals.
• Computer-assisted learning.
• Telecourse offerings of some classes which provide flexibility to students.
• Proximity to kitchen facilities.
• Supervised Clinical Practice allowing students to experience the real world work environment.
• Support Services of College Job Placement Center.

Certificate:
• Dietetic Service Supervisor

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 015</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>NS 040</td>
<td>X</td>
<td>X</td>
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<tr>
<td>DS 011</td>
<td></td>
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<td></td>
<td>X</td>
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<tr>
<td>DS 031</td>
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</table>

Dietary Service Supervisor (DSS) - Certificate

The Dietary Supervisor Certificate Program at Mission College is approved by the California State Department of Health Services and may be obtained in one year by enrolling in and successfully completing the required 16.5 units of coursework. The following pattern is suggested for students wishing to obtain the certificate in one year.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 040 Diet, Health and Disease</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 059 Hospitality Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 051 Basic Food Preparation</td>
<td>5.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFDS 050 Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>DS 011 Food Production Management</td>
<td>2.0</td>
</tr>
<tr>
<td>DS 031 Supervised Clinical Experience</td>
<td>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).
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

**DIETARY SERVICES (DS)**

**011 • FOOD PRODUCTION MANAGEMENT** 2.0 units

*Total lab 36.8 hours*

**Advisory:** ENGL 905 and MATH 900

**Acceptable for credit:** California State University

This course provides students with the opportunity to develop an understanding of the basic criteria and standards applicable for quality food production in health care facilities. Utilizing an emphasis on skilled and residential care facilities, the student examines the various principles of food production with special attention to the systems in general use and how they should be evaluated. Students needing the Dietary Service Supervisor Certificate should take DS 31 concurrently. *Grade Only.*

**031 • SUPERVISED CLINICAL EXPERIENCE** 2.5 units

*Total lab 96 hours; Total lab 134.4 hours*

**Advisory:** DS 011, ENGL 905 and MATH 900

This course is designed to provide the student with practical experiences in clinical sites in the community so that they will be able to meet the licensing requirements of the California State Department of Public Health to work as a Dietetic Service Supervisor. Applying the skill and knowledge learned in DS 11 (Food Production Management) students will study such topics as the organizational structure of the dietary department, the guidelines of Title 22 modifications used in disease stages. Concurrent enrollment in DS 11 is highly recommended. *Grade Only.*

**NUTRITIONAL SCIENCE (NS)**

**015 • HUMAN NUTRITION** 3.0 units

*CAN FCS 2

Total lab 54.4 hours*

**Advisory:** MATH 900

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

This course is designed to teach basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and inter-relationships between nutrients in the body are examined. Current nutritional controversies are evaluated. Students develop and increase their analytical and evaluative skills by completing a nutritional self-study during the course. *Credit/No Credit Option.*

**040 • DIET IN HEALTH AND DISEASE** 2.0 units

*Total lab 36.8 hours*

**Advisory:** MATH 900

**Acceptable for credit:** California State University

This course is designed to provide a basic understanding of normal and clinical nutrition for individuals in the health care field. Stress is placed on defining and describing the therapeutic needs of the ill in terms of current dietetic principles. *Credit/No Credit Option.*

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**PHILOSOPHY – PHIL**

**DIVISION:** Social and Behavioral Sciences

**DEPARTMENT:** Philosophy

**DEPT CHAIR:** Son M. Le, Ph.D.

**PHONE:** 408-855-5269

**COUNSELING:** 408-855-5030

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
- Anthropologist
- Archivist
- Author/Lecturer
- Business
- Crypanalist
- Drama Critic
- Editorial Assistant
- Editorial Writer
- Essayist
- Foreign Correspondent
- Foreign Service Officer
- High School Teacher
- Information Scientist
- Journalist
- Lawyer
- Management
- Museum Curator
- News Editor
- Personnel Manager
- Playwright
- Priest
- Psychologist
- Publisher
- Rabbi
- Scientific Researcher
- Social Worker
- Tour Guide
- Writer

**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
  - PHIL 017  Logic and Critical Thinking

- The following courses meet the Oral and Written Communication requirement for the California State University transfer students:
  - PHIL 002  Introduction to Logic
  - PHIL 003  Introduction to Problems in Ethics
  - PHIL 009  Introduction to Symbolic Logic
  - PHIL 017  Logic and Critical Thinking

- The following courses meet the Humanities requirement for California State University Students:
  - PHIL 001  Introduction to Philosophy
  - PHIL 004  Patterns in Comparative Religion
  - PHIL 005  Introduction to Social and Political Philosophy
  - PHIL 007  Introduction to Philosophy of Science
  - PHIL 009  Introduction to Symbolic Logic
  - PHIL 010  Introduction to the Philosophy of Art

- For Associate in Arts (A.A.) students and Associate in Science (A.S.) students:
  - PHIL 002, 003, 009, 017

- The following courses meet the Humanities requirement for A.A. and 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.
PHILOSOPHY (PHIL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Schedule Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 001</td>
<td>001 • INTRODUCTION TO PHILOSOPHY</td>
<td>3.0</td>
<td>F D E</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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<tr>
<td></td>
<td>This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational logic. 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.</td>
<td>54.4 hours</td>
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<tr>
<td>PHIL 002</td>
<td>002 • INTRODUCTION TO LOGIC</td>
<td>3.0</td>
<td>F E D</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>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.</td>
<td>54.4 hours</td>
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<tr>
<td>PHIL 003</td>
<td>003 • INTRODUCTION TO PROBLEMS IN ETHICS</td>
<td>3.0</td>
<td>F E</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>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 &quot;position papers,&quot; which are evaluated for both quality of analysis and English composition skills. Credit/No Credit Option.</td>
<td>54.4 hours</td>
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<tr>
<td>PHIL 004</td>
<td>004 • PATTERNS IN COMPARATIVE RELIGIONS</td>
<td>3.0</td>
<td>F E</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>This course is an introduction to the critical, comparative study of religion. The student will be exposed 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.</td>
<td>54.4 hours</td>
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<tr>
<td>PHIL 005</td>
<td>005 • INTRO TO SOCIAL AND POLITICAL PHILOSOPHY</td>
<td>3.0</td>
<td>F E</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>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.</td>
<td>54.4 hours</td>
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<tr>
<td>PHIL 006</td>
<td>006 • INTRODUCTION TO PHILOSOPHY OF SCIENCE</td>
<td>3.0</td>
<td>F E</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td></td>
<td>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.</td>
<td>54.4 hours</td>
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</tbody>
</table>
PHYSICAL EDUCATION - PE

- Adaptive PE
- Athletic Team Training
- Dance
- Intercollegiate Athletics
- Fitness
- Theory: Fitness Specialist
- Lifetime Sports Certification

DIVISION: Technology
DEPARTMENT: Physical Education
DEPT CHAIR: Brenna Wundram
PHONE: 408-855-5394
COUNSELING: 408-855-5030

The Mission College Physical Education program combines a variety of physical education activities, including Fitness, Dance, Individual Sports, Team Sports, Intercollegiate Athletics, and Exercise Science Theory classes.

Career Options:
- Instructor/Assistant
- Coach
- Athletic Trainer
- Recreational Supervisor
- Personal Trainer

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

Highlights:
- A wide variety of options.
- Outstanding facilities including tennis court and new gymnasium.
- Excellent fitness opportunities, dance facilities, and weight lifting rooms.

Certificates:
- Fitness Specialist-Aerobic Emphasis
- Fitness Specialist-Personal Trainer Emphasis
- Fitness Specialist-Personal Trainer Emphasis

Schedule Matrix:

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Prerequisites:
- Fitness
- Theory: Fitness Specialist
- Lifetime Sports Certification

Core Curriculum Courses (Required):

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Total Program Cert. Requirements: 12.0

**Fitness Specialist (Aerobic Emphasis) - Certificate**

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Total Program Cert. Requirements: 12.0

**Fitness Specialist (Personal Trainer Emphasis) - Certificate**

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Total Program Cert. Requirements: 12.0

**PHYSICAL EDUCATION (PE)**

Physical Education and PE Theory courses except PE 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Credit/No Credit Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

**PHYSICAL EDUCATION - ADAPTIVE PE**

This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated for credit. May be repeated three times. Credit/No Credit Option.

**001A • ADAPTIVE WEIGHT TRAINING** 1.0 unit

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Total lab 27.2 hours

Acceptable for credit: California State University

This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated three times. Credit/No Credit Option.

**001B • ADAPTIVE PHYSICAL EDUCATION** 0.5 unit

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Total lab 54.4 hours

Acceptable for credit: California State University

This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated three times. Credit/No Credit Option.

**001F • ADAPTIVE PHYSICAL EDUCATION AEROBICS** 1.0 unit

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Total lab 54.4 hours

Acceptable for credit: California State University

This course is designed to introduce and teach skills needed for daily cardiovascular activity for students with disabilities through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities. Low and non-impact exercises, body mechanics, posture concepts, breathing techniques, agility, back care, and coordination activities will be determined by the student educational contract (SEC). May be repeated three times. Credit/No Credit Option.
PHYSICAL EDUCATION - DANCE

All dance classes are designed to improve coordination, posture and rhythm as well as strength, flexibility and endurance. An opportunity for informal performance is also made possible.

003A • SOCIAL DANCE: CLUB DANCE
1.0 unit
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
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
Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at an intermediate level. May be repeated to total 4 units. Credit/No Credit Option.

003D • DANCE: HIP HOP - FUNK STYLES
1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University
This course will introduce the student to the fundamentals and choreography of hip hop funk styles (example: locking, popping, boogalooping, 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
Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University
This course is designed to give the students an introductory experience in the varied theories, styles and techniques of the jazz dance idiom. May be repeated to total 4 units. Credit/No Credit Option.

003K • JAZZ DANCE-INTERMEDIATE
1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University
This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances at the intermediate level in both formal and informal settings. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Credit/No Credit Option.

003L • MODERN DANCE-BEGINNING
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.

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 give the student an opportunity to choreograph, rehearse, and perform dances at the intermediate level in both formal and informal settings. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Credit/No Credit Option.
Advisory: PE 003S
Acceptable for credit: University of California, California State University This class will introduce the student to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating their own style and routines. Information will be presented describing the history and cultural development of hip hop as a dance form. May be repeated three times. Credit/No Credit Option.

003Y • SOCIAL DANCE: SALSA/LATIN
Total lab 54.4 (27.2) hours
Advisory: PE 003S
Acceptable for credit: University of California, California State University This course is designed to introduce the student to varied 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.

003Z • SOCIAL DANCE: SWING
Total lab 54.4 hours
Advisory: PE 003S or equivalent
Acceptable for credit: University of California, California State University This course is designed to introduce the student to swing dance including West Coast, East Coast, Jive, Jitterbug, Shag and Lindy Hop. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students enrolled, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Credit/No Credit Option.

040 • DANCE APPRECIATION
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University This class will be a study of the function of dance as art and ritual, social activity, spectacle, and entertainment through a survey of major dance works and artists from 19th century to present. It includes cultural contexts as well as styles and forms used in dance such as folk, ethnic, social, square, tap, jazz, modern and ballet. May be repeated three times. Credit/No Credit Option.

PHYSICAL EDUCATION - FITNESS

All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: Cardiovascular endurance, muscular strength and endurance, and flexibility.

004A • YOGA
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance will be emphasized in the yoga poses. Relaxation and meditation techniques will also be introduced. May be repeated three times. Credit/No Credit Option.

004B • FITNESS: STRETCH & FLEX
Total lab 54.4 hours
Acceptable for credit: California State University This course is designed to enhance the students' flexibility by having them learn and follow a series of stretching and breathing exercises delivered through video instruction. In addition, students will be introduced to contraindicated exercises that could be potentially harmful and stress reduction techniques associated with stretching. May be repeated three times. Credit/No Credit Option.

004C • FITNESS: CORPORATE
Total lab 54.4 hours
Acceptable for credit: California State University This course will allow the student working in the corporate community an opportunity to attend any physical educational class listed in the schedule of classes (exceptions will be those classes involving safety issues) at any time during the semester. The student will be responsible for accumulating 54 hours of activity to receive credit for the course. This class will be graded credit/no credit only. This class is also open to other students not fitting the description above. May be repeated three times. Credit/No Credit Option.

004D • FITNESS: FIRE AGILITY TRAINING
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 welcomed. May be repeated three times. Credit/No Credit Option.

004E • FITNESS: AEROBICS-INTERMEDIATE/ADVANCED
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
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: STEPAEROBICS
Total lab 54.4 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
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 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.

004I • FITNESS: CARDIO-KICKBOXING
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, tai chi and boxing as ways to improve cardiovascular fitness. May be repeated three times. Credit/No Credit Option.
### PHYSICAL EDUCATION

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004K</td>
<td>FITNESS: CARDIO CROSS TRAINING</td>
<td>1.0</td>
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<tr>
<td>004K.2</td>
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<td>0.5</td>
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<tr>
<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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 cardiovascular equipment as well as principles needed to obtain good cardiovascular condition. **May be repeated three times. Credit/No Credit Option.**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004L</td>
<td>FITNESS: AEROBICS</td>
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<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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 exercise. The park course and jump roping will also be incorporated in the curriculum. **May be repeated three times. Credit/No Credit Option.**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004M</td>
<td>FITNENESS: PILATES MATWORK</td>
<td>1.0</td>
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<td>004O.2</td>
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<td>0.5</td>
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<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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This course is an introduction to Joseph Pilates’ Physical mind Conditioning Method. The mat work provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates will improve flexibility, strength and breathing techniques. This course is open to all Mission College students, and is emphasized for those interested in improving their dance skills. **May be repeated three times. Credit/No Credit Option.**

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>004P</td>
<td>FITNENESS: CARDIO BLAST</td>
<td>1.0</td>
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<td></td>
<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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</table>

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.**

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>004Q</td>
<td>FITNENESS: STRETCH AND STRENGTHEN</td>
<td>1.0</td>
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<td>004Q.2</td>
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<td>0.5</td>
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<tr>
<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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</table>

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.**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004R</td>
<td>AEROBIC INSTRUCTOR INTERNSHIP</td>
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<td><strong>Total lab 27.2 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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</table>

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.**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>004S</td>
<td>WEIGHT TRAINING INTERNSHIP</td>
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<td></td>
<td><strong>Total lab 27.2 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**

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<th>Course Code</th>
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<tr>
<td>004T</td>
<td>FITNESS: CONDITIONING</td>
<td>1.0</td>
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<td>004T.2</td>
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<tr>
<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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This course is designed to introduce the student to various components of physical fitness and have him work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. **May be repeated three times. Credit/No Credit Option.**

### MISSION COLLEGE 2006-2007

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004U</td>
<td>FITNESS: WEIGHT TRAINING</td>
<td>1.0</td>
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<tr>
<td>004U.2</td>
<td></td>
<td>0.5</td>
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<tr>
<td></td>
<td><strong>Total lab 54.4 (27.2) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>004V</td>
<td>LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY</td>
<td>1.0</td>
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<tr>
<td></td>
<td>ASSESSMENT AND EVALUATION</td>
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<tr>
<td></td>
<td><strong>Total lab 20.8 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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</table>

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.**

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<tr>
<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>004W</td>
<td>LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY</td>
<td>0.5, 1, 1.5, 2.0</td>
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<tr>
<td></td>
<td>ASSESSMENT AND EVALUATION</td>
<td>0.5. 54.4, 81.6, 108.8</td>
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<tr>
<td></td>
<td><strong>Total lab 27.2 (54.4, 108.8) hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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<tr>
<td>004X</td>
<td>FITNESS ASSESSMENT</td>
<td>1.0</td>
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<td></td>
<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**

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<tr>
<td>004Y</td>
<td>FITNESS: ULTIMATE</td>
<td>1.0</td>
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<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**

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<tr>
<td>004Z</td>
<td>ASSESSMENT AND EVALUATION</td>
<td>3.0</td>
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<td></td>
<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**

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<tr>
<td>005A</td>
<td>FITNESS: STRESS REDUCTION THROUGH EXERCISE AND</td>
<td>3.0</td>
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<td></td>
<td>PHYSICAL FITNESS</td>
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<td></td>
<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>005H</td>
<td>SELF-DEFENSE</td>
<td>1.0</td>
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<td></td>
<td><strong>Total lab 54.4 hours</strong></td>
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<td><strong>Acceptable for credit: California State University</strong></td>
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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.**
### 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 • FITNESS: STABILITY BALL TRAINING
- **1.0 unit**
- **Total lab 54.4 hours**
- Acceptable for credit: California State University
- This course is designed to improve the students’ flexibility, muscular and cardiovascular fitness through the use of stability ball exercises. Students will be introduced to a variety of training programs, principles and exercises on a stability ball. Exercise safety and proper warm-up and cool-down will be discussed. May be repeated three times. Credit/No Credit Option.

#### 007B • 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.

#### 007C • 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.

#### 007D • GOLF-INTERMEDIATE
- **1.0 unit**
- **Total lab 54.4 hours**
- Advisory: PE 007J
- Acceptable for credit: California State University
- This sequence course is to develop more advanced skills in the game of golf with a greater emphasis on the technical aspects of the swing. May be repeated to total 4 units. Credit/No Credit Option.

#### 007E • ARCHERY-BEGINNING
- **1.0 unit**
- **Total lab 54.4 hours**
- Acceptable for credit: California State University
- This course is designed to teach the basic fundamentals of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. The main emphasis of this course will be basic skills, drills, history and the rules of archery. May be repeated three times. Credit/No Credit Option.

#### 007F • RACQUETBALL
- **1.0 unit**
- **Total lab 54.4 hours**
- Acceptable for credit: California State University
- This course is designed to present the fundamental skills of racquetball for cardiovascular fitness and enjoyment. Drills will be used to enhance skill development while rules and etiquette will be introduced to enhance fairness and appreciation of how the game is supposed to be played. Credit/No Credit Option.
008Q • INDOOR SOCCER 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed to teach the fundamentals of soccer and team play in an indoor setting. Individual ball handling skills and drills will be introduced. Game play will take place every class period. May be repeated three times. Credit/No Credit Option.

008R • BADMINTON - BEGINNING 1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
This course will introduce the student to the basic fundamentals and strategies of the game of badminton. The main emphasis of this course will be basic skills, drills and rules of badminton. May be repeated three times.  Credit/No Credit Option.

008S • BADMINTON - INTERMEDIATE / ADVANCED 1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
This course provides the student with the opportunity for mastery of basic skills and strategies of the game of badminton. May be repeated three times. Credit/No Credit Option.

008T • BASEBALL: INTERMEDIATE / ADVANCED 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This class is designed for experienced basketball players who wish to participate and learn an activity geared to their level of ability. May be repeated to total 4 units. Credit/No Credit Option.

008I •ADVANCED SOCCER - MEN & WOMEN 1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
This course is designed to provide an opportunity for men and women, with advanced soccer skills, to participate and learn an activity geared to their level of ability. May be repeated to total 4 units. Credit/No Credit Option.

008J • SOCCER TRAINING - MEN & WOMEN 2.0 units
Total lab 108.8 hours
Acceptable for credit: California State University
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning will be stressed including strength training and speed conditioning. Skill development will be introduced and covered in class. May be repeated three times. Credit/No Credit Option.

008K • BADMINTON - BEGINNING 1.0 unit
Total lab 36.0 hours
Acceptable for credit: California State University
This course is designed to provide an opportunity for men and women, with advanced soccer skills, to participate and learn an activity geared to their level of ability. May be repeated three times. Credit/No Credit Option.

008L • SOFTBALL-INTERMEDIATE 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course provides the student with the opportunity for mastery of the specific individual skills, team techniques and strategies of softball at the intermediate level. May be repeated to total 4 units. Credit/No Credit Option.

PHYSICAL EDUCATION - INTERCOLLEGIATE ATHLETICS

Mission College is a member of the Coast Conference of the California Community and Junior College Association. The College competes in conference competition for both men and women.

009A • INTERCOLLEGIATE BASEBALL-MEN 2.0 units
Total lab 180.8 hours
Acceptable for credit: California State University
Intercollegiate baseball competition for men. May be repeated three times. Credit/No Credit Option.

009B • INTERCOLLEGIATE TENNIS - MEN 2.0 units
Total lab 180.8 hours
Acceptable for credit: California State University
Intercollegiate tennis team. May be repeated three times. Credit/No Credit Option.

010B • INTERCOLLEGIATE SOCCER-WOMEN 2.0 units
Total lab 180.8 hours
Acceptable for credit: California State University
Intercollegiate soccer competition for women. May be repeated three times. Credit/No Credit Option.

010C • INTERCOLLEGIATE SOFTBALL-WOMEN 2.0 units
Total lab 180.8 hours
Acceptable for credit: California State University
Intercollegiate softball competition for women. May be repeated three times. Credit/No Credit Option.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</table>
| 010F        | INTERCOLLEGIATE BASKETBALL - WOMEN               | 2.0   | Total lab 180.8 hours  
Acceptable for credit: California State University  
This course is designed for women students interested in competing for an intercollegiate basketball team. May be repeated one time. Credit/No Credit Option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 020         | AEROBIC INSTRUCTOR TRAINING                       | 3.0   | Total lecture 36.8 hours; Total lab 54.4 hours  
A course developed to train the aerobic professional or enthusiast. Emphasis will be on the practical understanding of basic anatomy, exercise physiology, kinesiology, prevention and care of injuries and nutrition. An understanding of lesson planning, proper instructional techniques, posture and exercise safety will be discussed. Teaching experience and videotaping will be available. May be repeated one time. Credit/No Credit Option.                                                                                                           |
| 021         | SPORTS INJURIES                                  | 1.5   | Total lecture 27.2 hours  
Advisory: PE 027  
Acceptable for credit: University of California, California State University  
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of the prevention and care of athletic injuries. Emphasis will be on the practical understanding of basic anatomy, exercise physiology, kinesiology, prevention and care of injuries and nutrition. An understanding of lesson planning, proper instructional techniques, posture and exercise safety will be discussed. May be repeated one time. Credit/No Credit Option. |
| 022         | SPORTS NUTRITION                                 | 1.5   | Total lecture 27.2 hours  
Advisory: PE 027  
Acceptable for credit: California State University  
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids will also be discussed. May be repeated one time. Credit/No Credit Option. |
| 023         | FITNESS TESTING                                  | 1.5   | Total lecture 27.2 hours  
Acceptable for credit: California State University  
This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used to evaluate an individual's strength, flexibility, cardiovascular endurance, body composition, and posture. The standards for evaluating these tests will be discussed as well as principles used in designing an exercise prescription. May be repeated one time. Credit/No Credit Option. |
| 025         | ANATOMY AND KINESIOLOGY                           | 1.5   | Total lecture 27.2 hours  
Acceptable for credit: California State University  
This course is designed specifically for the fitness specialist or anyone desiring to learn in greater detail the muscles of the body and their movements. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option. |
| 026         | WEIGHT TRAINING PRINCIPLES AND ROUTINES           | 1.5   | Total lecture 27.2 hours  
Acceptable for credit: California State University  
This course is designed specifically for those students interested in pursuing the fitness specialist certificate specialty in personal training or anyone interested in learning about strength development and specific routines. Emphasis will be on strength routines that develop various body parts as well as programs that enhance muscle strength, size, tone definition and cardiovascular condition. A thorough knowledge of the weight training facilities including equipment, as well as physiology, kinesiology and anatomy will be covered. May be repeated one time. Credit/No Credit Option. |
| 027         | EXERCISE PHYSIOLOGY                              | 1.5   | Total lecture 27.2 hours  
Acceptable for credit: California State University  
This course is designed specifically for the fitness specialist or anyone desiring to learn about the body responds physiologically to exercise. Topics covered will include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. Course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option. |
| 028         | BODY ALIGNMENT AND STRETCHING TECHNIQUES          | 1.5   | Total lecture 27.2 hours  
Acceptable for credit: California State University  
This course is designed for the fitness specialist or enthusiast. Emphasis will be placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment and designing programs that will enhance correct body alignment. Proper stretching techniques and various stretching styles will also be covered in the course. May be repeated one time. Credit/No Credit Option. |
| 029         | PERSONAL TRAINING FOR SPECIAL POPULATIONS        | 1.0   | Total lecture 20.8 hours  
Acceptable for credit: California State University  
This course is designed for the fitness specialist or enthusiast who wants a more complete understanding of how to provide appropriate exercise training for individuals who have health conditions or considerations. These special populations include individuals with conditions such as heart disease, high blood pressure, diabetes, aging and the elderly, pregnancy, and asthma. The students will study body anatomy and physiology, the pathophysiology of the disease or condition, appropriate exercise training and its implications for health benefits. Credit/No Credit Option. |
Mission College's Physics program presents physics as a dynamic, exciting field and is taught by experienced and dedicated instructors who consider teaching as a primary responsibility. Laboratories are a central, not subservient, part of the courses. The sequences are designed to meet transfer requirements for majors in the Physical and Natural Sciences.

Student Learning Outcomes:
Upon completion of courses, students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Career Options:
CALCULUS-BASED PHYSICS:
• Physicist • Geologist • Engineer
• Physical Scientist • Meteorologist • Astronomer
• Oceanographer • Chemist • Architect
NON-CALCULUS-BASED PHYSICS:
• Pre-Med • All Life Sciences fields
Most career options require a B.S. degree. Classes beyond the Associate Degree level may be required for preparation for transfer to a university program.

Highlights:
• Modern and well-equipped laboratories.
• Class size limited.
• Evening session physics sequence completion.

A.S. Degree:
• Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
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<tbody>
<tr>
<td>PHYS 002A</td>
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<tr>
<td>PHYS 045</td>
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</tbody>
</table>

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

Select 18 units from the following:

- PHYS 001 Astronomy ................................................. 3.0
- ASTRO 002 Astronomy Lab ........................................... 1.0
- CHEM 001 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
- PHYS 002AB General Physics ........................................ 5.0 each
- PHYS 004A Engineering Physics - Mechanics ................... 5.0
- PHYS 004B Engineering Physics - Electricity and Magnetism 5.0
- PHYS 004C Engineering Physics - Light and Heat ............ 5.0
- PHYS 004D Atomic Physics .......................................... 2.0
- PHYS 010 Introduction to Physics ................................ 4.0

Total Program A.S. Requirements: .................................. 18.0

PHYSICS (PHYS)
002A • GENERAL PHYSICS 5.0 units
CAN PHYS 2
CAN PHYS SEQ A (PHYS 002A + 002B)
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: MATH 000D
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.

002B • GENERAL PHYSICS 5.0 units
CAN PHYS 4
CAN PHYS SEQ A (PHYS 002A + 002B)
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 5.0 units
CAN PHYS 8
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: PHYS 003A
Corequisite: MATH 000B
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 5.0 units
CAN PHYS 12
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: PHYS 004A and MATH 0003B
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. Kirchoff’s rules are applied in circuit analysis with determine solutions in DC circuits. AC circuits solved by Kirchoff 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 5.0 units
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: MATH 003B and PHYS 004A
Corequisite: MATH 004A or MATH 004B
Acceptable for credit: University of California, California State University
PHYS 4C is the third semester of the calculus based engineering physics series. The course content includes geometrical and wave optics, thermodynamics, atomic and modern physics. The dual nature of light is investigated in lecture and laboratory by the use of interference and diffraction effects. The laws of heat transfer, thermodynamics, and the Carnot cycle are covered. Schrodinger’s wave equation in quantum mechanics is discussed and applied to probability functions. Numerical problem solutions are emphasized. Grade Only.

004D • ATOMIC PHYSICS 2.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: PHYS 004A and PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to quantum physics with emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity. Grade Only.

010 • INTRODUCTION TO PHYSICS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 003
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.
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.

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.

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 – 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 • Attorney • Budget Analyst
• Public Opinion Supervisor • Campaign Aide • Elected Official
• Researcher/Research Analyst • City Planner • Journalist
• Government Worker • Lobbyist • Legislative Aide
• Occupational Analyst • Military Officer • Personnel Manager
• Public Information Officer • Paralegal • Political Scientist
• Political Economist • Teacher • City Manager
• Foreign Service Officer • 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>
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<td>POLIT 001</td>
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<td>D= DAY CLASSES; E= EVENING CLASSES</td>
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**POLITICAL SCIENCE (POLIT)**

**001 • AMERICAN GOVERNMENT**  
3.0 units  
Total lecture 54.4 hours  
Acceptable for credit: University of California, California State University  
The course is designed to provide students a detailed examination of the institutions, structure and processes of American Government within the context of its historical development from colonial times through the Civil War, to our contemporary multi-cultural era, with consideration of California and local governments. Special attention will be placed on the 111 year period from the start of the French and Indian War in 1754 to the close of the Civil War in 1865. Emphasis is on development of democratic institutions through historical and contemporary studies, including how various factors have shaped the U.S. Constitution, its amendments, and major court interpretations. This course satisfies the state requirement in U.S. History, Constitution, and American Ideals.  
This course may also be offered by telecourse. 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. Credit/No Credit Option.

**004 • INTERNATIONAL RELATIONS** (formerly POLIT 005)  
3.0 units  
Total lecture 54.4 hours  
Acceptable for credit: University of California, California State University  
This course introduces the beginning student to world politics. The class is designed to provide students with both a framework and the analytical skills to better understand the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state and non-state players, the historical struggle for power between the countries of the East and West and the North and South, the causes and prevention of war, international law and organizations, international economics, including control of the world's resources and multinational corporations, and the foreign policy process both in the United States and abroad. Credit/No Credit Option.

**006 • POLITICS OF RACE, CLASS AND GENDER**  
3.0 units  
Total lecture 54.4 hours  
Acceptable for credit: University of California, California State University  
This course is an introduction to the role race, economic class and gender have and currently play in American politics. The class will survey the political history, goals, strategies, perspectives, barriers and successes of women, the poor and selected minorities within the context of American politics. Various groups will be considered including African-Americans, Asian-Americans, Hispanics, Native Americans, Gays and Lesbians, the homeless, migrant farm workers, and immigrants. Credit/No Credit Option.
PSYCHIATRIC TECHNICIAN – PT

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5427
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 sequence and completed with a grade of ‘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>
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<th>SPRING</th>
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<tr>
<td>PT 011</td>
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<tr>
<td>PT 070C</td>
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D= DAY CLASSES

PSYCHIATRIC TECHNICIAN PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician and the California Department of Health Services, acceptance into the Vocational Nursing, Psychiatric Technician and Certified Nursing Assistance programs will be dependent on the following:

Certified Nursing Program:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the college assessment/placement test (Assesses English, reading, and math)
• Submission of an application for the CNA program by the specified deadline (Applications are available at W2-202)
• It is recommended that students have completed AH 003 prior to applying for this program.

Psychiatric Technician:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the VN program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

Vocational Nursing:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the VN program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

For any questions regarding non-acceptance into a program, please contact a counselor for an educational plan.

PSYCHIATRIC TECHNICIAN

The Licensed Psychiatric Technician is a member of the mental health services team and works under the direction of a Psychiatrist, Registered Nurse or other mental health personnel. The Psychiatric Technician Program offers both a Certificate of Proficiency and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Psychiatric Technology.

Certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 15 hours per week. Between 16 and 21 hours per week are spent in clinical experiences (PT 09, PT 19A, and PT 19B). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)

<table>
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<tr>
<th>Course</th>
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<td>BIOSC 022 Anatomy and Physiology for AH Workers</td>
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<tr>
<td>NS 015 Human Nutrition</td>
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<tr>
<td>PT 067 Intro to the Psychiatric Technician Program</td>
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<tr>
<td>PT 068 Medical Surgical Nursing Theory</td>
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<tr>
<td>PT 069 Medical Surgical Nursing Clinical</td>
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<tr>
<td>PT 070A Pharmacodynamics</td>
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Semester II

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<th>Course</th>
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<tr>
<td>PSYCH 012 Human Growth &amp; Development</td>
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<tr>
<td>PT 013A Developmental Disabilities</td>
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</tr>
<tr>
<td>PT 013B Care of the Developmentally Disabled Client</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 019A Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td>PT 070B Pharmacodynamics</td>
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Semester III

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<th>Course</th>
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<tr>
<td>PT 011 Introduction to Psychology</td>
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</tr>
<tr>
<td>PT 017A Introduction to Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 017B Care of the Mentally Disabled</td>
<td>2.0</td>
</tr>
<tr>
<td>PT 017C Care of the Mentally Disabled (Group Process)</td>
<td>1.0</td>
</tr>
<tr>
<td>PT 018 Preparation for Paraprofessional Practice</td>
<td>1.0</td>
</tr>
<tr>
<td>PT 019B Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td>PT 070C Pharmacodynamics</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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.

013A • DEVELOPMENTAL DISABILITIES: ETIOLOGIES & CLASSIFICATIONS - PT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

A comprehensive course covering the basic genetic principles as a foundation for understanding chromosomal mutations, etiologies, prevalence, symptom picture, methods of detection of a broad spectrum of developmental disabilities, mental retardation and child psychiatric disturbances. Grade Only.

Advisory: MATH 903

Acceptable for credit: California State University

A comprehensive course covering the basic genetic principles as a foundation for understanding chromosomal mutations, etiologies, prevalence, symptom picture, methods of detection of a broad spectrum of developmental disabilities, mental retardation and child psychiatric disturbances. Grade Only.
PSYCHIATRIC TECHNICIAN

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

013B • CARE OF THE DEVELOPMENTALLY DISABLED
CLIENT-PT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to provide the student with an understanding of the principles of care for the developmentally disabled client. Characteristics of the developmentally disabled individual, including functional limitations such as deafness, blindness, and cerebral palsy will be discussed. The student will learn approaches which may be applied to increase individual levels of function; observation, management, and documentation of behavioral problems; and interpersonal skills and therapeutic strategies for communication. The emphasis throughout will be on the practical application of theoretical principles with the developmentally disabled population. 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 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.

018 • PREP. FOR PARAPROFESSIONAL PRACTICE-PT 1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Corequisite: PT 011, PT 017A, PT 017B, PT 017C, PT 019B, and PT 070C
Acceptable for credit: California State University
This course focuses on helping the student attain a professional identity. Students examine current issues and trends and discuss how these affect clinical practice. Emphasis is placed on helping the student resolve philosophical conflicts which may interfere with treatment of the mentally ill. This includes evaluation of concurrent clinical settings, and presenting the pro’s and con’s of various treatment modalities. 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, behavioralistic, 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 acqautint 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 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
Corequisite: BIOSC 022
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. 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 courses or a program in Psychology at Mission will come to a critical understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior. 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 substance 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:
- Administration
- Childcare Worker
- Human Services Specialist
- Marketing Specialist
- Probation Officer
- Psychologist
- Public Survey
- Therapist
- Ward Attendant
Some career options may require more than two years of college study.

Highlights:
- Exemplary instructional staff with several years of experience.
- A wide range of course offerings including psychology of personal growth and psychology of addiction and substance abuse.
- Psychology courses complement AA degrees and/or certifications in many other fields: communications media, early-childhood education, human services, interdisciplinary studies, marketing, medical assisting, teacher assisting, etc.
- Transferable courses to the CSU and UC systems.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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</table>

D= DAY CLASSES; E= EVENING CLASSES; T= TELECOUSE
PSYCHOLOGY • READING

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

012 • HUMAN GROWTH AND DEVELOPMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development from conception through death. Emphasis is placed on normal psychological development as a basis for understanding deviant behavior both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities will be presented and discussed. This course may also be offered by telecourse. 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.

READING  READ
DIVISION: Communication
DEPARTMENT: Reading
DEPT CHAIR: Dianne McKay
PHONE: 408-855-5312
COUNSELING: 408-855-5030
EMAIL: dianne_mckay@wvmccd.cc.ca.us
WEB PAGE: www.missioncollege.org/depts/reading/readingv4.html

Highlights:
• An exemplary teaching staff dedicated to assisting students in improving reading skills.
• A comprehensive reading program including courses designed to meet the needs of a variety of students.
• A Reading Lab containing both computerized and print material to meet the needs of students of all reading abilities. The Staff of skilled dedicated people will help you reach your individual reading goals in comprehension, vocabulary skills, and speed reading.
• Online reading classes which meet the needs of students who have e-mail access and wish to work independently.

Student Learning Outcomes:
Upon completion of the reading course of study, students will have achieved proficiency in reading by being able to demonstrate the following learning outcomes:
• Students will apply vocabulary-building strategies to improve their comprehension of college level readings.
• Students will demonstrate a literal comprehension of college level readings, through identification and analysis of main ideas, supporting details and rhetorical patterns of organization and development.
• Students will be able to critically analyze and evaluate college-level reading material; make inferences; determine a writer’s purpose and tone; and apply rhetorical reading strategies.
• Students will be able to monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.
• Students will be able to demonstrate a range of reading rates according to reading purpose: prose at 500 wpm or above, with 70% comprehension; study reading at 250 wpm with 90%-100% comprehension.
• Students will perceive themselves as competent college level readers.

Students will demonstrate their progress and mastery through oral and written tests, quizzes and projects.

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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READING (READ)

040 • TUTORING READING IN ELEMENTARY SCHOOL 3.0 units
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.

053 • 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.
### Before You Enroll in Degree Applicable Courses

It is recommended that you are eligible to enroll in ENGL 108A and READ 053.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>063</td>
<td>Vocabulary Development</td>
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<tr>
<td>073</td>
<td>Reading and Analyzing Technical Materials</td>
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<tr>
<td>075</td>
<td>Reading Skills</td>
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<td>076</td>
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<td>078</td>
<td>Reading Skills</td>
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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.**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>960</td>
<td>Reading Fundamentals (Non-Associate Degree Course)</td>
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<tr>
<td>961</td>
<td>Effective Reading (Non-Associate Degree Course)</td>
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<tr>
<td>962</td>
<td>Career Spelling (Non-Associate Degree Course)</td>
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<tr>
<td>964</td>
<td>Basic Vocabulary Improvement (Non-Associate Degree Course)</td>
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<tr>
<td>964A</td>
<td>Basic Vocabulary Improvement (Non-Associate Degree Course)</td>
<td>2.0</td>
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</table>

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

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

BIZNESS: REAL ESTATE — RLEST

DVIISION: Technology
DEPARTMENT: Real Estate
DEPT CHAIR: Cliff Monroe
PHONE: 408-855-5349
PHONE: 408-855-5030

The Program:
The Real Estate Program is designed to train our students in "Private Property Rights," which is the very foundation of our economic system, so our population can enjoy the American dream of "Home Ownership."

The program goal is to provide the knowledge and skills in real estate so our citizens can participate in the making of economic decisions in their best interest in the buying, selling, investing, developing, and management of real estate. The real estate decision is one of the most important decisions people will make in their lifetime.

Student Learning Outcomes:
Graduates are trained to: buy and sell real estate on their own; become licensed real estate salespersons, and/or brokers; become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers. They are also trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

Career Paths:
Real estate knowledge and skills are used in both personal life and professional life as shown below.

• Home Buyer and/or Home Seller
• Real Estate Investor and Property Manager
• Real Estate Salesperson and Broker
• Real Estate Appraiser
• Loan Processor and Loan Officer
• Loan Underwriting Officer
• Mortgage Insurance Processor and Officer
• Mortgage Banker (Mortgage Company)
• Escrow Officer and Title Insurance Officer
• Real Estate Developer and Contractor
• Property Tax Assessor and Accountant
• Urban and City Planner
• Legal Assistant and Real Estate Attorney

A.S. Degree:
• Real Estate

Certificate:
• Real Estate (Levels I and II)

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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D= DAY CLASSES; E= EVENING CLASSES; AN= AS NEEDED

MISSION COLLEGE 2006-2007

REAL ESTATE

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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
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<tbody>
<tr>
<td>RLEST 096A</td>
<td>Real Estate Investment</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
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<td>BUS 021L</td>
<td>Introduction to Business Computing Lab</td>
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<tr>
<td>BUS 028A</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
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<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Managerial Interpersonal Effectiveness</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Introduction to Office Automation</td>
</tr>
<tr>
<td>CA 011</td>
<td>Keyboarding: Beginning</td>
</tr>
<tr>
<td>W9RX 301-304 Cooperative Work Experience</td>
<td>1.0 - 3.0</td>
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</tbody>
</table>

Total Level I Cert. Requirements | 16.0

LEVEL II Certificate:

Core Curriculum Courses (Required) | Units
--- | ---
RLEST 095A | Real Estate Finance | 3.0
RLEST 093A | Legal Aspects of Real Estate | 3.0
RLEST 092 | Real Estate Economics | 3.0
RLEST 094A | Real Estate Appraisal | 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 | 3.0
RLEST 093A | Legal Aspects of Real Estate | 3.0
RLEST 092 | Real Estate Economics | 3.0
RLEST 094A | Real Estate Appraisal | 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 096A</td>
<td>Real Estate Investment</td>
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<tr>
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<tr>
<td>BUS 028A</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
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<td>BUS 078</td>
<td>Business Communications</td>
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<tr>
<td>MGMT 101</td>
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<td>MKT 056A</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Introduction to Automation</td>
</tr>
<tr>
<td>CA 011</td>
<td>Keyboarding: Beginning</td>
</tr>
<tr>
<td>W9RX 301-304 Cooperative Work Experience</td>
<td>1.0 - 3.0</td>
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</tbody>
</table>

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)

RLEST 085A • REAL ESTATE LICENSE EXAMINATION REVIEW

I-SALEPerson 3.0 units
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.

RLEST 085B • EFFECTIVE REAL ESTATE SELLING

3.0 units
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.

RLEST 087A • ESCROW PROCEDURES I

3.0 units
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, 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.

RLEST 087B • ESCROW PROCEDURES II

3.0 units
Total lecture 54.4 hours
Advisory: RLEST 087A and RLEST 090
Acceptable for credit: California State University

Escrow Procedures II is an 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.

RLEST 090 • PRINCIPLES OF REAL ESTATE

3.0 units
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.

RLEST 091 • REAL ESTATE PRACTICE

3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This 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.

RLEST 092 • REAL ESTATE ECONOMICS

3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. The student will study various types of real estate investments, including syndications, recreational land, single-family residence, multi-family residences, condominiums, townhouses, mountain cabins, franchise operations and special purpose properties; the basic tax advantage of improved real estate over unimproved real estate; the effect of governmental actions such as zoning, planning, taxes and improvements such as freeways on various types of real estate; the single tax theory, urban redevelopment, the causes of slums, the latest in community planning and the effect of environmental conditions on the value of real estate. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Credit/No Credit Option.

RLEST 093A • LEGAL ASPECTS OF REAL ESTATE I

3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This course will study California real estate law, including rights incident to property ownerships and management, agency, contracts, and application of real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

RLEST 094A • REAL ESTATE APPRAISAL I

3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This is an introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods and techniques used to determine the value of various types of property with a special emphasis on single-family residential properties. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Uniform Residential Appraisal Report (URAR) on residential properties. This course applies toward the educational requirements of the California Real Estate Broker’s license examination, and the California Appraiser’s License, Certified Residential and Certified General Licenses of the Office of Real Estate Appraisers. Credit/No Credit Option.

RLEST 094B • REAL ESTATE APPRAISAL II

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

095A • REAL ESTATE FINANCE I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course will analyze real estate financing, which includes lending policies, problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized in this course. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

096A • REAL ESTATE INVESTMENT I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multifamily, 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 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
The student will study successful techniques and practices in the management of rental income property from acquisition to disposal; neighborhood analysis, rent schedules, renting credit, collections, eviction, maintenance and rehabilitation; insurance, tax considerations, depreciation schedules and pitfalls in the purchase of income property. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.
### Retail Floristry - Certificate Program

#### Core Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 024</td>
<td>Flowers &amp; Foliage Identification &amp; Design</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 028</td>
<td>Interior Plant Identification</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 030</td>
<td>Flower Shop Procedures &amp; Basic Design</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 031</td>
<td>Intermediate Floral Design</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 032</td>
<td>Advanced Floral Design</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 037</td>
<td>Flower Shop Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>RF 039</td>
<td>Display for Designs for Florists</td>
<td>1.0</td>
</tr>
<tr>
<td>WRKEX 301</td>
<td>Occupational Work Experience</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Required Units: 11.5

#### Plus an additional 6 courses from the electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 033</td>
<td>Dry and Silk Floral Design</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 038</td>
<td>Weddings, High Style &amp; Memorial Design</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 041</td>
<td>Holiday Flower Arranging for your Home</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 045</td>
<td>Ikebana/Oriental Style Flower Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 046</td>
<td>Advanced Exotic &amp; High Style Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 057</td>
<td>Introduction to Flower Arranging</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 061</td>
<td>European Design Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 065</td>
<td>Advanced Silk Flower Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 066</td>
<td>Design Without Flowers-Floral Preservation</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 067</td>
<td>The Natural Garden</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Certificate Requirements: 14.5 - 16.5

**NOTE:** Some classes require the student to pay a modest lab fee, and other classes may require the student to provide own floral materials.

## RETAIL FLORISTRY (RF)

### 024 • FLOWERS & FOLIAGE IDENTIFICATION & DESIGN

**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

**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

**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

**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

**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

**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.

### 037 • FLOWER SHOP OPERATIONS

**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

**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

**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

**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

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

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-wired 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)  3.0 unit
Total 75.0 hours
Prerequisites: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience
Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. Please speak to Retail Floristry Department for more details. May be taken for a total of 16 units. Credit/No Credit Option.

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WORK EXPERIENCE (WRKEX)  3.0 unit
Total 75.0 hours
Prerequisites: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience
Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. Please speak to Retail Floristry Department for more details. May be taken for a total of 16 units. Credit/No Credit Option.

SOCIAL SCIENCE  SOCSC

DIVISION: Social Sciences
COORDINATOR: Dr. Alan Chandler
PHONE: 408-855-5258
COUNSELING: 408-855-5030

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

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.

A.A. Degree:

• Social Sciences

Departments:

• Anthropology  • Economics  • Geography
• Global Studies  • History  • Philosophy
• Political Science  • Psychology  • Sociology

Career Options:

• Community Advisor  • Community Relations
• Computer Programmer  • Corrections Officer
• Counselor  • Reporter
• Criminal Justice Administration  • Editor
• Educational Administrator  • Environmental Analyst
• Financial Analyst  • Gerontologist
• Health Care Administrator  • Lawyer
• Lobbyist  • Peace Officer
• Personnel Recruiter  • Probation Officer
• Programmer Evaluator  • Public Relations Officer
• Research Analyst  • Sales Representative
• Social Program Administrator  • Social Worker
• Special Education  • Teacher
• Public Service Professional  • Manager
• Manager  • Housing
• Special Education  • Insurance
• Teacher  • Office

Some career choices may require courses beyond the Associate Degree.
### Before You Enroll in Degree Applicable Courses

It is recommended that you are eligible to enroll in ENGL 108A and READ 053. You must also be eligible to enroll in ENGL 108A and READ 053. 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

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

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

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

Total lecture 54.4 hours

Advisory: Eligibility for MATH 000C

Acceptable for credit: University of California, California State University

Students will use and evaluate the scientific method in Social Science Research. This course will provide an overview and practical applications of research methodology, including literature search, development of hypotheses, and research design. Students will examine the differences between quantitative and qualitative methods and will design a research project. Issues covered will include interviewing, participant observation, field observation, field experiments, ethics of social sciences research and historical comparative method. The use of statistics in the analysis of data and the use of computer applications in research methods will be included. Grade Only.

### 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 02).

#### 003 • Introduction to Peace Studies

Total lecture 54.4 hours

Advisory: SOCSC 001 or SOCSC 002

Acceptable for credit: University of California, California State University

This course introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered by telecourse/online. Credit/No Credit Option.

#### 004 • The Developing World

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

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

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

Total lecture 54.4 hours

Advisory: Eligibility for MATH 000C

Acceptable for credit: University of California, California State University

Students will use and evaluate the scientific method in Social Science Research. This course will provide an overview and practical applications of research methodology, including literature search, development of hypotheses, and research design. Students will examine the differences between quantitative and qualitative methods and will design a research project. Issues covered will include interviewing, participant observation, field observation, field experiments, ethics of social sciences research and historical comparative method. The use of statistics in the analysis of data and the use of computer applications in research methods will be included. Grade Only.

#### 032 • Introduction to Community Service

Total lecture 36.8 hours

Advisory: SOC 001 or SOC 002

Corequisite: WRKE 001

Acceptable for credit: California State University

This course is an introduction to Community Service, including lectures and field observation, field experiments, ethics of social sciences research and historical comparative method. The use of statistics in the analysis of data and the use of computer applications in research methods will be included. Grade Only.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>033</td>
<td>INTERMEDIATE COMMUNITY SERVICE</td>
<td>2.0</td>
<td>Total 36.8</td>
<td>Advisory: SOC 001 or SOC 002</td>
<td>Prerequisite: SOCSC 032</td>
<td>Corequisite: WRKEX 201B</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of SOCSC032, 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.</td>
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<tr>
<td>034</td>
<td>ADVANCED COMMUNITY SERVICE</td>
<td>2.0</td>
<td>Total 36.8</td>
<td>Advisory: SOC 001 or SOC 002</td>
<td>Prerequisite: SOCSC 033</td>
<td>Corequisite: WRKEX 201C</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>035</td>
<td>INTERNSHIP IN COMMUNITY SERVICE</td>
<td>2.0</td>
<td>Total 36.8</td>
<td>Advisory: SOC 001 or SOC 002</td>
<td>Prerequisite: SOCSC 034</td>
<td>Corequisite: WRKEX 201D</td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>061</td>
<td>BASICS OF HUMAN SERVICES</td>
<td>3.0</td>
<td>Total 54.4</td>
<td>Acceptable for credit: California State University</td>
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<td></td>
<td>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.</td>
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<tr>
<td>066A</td>
<td>FAMILY SERVICES A</td>
<td>3.0</td>
<td>Total 54.4</td>
<td>Advisory: MATH 902</td>
<td>Corequisite: WRKEX 202A</td>
<td>Acceptable for credit: California State University</td>
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<td></td>
<td>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.</td>
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</table>
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 the students to gain insight into the behavior of people functioning in social groups.
• Understand and better function within social institutions.
• Gain insight into formal and informal social groups.
• Gain insight into the formal and informal rules of social behavior.
• Understand social customs and social interactions within specific groups, and in specific social situations, such as:
  - Marriage
  - Families
  - Sexual relationships
  - Minority and racial relationships
  - Acculturation of immigrant and sub-dominant groups
  - Religious institutions and belief groups
  - Problematic behaviors, such as injustice and criminal behavior
  - Changes in social situations that come with aging
• Understand global perspectives that affect the United States society
• Have an opportunity to experience community service in the format of “social field work.”
• Attaining educational goals of:
  - Pursuing general education
  - Transferring to four-year schools
  - Completing career goals in vocational programs

Career Options:

• Sociologist
• Instructor
• Probation Officer
• Demography Analyst
• Advocate for endangered children
• Advocate for disabled adults

Some career options may require work beyond two years of college work.

Schedule Matrix:

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<tr>
<th>COURSE</th>
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<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<td>D</td>
<td>X,TV</td>
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<tr>
<td>SOC 002</td>
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<td>D</td>
<td>X,TV</td>
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<tr>
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<td>E</td>
<td>E</td>
<td>D</td>
<td>TV</td>
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<td>SOC 024</td>
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<td>SOC 047</td>
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<td>D</td>
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</table>

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

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

Required core courses:

- SOC 001 Introduction to Sociology .................................................. 3.0
- SOC 032 Community Services ............................................................ 2.0
- SOCSC 061 Basics of Human Services ................................................ 3.0
- PSYC 001 Introduction to Psychology .................................................. 3.0

Plus 4.0 units from the following:

- COUNS 001 College Survival Skills ..................................................... 2.0
- COUNS 010 Crisis Intervention ............................................................ 3.0
- COUNS 012A Careers and Life Styles ................................................... 1.0
- COUNS 051A Self Esteem and Goal Setting ........................................... 1.0

Total Program Certification Requirements .......................................... 15.0

Note: Courses in this program cover Disability Issues

Family Services Certificate

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:

- SOCSC 066A Family Services A .......................................................... 3.0
- SOCSC 066B Family Services B .......................................................... 3.0

Total Program Certification Requirements .......................................... 6.0

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

This course is 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

This course is 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. Students will study ethnic origins and cultural diversity within the United States society and its institutions, with emphasis on assimilation, pluralism, social class, conflict, racism, ethnocentrism, and demographical trends. This course may also be offered by telecourse/online. 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

This course 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.

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.

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- SOC 032 Community Services ............................................................ 2.0
- SOCSC 061 Basics of Human Services ................................................ 3.0
- PSYC 001 Introduction to Psychology .................................................. 3.0

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- COUNS 010 Crisis Intervention ............................................................ 3.0
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Total Program Certification Requirements .......................................... 15.0

Note: Courses in this program cover Disability Issues

Family Services Certificate

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Required core courses:

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Total Program Certification Requirements .......................................... 6.0

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038 • AMERICAN CULTURE THROUGH FILM  

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  

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  

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  

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  

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  

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  

Total lecture 54.4 hours

Advisory: SOC 001

Acceptable for credit: University of California, California State University

This course is a comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States, including a special emphasis on urban and suburban areas of California. This course may also be offered by telecourse/online. Credit/No Credit Option.

046 • ADVANCED HUMAN SEXUALITY: CURRENT ISSUES AND GLOBAL PERSPECTIVES  

Total lecture 54.4 hours

Advisory: SOC 045 and SOC 001

Acceptable for credit: University of California, California State University

This is a human sexuality course, dealing with current issues in the United States and with practices in various cultures throughout the world. Topics include marriage customs, rites of passage into adulthood, beauty-enhancement practices, sexual behaviors, sexual orientations, and sexually deviant behaviors, as defined by law and customs. This course may also be offered by telecourse/online. Credit/No Credit Option.

047 • SOCIOLOGY OF CRIMINOLOGY  

Total lecture 54.4 hours

Advisory: SOC 001

Acceptable for credit: University of California, California State University

This course is a sociological analysis of crime and criminal behavior in the United States, including the major theories regarding the causes of criminal behaviors, the effects of crime on victims, criminals and the general society, and the responses of societal agencies to criminal behavior. The roles of law enforcement, the justice system, and the correctional systems in prevention, prosecution, and rehabilitation will be discussed. Emphasis will be placed on the history of criminology in the United States, including changes in the social theories of deviance, and changes in the attitudes of the society toward criminal behavior. The role of social institutions and social service organizations will be investigated. Opportunities to visit correctional facilities, trials, police informational meetings, or rehabilitation centers will be offered. This course may also be offered by telecourse/online. Credit/No Credit Option.
MISSION COLLEGE 2006-2007

VOCAOTIONAL NURSING

The Licensed Vocational Nurse is a member of the health care team and works under the direction of a Registered Nurse or physician. The Vocational Nurse Program offers both a Certificate of Proficiency and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Vocational Nursing.

Certificate requirements consist of three semesters of study. Classroom theory consists of 9 to 11 hours per week. Approximately 18 hours are spent in clinical experiences (VN55A1, VN55B1, VN55C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)

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<thead>
<tr>
<th>COURSE</th>
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<td>AH 011</td>
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<tr>
<td>BIOSC 022</td>
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<td>0.5 credit</td>
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= DAY CLASSES; = EVENING CLASSES

VOCATIONAL NURSING PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician and the California Department of Health Services, acceptance into the Vocational Nursing, Psychiatric Technician and Certified Nursing Assistance programs will be dependent on the following:

Certiﬁed Nursing Program:

- Attendance at an information session (Dates will be posted in W2-202)
- Completion of the college assessment/placement test (Assesses English, reading, and math)
- Submission of an application for the CNA program by the speciﬁed deadline (Applications are available at W2-202)
- It is recommended that students have completed AH 003 prior to applying for this program.

Psychiatric Technician:

- Attendance at an information session (Dates will be posted in W2-202)
- Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proﬁciency).
- Submission of an application for the PT program by the speciﬁed deadline (Applications are available at W2-202)
- Satisfactory completion of the prerequisite: BIOSC 022
- It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

Vocational Nursing:

- Attendance at an information session (Dates will be posted in W2-202)
- Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proﬁciency).
- Submission of an application for the VN program by the speciﬁed deadline (Applications are available at W2-202)
- Satisfactory completion of the prerequisite: BIOSC 022
- It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.

For any questions regarding non-acceptance into a program, please contact a counselor for an educational plan.
55A3 • COMMUNICATIONS AND BEHAVIOR 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Corequisite: VN 55A1, VN 55A2, VN 55A4, and VN 059A
Acceptable for credit: California State University
This course is designed to provide the beginning health care practitioner
with an introduction to interpersonal relationships and behavior. It focuses
on basic communication concepts and skills as an integral component of
the interpersonal process. It further explores common behavioral
resonances that individuals or families may manifest in response to actual
threats and changes to their level of wellness. Background theory, assessment criteria,
management suggestions and examples of intervention are given. This
course may be offered by a distance learning format. Grade Only.

55A4 • INTRODUCTION TO NURSING PROCESS 1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Corequisite: VN 55A1, VN 55A2, VN 55A3, and VN 059A
Acceptable for credit: California State University
This course is designed to provide the student nurse with the framework
to meet individualized needs of the client, family, and community. It
focuses on basic assessments, nursing diagnosis, planning, implementation,
and evaluation. It defines the scope of practice and identifies standards of
nursing care. Benefits for the client and the student nurse will be explored. This course may be offered by a distance learning format. Credit/No Credit Option.

55B1 • INTERMEDIATE MEDICAL-SURGICAL CLINICAL 6.0 units
Total lab 324.8 hours
Advisory: MATH 903
Corequisite: VN 056, PSYCH 012, NS 040, VN 059B and VN 55B2
Acceptable for credit: California State University
An intermediate level foundation course in which learning experiences are
designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital performing skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Credit/No Credit Option.

55B2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total lecture 72.0 hours
Advisory: MATH 903
Corequisite: VN 056, PSYCH 012, VN 059B and NS 040
Acceptable for credit: California State University
This course is designed to teach the vocational nursing student about
disorders, principal problems of nursing care, the nurse’s role in assisting
with the diagnosis, planning, and implementation of the therapeutic
management of the patient with conditions affecting the respiratory,
reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast. Grade Only.

55C1 • ADVANCED MEDICAL-SURGICAL CLINICAL 6.0 units
Total lab 324.8 hours
Advisory: MATH 903
Corequisite: VN 55C2, VN 55C3, VN 058, and VN 057
Acceptable for credit: California State University
An advanced level course in which learning experiences are designed to
give the student a working knowledge of the principles and skills necessary
to nursing in both the community and institutional settings. Students spend
18 hours a week in the clinical setting practicing skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing nursing procedures and skills, including assessment, planning, implementation, and evaluation of care. Credit/No Credit Option.

55C2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total lecture 72.0 hours
Advisory: MATH 903
Corequisite: VN 55C1, VN 55C3, VN 058, and VN 057
Acceptable for credit: California State University
This course is designed to teach the student how a group of particular
body systems are organized and to give them a beginning knowledge on
how they function. The student will also learn about each system’s
disorders, the principal problem of the nursing care and the nurse’s
role in assisting with the diagnosis and in planning the therapeutic
management of the patient with gastrointestinal, endocrine, neurological,
and hematological disorders. This course may also be offered via live broadcast. Grade Only.

55C3 • SEMINAR IN ISSUES AND TRENDS 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Corequisite: VN 55C1, VN 55C2, VN 058, and VN 057
Acceptable for credit: California State University
This course is designed to provide the student with an opportunity to
explore the profession of nursing. It examines its history, legal aspects and
professional organizations as well as pertinent issues facing the practice of
nursing today. Learning is largely research panel and discussion oriented, offering the student further opportunity to explore the ever growing and
changing profession. Student will take mock State Board exams. This course may also be offered via live broadcast. Grade Only.

056 • OBSTETRICAL NURSING 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to help the VN student to employ nursing interventions in assisting expectant parents and families to prepare
for childbirth, parenting, share the childbirth experience, and make
appropriate adaptations to their new roles during the post partum period,
and respect the birth to death continuum. This course may also be offered via live broadcast. Grade Only.

057 • INTRODUCTION TO GERONTOLOGY 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an
introduction to the care of the gerontological client both in an institutional and community setting. The focus will be to view the last developmental stage of the adult as a normal progression of life. The basic hierarchy of human needs within this last developmental stage will be explored to prepare the vocational nurse for the adaptations associated with the aging process. This course may also be offered via live broadcast. Grade Only.

058 • INTRODUCTION TO CHILD HEALTH CARE 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course incorporates the promotion of health and wellness along with
the principles and concepts of current management and therapy
related to the care of acutely ill children. Caregiver responsibilities and
function using the nursing process approach is emphasized. Content also
addresses present-day child care challenges that necessitate patient/parent
teaching, discharge planning for home care and adaptations of nursing
care to both hospital and home. This course may also be offered via live broadcast. Grade Only.

059A • BEGINNING PHARMACOLOGY, PART I 1.5 units
Total lecture 27.2 hours
Advisory: MATH 903
Corequisite: BIOSC 022
Acceptable for credit: California State University
A beginning course that presents the basic principles of pharmacology and
of calculation of drug doses. Emphasis is on defining pharmacological
classes of drugs, explaining use of medication, reference books, and
nursing implications in drug therapy. The student will learn what drugs are used for, precautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. Grade Only.

059B • BEGINNING PHARMACOLOGY, PART II 1.5 units
Total lecture 27.2 hours
Advisory: MATH 903
Corequisite: VN 059A
Acceptable for credit: California State University
A continuation of a basic course that presents the basic principles of pharmacology. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, precautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. This course may also be offered via live broadcast. Grade Only.
WORK EXPERIENCE

PROGRAM: Cooperative Work Experience Education and Internship
COORDINATOR: Betty Inoue
PHONE: 408-855-5171
ROOM: C1-114

Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort.

Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals.

Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>AVERAGE HOURS</th>
<th>TOTAL HOURS</th>
<th>REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>60</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>90</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>120</td>
<td>240</td>
<td></td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

Work Experience classes are repeatable. A student may earn a total of 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply. Student can enroll in only one class and be concurrently enrolled in Work Experience.

COOPERATIVE WORK EXPERIENCE (WRKEX)

201A • INTRODUCTION TO COMMUNITY SERVICES 1.0 unit
60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 032
Acceptable for credit: California State University
This course complements SOCSC032. 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 SOCSC033. 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 033 and WRKEX 201B
Corequisite: SOCSC 034
Acceptable for credit: California State University
This course complements SOCSC034. 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.

202A • FAMILY SERVICES A 1.0 unit
60 hours of work performed within the semester
Advisory: MATH 092
Corequisite: SOCSC 066A
Acceptable for credit: California State University
This course complements SOCSC066A. 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.

202B • FAMILY SERVICES B 1.0 unit
60 hours of work performed within the semester
Advisory: MATH 092
Prerequisite: SOCSC 066B
Corequisite: SOCSC 066B
Acceptable for credit: California State University
This course complements SOCSC066B. 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.

203 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION 1.0-4.0 units
Hours varies depending on units (see above)
Prerequisite: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience.
Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 16 units. Credit/No Credit Option.

301-303 • GENERAL WORK EXPERIENCE EDUCATION 1.0-3.0 units
Hours varies depending on units (see above)
Prerequisite: Enrollment in a minimum of 7 units which can include Work Experience.
Acceptable for credit: California State University
General Work Experience involves the supervised employment of students in positions which will develop the student’s general job skills, vocational awareness and understanding of the requirements for successful productive employment. The program will assist the student in developing a foundation for future career choice and exploration. Units and credits are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 6 units. Credit/No Credit Option.

WORK EXPERIENCE
CALS, California
...
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.

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.

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.

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.

Academic Skills Assessment:
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 coursework.
- 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

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 the 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 19 for course repetition regulations.

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

ADDITIONAL INFORMATION
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 associate degree requirements and are recognized for transfer by institutions as indicated.

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

• A student may withdraw from a semester-length class during the first 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.

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 2006-2007 academic year, the non-resident tuition fee is $160.00 per semester unit, plus the enrollment fee of $26.00 per unit. International Students also pay $160.00 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:

Full refund: Through the second week of instruction.
Two-thirds: During the third and fourth weeks of instruction.
One-third: During the fifth and sixth weeks of instruction.

REFUNDS
No refund will be made after the scheduled date for refunds. Refund of fees are specified in the published Schedule of Classes.

TRANSCRIPTS
Students may secure official transcripts of work completed at Mission College by submitting a written request to the college Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be picked up at the request of the student. Processing a transcript request usually requires 10 working days.

There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript request. Rush transcripts can be requested in two ways: 1) 1-hour rush $20 plus $5 each for any additional copies. 2) 24 hour rush $15 plus $5 each for any additional copies. Rush requests will not be available when final grades are being processed at the close of the semester. (Approximately two weeks)

HOLDS ON STUDENT RECORDS
Holds will be placed on students’ records by the Office of Admissions and Records for fees and any other financial obligations owed to the college. Mission College will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions for those students with holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.
ACADEMIC REGULATIONS AND STANDARDS

FACULTY RESPONSIBILITIES

General - Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

Instructor-Initiated Drops - An instructor may officially drop the student from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences. An instructor will drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total scheduled class meetings.

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

STUDENT RESPONSIBILITIES

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

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

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

Class Attendance - Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Leaves of Absence - Students who, for unforeseen reasons, must be absent from classes for more than one week should file a leave of absence form with the Vice President of Student Services. These forms are available in the Admissions and Records Office.

A student who anticipates being out of school for one academic year may petition to the Academic Council for a leave of absence.

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.

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

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.

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.

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.

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

SYMBOL    DEFINITION    GRADE POINT VALUE
A          Excellent          4
B          Good              3
C          Satisfactory      2
D          Passing, less than Satisfactory 1
F          Failing           0
CR         Credit (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)
NC         No credit (less than Satisfactory or Failing — Units not counted in Grade Point Average)
I           Incomplete        No Value
IP          In Progress       No Value
RD          Report Delayed    No Value
W          Withdraw          No Value

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.
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.

### 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. 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 Enrollment and Catalog Rights

Students maintaining attendance in the district in at least one regular semester, summer session or winter session of a calendar year are considered continuously enrolled and, therefore, receive "catalog rights." Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who drop for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

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

Please note that certification of a student's CSUGE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights.

Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.

### 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.

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

Withdrawing from a course should be considered in probation and dismissal procedures.

W - Military Withdrawal

Military withdrawal (See Withdrawal Policy on pg. 158)

W - Withdrawal (See Withdrawal Policy on pg. 158-159)

### 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 of study or 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 a “C” or better grade. “CR” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average. “NC” = No Credit - Fail; not a grade.
3. Letter Grade or Credit/No Credit at the student’s option (see 1 and 2 above). Credit/No Credit option and Credit/No Credit courses are indicated in the catalog course description.

- 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:

- 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 for 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.
ACADEMIC REGULATIONS AND STANDARDS

MISSION COLLEGE 2006-2007

ACADEMIC PROBATION AND DISMISSAL

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

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed). Course work completed prior to July 1, 1995, will not be used in calculating the academic dismissal status for any student. Notification of dismissal status will appear on the student’s semester grade report and on the transcript of academic work.

2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units, at Mission and/or West Valley College(s), and who has been assigned final grades of “W,” “I” and “NC” in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being disqualified (dismissed). Course work completed prior to July 1, 1995, will not be used in calculating the progress probation status for any student. Notification of the probation status will appear on the student’s semester grade report and on the transcript of academic work. A student on probation is strongly advised to promptly consult their counselor regarding the best and most appropriate course of action to be followed in being removed from probation.

ACADEMIC REGULATION AND STANDARDS MISSION COLLEGE 2006-2007

Students on probation. A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed). Course work completed prior to July 1, 1995, will not be used in calculating the academic dismissal status for any student. Notification of dismissal status will appear on the student’s semester grade report and on the transcript of academic work. A student on probation is strongly advised to promptly consult their counselor regarding the best and most appropriate course of action to be followed in being removed from probation.

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. For 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 2.00 in 24 semester units of work with a cumulative grade point average of at least 2.00;

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

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

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

HONORS AND AWARDS

Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

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

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

Dean’s List for Part-Time Students - Students who complete between 6 and 11.5 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 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 consult the proficiency requirements with a college counselor. See page 4 for more information.

ACADEMIC COUNCIL

The college maintains an Academic Council whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the college pertaining to admission, re-admission, degree or certificate standing, academic standing, grade extensions and extensions of deadlines. The Academic Council does not process grade changes.

Prior to petitioning the Academic Council, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Division Chair.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the college Admissions Office and Counseling Office.

Decisions of the Academic Council are final and binding unless reversed or otherwise modified by the Vice President of Student Services or College President based on a written appeal submitted by the student within five (5) instructional days of notification of the Council’s decision.

APPLICATION FOR DEGREE OR CERTIFICATE

Students may apply for the degree or certificate by completing the application available at the Admissions and Records Office. The Fall due date allows a student to have a degree or certificate completion date of December. Commencement is held only in May. Students who submit an application will be notified by mail of their status and of Commencement activities once all grades are posted.

Deadline Information: Generally deadline for applying for a degree or certificate are in October or March.
RIGHT TO KNOW

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 police 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 unwanted 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 unwelcomed sexual advances, request 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.

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.
RIGHT TO KNOW

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 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, and are provided by the Counseling Center and the Student Health Services.

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, sex, age, sexual preference or physical handicap and which are consistent with constitutional guarantees.

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 alcohol or illegal drugs on campus, or at college sponsored events.


Mission College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees. It is the policy of the college 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, and are provided by the Counseling Center and the Student Health Services.

The staff, faculty and administration of Mission College are committed to the success of our students and to upholding 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 including criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of illegal drugs, controlled substances or other illegal substances.

The college recognizes alcohol and other drugs dependency as 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 alcohol or illegal drugs 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.

MISSION COLLEGE IS A DRUG-FREE CAMPUS

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 alcohol or illegal drugs on campus, or at college sponsored events.

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.
• 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

For Free Confidential Assistance 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 injure, degrade, or disgrace another person or group.
13. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of such alcohol or other drugs on College property or at events sponsored by the college.
14. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at college-sponsored or supervised activities.
15. Gambling in any form.
16. Smoking in classrooms or other unauthorized campus areas.
17. Failure to comply with lawful directions of college officials, faculty, staff or campus police officers who are acting within the scope of their duties.
18. Violation of district policies or college regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
19. Violation of other applicable Federal and State statutes and college rules and regulations.

Sanctions - In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct:
1. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
3. Probation: Prohibition of the student by the Vice President of Student Services from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
4. Restitution: Reimbursement to the college, as directed by the Vice President of Student Services for repair or replacement of district property misused, misappropriated or damaged by the student;
5. Temporary Suspension: Suspension of the student from the 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 he/she is teaching for any of the reasons of misconduct enumerated in 5.8.15 of the West Valley-Mission College Board Policy Manual. The recommendation shall be filed in writing with the Vice President of Student Services, who, within five (5) days of the receipt of the written request from the instructor, shall impose those sanctions set forth in 7.8.13 which he/she deems appropriate to the reasons for the request set forth by the instructor. In the event the Vice President of Student Services is also the instructor, the Chairperson of the Department in which the Vice President of Student Services is instructing shall impose the sanctions.
2. The Vice President of Student Services will inform in writing the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.
3. Each college shall develop and adopt procedures to facilitate such appeal.

Exclusion from Class - Medical Reasons
There are occasions when students experience emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances the district is obligated to protect other students’ rights to pursue their education and to take appropriate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this, the Counseling Center and Student Health Services is able to elicit the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college.

Education Code Section 76021 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.
SUPPORT SERVICES

ACCESS PROGRAM
The ACCESS Program is a federally-funded TR10 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 9 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 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.

AVANZAR PROGRAM
The AVANZAR (Spanish for “to advance”) Program at Mission College is a Title V federally funded grant whose purpose is to effect long-term institutional improvements in the areas of access, services, and teaching. The program is all-inclusive while still placing emphasis on the Hispanic and Other Underserved Students. Program key goals consist of: I) Outreach, II) Improving Learning Outcomes for Hispanic and Other Underprepared Students, III) Developing a more Welcoming and Supportive Environment for Hispanic students. Integral to these goals is the establishment of the AVANZAR Welcome Center. The Center provides new and first-time students a supportive entry into Mission College. Staff and student ambassadors are available to assist students in understanding and utilizing the support programs and services at Mission College. Individualized assistance is provided with admissions, registration and financial aid processes. Activities include student focus groups, family days, and the sponsorship of functions which promote multi-cultural awareness and (E)builds student community. Academic intervention support in designated basis skills courses and counseling is also provided.

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 CENTER
The Career Center provides a variety of services to assist students with the career exploration and decision-making process. Utilizing the Career Center services, students will gain an understanding of the occupational outlook, salary, and qualifications related to various careers. The Eureka Career Information System (a computerized, up-to-date library of occupational and education information) and other career-related books and pamphlets are readily available. Along with the Transfer Center, the Career Center sponsors the Annual College Day each fall semester. The Career Center is located in Room E1-201.

CAREER PLACEMENT CENTER
The Career Placement Center provides employment related services to all Mission College students and alumni. The Career Placement Center receives thousands of job listings each year, representing all fields. Other services provided by the center include: on-line job search assistance, resume critiques, labor market research assistance, career advising, information on job fairs, and workshops on resume writing, interviewing and job hunting. The Career Placement Center is located in Room E1-201; hours are posted. For more information, call (408) 855-5101, or drop by the office for an orientation.

CAREER RESOURCES NETWORK (CRN)
Career Resources Network (CRN) is a state funded program serving several under-represented student populations. CRN provides educational support and resources to help students obtain the skills needed to be placed in and retain family supporting employment.

Students currently served are those who meet the following criteria:

- CalWORKs participants
- Students receiving AFDC or TANF cash aid
- WIA program participants

Support Services available to all students:

- Educational counseling
- Priority registration
- Coordinated referrals with other on-campus programs
- Coordination and referrals to community programs and resources
- Referrals to personal counseling

Additional Support Services for CalWORKs students:

- Child care payments for on and off campus care
- Book vouchers
- Counseling 102 Skills for Success Class

Career and Employment Services:

- Job readiness services: career counseling, resume and interview preparation
- Work Experience and Internship opportunities
- Up to 75% wage match for employers who hire CalWORKs participants (funding permitting)

Students interested in further information are encouraged to call the Career Resources Network office at (408) 855-5228 or stop by Room C1-114. Students can also visit our Mission College website at: www.missioncollege.org/workforce/crn/index.html

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.

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.
SUPPORT SERVICES

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 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 resources, 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) 855-5065 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.

MISSION COLLEGE 2006-2007

FINANCIAL ASSISTANCE
In order to reduce the cost of education, it is the responsibility of the Mission College Financial Aid Office to provide current and potential students with complete information on various student financial assistance options available.

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

Financial Aid programs available at the college are federal programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Loans. State programs are Board of Governors Waiver (BOGW), Cal Grant B and C, Chaffee Grant, Extended Opportunity Program and Services (EOPS), and Cooperative Agencies Resources for Education (CARE). Student financial aid money awarded to students is intended to meet 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 dependent student's parent currently receive benefits from AFDC/TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran's Dependent Fee Waiver, be eligible as a recipient of the Congressional Medal of Honor or as a child of the recipient, or be 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 $________ 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/>

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 at 408-855-5252. The menu for the day can be accessed at 408-855-5245.

The “Hospitality Management Program” prepares students for supervisory and management positions within the ever growing hotel and food service industry. The hospitality industry is the largest employer worldwide. Both nationally and internationally these flourishing industries offer 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.

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 provides intensive instruction for students who 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.
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 be having in their college courses. The services provided by the LATC are as follows:

- **LATC** - The LATC offers skills development and support in the areas of English, English as-a-Second Language, Communications and Reading. Programs and courses offered are individualized and the hours of attendance are by arrangement. 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, phonics, spelling, vocabulary development, reading rate and/or study skills.
  - **English Center**: Resources are available for practice in grammar, sentence construction, paragraph and essay organization, logical reasoning and argumentation, and advanced writing strategies. These materials supplement the course of study and assignments in English 903, English 905, English 108A, English 1A and 1B and Technical Writing. In addition, entry level skills for English courses may be acquired.
  - **English-as-a-Second Language Center**: Multi-level computer, video and audio tape, or print materials for ESL students are available in the Center. These learning materials help non-native speaking students increase skills in writing, grammar, listening, reading, vocabulary and pronunciation of standard American English in preparation for the workplace or college study.
  - **Communications Lab**: This lab is designed to give all students help with communication skills and second language speakers extra oral communication practice. Assistance is available to improve the oral and written communication of all communication students. You will receive individual assistance and feedback, plus complete individualized assignments independently.
  - **Tutorial Center**: Tutoring is available to students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time, or who are returning to school after a lengthy absence. Tutoring is a free service conducted by qualified, trained tutors who have received recommendations from faculty in their subject area(s). If you would like to receive tutoring or are interested in becoming a tutor, come to the Tutorial Center in S2-201 or call 855-5097.

MATH ENGINEERING SCIENCE ACHIEVEMENT (MESA)
**MESA CCCP** (Math Engineering Science Achievement California Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, science, engineering and nursing so they excel academically and transfer to four-year institutions. MESA CCCP is a partnership with the California Community College Chancellor's Office.

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

The main components of the Mission College MESA Program include:
- **Student Study Center (C1-118)**
- **Tutorial Center** which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, Engineering and English (C1-120)
- **Computer Center (SC1-132)**
- **Academic Excellence Workshops**
- **Campus and Industry Tours**
- **Leadership Retreats**
- **Assistance in the transfer process**
- **Career advising**
- **Links with student and professional organizations**
- **Professional development workshops**

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

For more information, please visit us on our website: [http://www.missioncollege.org/student_services/mesaindex.html](http://www.missioncollege.org/student_services/mesaindex.html) or contact Char Perlas, MESA Director, at (408) 855-5041 or Char_Perlas@wvmccd.cc.ca.us

THE MATHEMATICS LEARNING CENTER (MLC)
The Mission College Mathematics Department and the Mathematics Learning Center are committed to student success. In particular, the MLC offers educational support by offering numerous resources and services to all Mission College students with specific needs in the subject of mathematics. The MLC is a learning community where students come together to help and support each other in their mathematics course(s). Math resources which are available to students of all math courses include:

- drop-in & group tutoring
- current math textbooks
- solution manuals
- study guides
- reference textbooks
- math & graphing computer software
- graphing utility instruction
- internet resources

MLC services are free and available to registered Mission College students either currently enrolled in mathematics course(s) or with a desire to review previously studied material. Tutoring is conducted in several languages by faculty, staff, and trained peers who have excelled in the subject of mathematics.

The Mathematics Learning Center is conveniently located on the 2nd floor of the main building in room S2-401. Students who are interested in receiving services, becoming a tutor, or having additional questions should stop at the center, visit our website at [http://www.missioncollege.org/depts/math/mathhelp.asp](http://www.missioncollege.org/depts/math/mathhelp.asp) or call us at (408) 855-5320.

Hours of operations are:
- Monday - Thursday 9 AM - 8 PM
- Friday 9 AM - 2 PM
- Saturday 10 AM - 4 PM

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

The library collection includes books, periodicals, ebooks, videocassettes/DVDs, textbook reserves, instructor reserves, and premier electronic databases. All databases are available off-campus using your Student/Staff ID number to log-in.

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public copiers.

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

Mission College Information Desk: 408-855-5151
Mission College Check-Out Desk: 408-855-5150
[http://www.missioncollege.org/lib/lib.html](http://www.missioncollege.org/lib/lib.html)

ORIENTATION
Orientation is required for all new, transfer, and returning non-exempt students (exemptions are listed under Matriculation in the College catalog). Non-exempt students must select and complete one of the Orientation options prior to or during their first semester at Mission. Orientations are offered in various formats from a short video (independent study) to a semester-length course. Orientation is also offered online @ 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.

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.

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.

TRANSFER CENTER
The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include admissions application workshops, Transfer Admissions Agreements (TAAs), appointments with visiting university representatives, and major preparation advising. In addition, the Transfer Center provides articulation services which ensure that the classes you take at Mission College will be credited toward your bachelor’s degree requirements when you enter a university. The Transfer Center Director and Articulation Officer provided specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. The Transfer Center is located in Room E1-201.

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 wellness events, are conducted throughout the year.

Student Health Services is located in room W1-303 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available. For more information, call (408) 855 – 5140.

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.
Ms. Phyllis Riggs,
Admissions & Records
Student Services Tech.
and Raising The Standard
Customer Service Award
Recipient, 2005-2006

CLASSIFIED STAFF
Aguilar, Melissa
Instructional Lab Technician, Math
Alvarado, Karina
Specialist I, Child Development Center
Angelotti, Linda
Executive Assistant, Senior, President's Office
Ashford, Peggy
Library Media Technician, Library
Atondo, Arlene
Director, Admission & Records
Barajas, Xochitl
Library Media Technician, Library
Belham, Elmore
Student Services Account Technician, Cashiers
Bibat, Ana Lisa
Student Services Technician-Senior, Admission & Records
Bilta, Nan
Program Specialist, DISC
Brown, Rebecca
Instructional Lab Technician, Biology
Burrell, Polina
Instructional Lab Technician, Math
Capurro, Jackie
Instructional Assistant, Foreign Language
Chan, Lee-Geok
Specialist II, Child Development Center
Cheng, Grace
Financial Analyst, Administrative Services
Cramer, Carole
Administrative Assistant-Senior, Community Education
De los Reyes, Amber
Student Services Technician, Financial Aid
De los Reyes, Melissa
Student Assistant, Admission & Records
Domenici, Debbie
Office Supervisor, Student Services
Gaitan, Beverley
Office Coordinator-Senior, Allied Health
Gomez, Delia
Office Coordinator, Counseling
Grazon-Rigor, Hozi
Instructional Lab Technician, Chemistry
Guest, Robert
Office Coordinator, Senate
Hazan, Grace
Instructional Lab Technician, Administration
Hebert, Betty
Office Coordinator-Senior, CATA, Natural & Social Sciences
Hee, Ed
Instructional Lab Technician-Printing, Administrative Services
Hoang, Linda
Specialist II, Child Development Center
House-Nelson, Kerry
Specialist III, Child Development Center
Inoue, Betty
Program Specialist, Work Experience
Jimenez, Leticia
Program Assistant, Contract Education
Jones, Arena
Telephone Operator, Administrative Services
Kast, Denise
Library Media Technician, Library
Kerbey, Nicole
Director, Student Activities
Lasala, Patrice
Office Coordinator, Child Development Center
Le, Dienh
Student Services Account Technician, Cashiers
Lino-isidro, Paulette
Supervisor I, Admission & Records
Luo, My
Office Assistant, Office of Instruction/Student Services
Lu, Xuan
Program Assistant, EOPS
Ludwick, Jennifer
Executive Assistant, Office of Instruction
Ly, Patrick
Server Systems Administrator, Instructional Technology
Mashary, Doug
Financial Analyst, Workforce Development & Economic
Monahan, Susan
Career Transfer Advisor, Career Transfer Center
Moralez, Connie
EOPS/Care Specialist, EOPS
Munoz, Mimi
Office Coordinator, Child Development Center
Nguyen, Chau
Coordinator, International Student Services
Nguyen, Lan
Specialist II, Child Development Center
Nguyen, Lien
Student Services Technician, Financial Aid
Oliver, Gerry
Office Coordinator-Senior, Communications, ESL and Math
Paster, Shoshana
Specialist III, Child Development Center
Pelayo, Liz
Program Specialist, Contract Education
Pham, Hoan
Administrative Specialist-Instruction, Office of Instruction
Phuong, Tien
Office Assistant, CalWORKs
Rabieh, Russel
Advisor, Career Placement
Reynolds, Monique
Office Coordinator, ACCESS
Rice, Sandra
Program Specialist, Hospitality Management
Riggs, Phyllis
Student Services Technician, Admission & Records
Ruzicka, Renee
Library Media Technician, Library
Saura, Ron
Program Assistant, Community Education
Shivers, Lisa
Instructional Lab Technician, Nursing
Simpson, Gladys
Office Coordinator, LATC
Singh, Shoba
Instructional Lab Technician, LATC
Specht, Darlene
Administrative Assistant Sr., Instructional Technology

CLASSIFIED, FACULTY & ADMINISTRATION
Spencer, John  
Program Specialist, Matriculation  

Stevenson, Janet  
Student Services Technician, Financial Aid  

Steede, Elena  
Administrative Assistant Sr., Administrative Services  

Stewart, Donna  
Director, Financial Aid  

Sudarsana, Madhavi  
Specialist III, Child Development Center  

Tadesse, Asmare  
Student Services Technician, Admission & Records  

Van, Linda  
Student Services Technician, Counseling  

Varela, Sofia  
Specialist III, Child Development Center  

Vasquez, Julie  
Student Services Account Technician, Cashiers  

Vuong, Ha  
Advisor, Financial Aid  

Weigel, Barbara  
Administrative Assistant, Library  

Wu, Randy  
Desktop Support Technician-Senior, Instructional Technology  

Young, Judy  
Library Media Technician, Library  

Yusukawa, Lydia  
Specialist II, Child Development Center  

Zamzow, Mark  
Program Specialist, Marketing and Public Relations  

Diane Lamkin, Ph.D.,  
Biology Department  
Chairperson and  
ASB-elected  
Faculty Member  
of the Year, 2006  

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.S., in Spanish, Iowa State University.  

AL BAKER, SALAAM, 2005  
Instructor in Chemistry  
  PhD in Inorganic Chemistry, Auburn University, Auburn, Alabama;  
  B.S., in Chemistry, minor in Biology, Basra University, Iraq.  

ABDELHJABBAR, WAEL, 2005  
Instructor in Computer Information Technology  
  M.S. in Information Technology, University of Phoenix, in progress  
  CISCO Certified Academy Instructor (CCAI); B.S. in Computer Science, emphasis in Management Information Systems, ACEI;  
  AS Applied Science of Network Administrators, Silicon Valley College; AS Telecommunications Switching, Telecommunications College.  

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  
Director, Child Development Center  
  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 Counseling Psychology, University of San Francisco; M.S. in Clinical Counseling, California State University, Hayward; B.S.N., California State University, Sacramento; R.N., Catherine Laboure School of Nursing, Boston, Mass.  

BEGGS, CATHY, 2003  
Instructor in Health Occupations  
  B.S. in Nursing, San Jose State University; A.S. in Nursing, S.U.N.Y.  

BELL, ELIZABETH, 2005  
Instructor in Biological Science  
  Ph.D. in Biological Science, University of California, Santa Cruz; B.S. in Biological Science, University of California, Santa Cruz.  

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.  

BRACY, JIM, 2005  
Vice President of Student Services (interim)  
  MA in Educational Psychology, Sonoma State University, CA; BA in Psychology, Sonoma State University, CA; AA in Sociology, Solano Community College, CA.
BRAUN, ALEXANDER, 1991
Instructor in Management and Supervision
M.A. Public Administration, University of California at Berkeley; B.A. in Political Science, University of California at Berkeley.

BRENNAN, JONATHAN B., 1998
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
Instructor in Physical Education
Women's Tennis Coach
M.S. 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.

CHRISTOPHER, BETTY PAINE, 1986
Accounting Department Chair
Instructor in Accounting
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
MSN, 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
M.A. in Education with a Specialization in TESOL, Monterey Institute of International Studies; Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology (Specializing in the Middle East), University of California, Santa Barbara.

COUCH, PAMELA, 2004
Instructor in English as a Second Language
Ed.D in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota; B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN, 1996
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.

DEDINSKY, JOHN, 1982
Instructor in Computer Networking Electronics Technology
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.
DEL FRATE, JUDIE, 1995
Commercial Services Division 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.

DELLAPORTA, LYNN, 1999
Instructor in Health Occupations
M.A. in Nursing, CSU, San Francisco; B.A. in Health Education, CSU, Chico.

DeLONGCHAMP, JIM, 1981
Cultural and Technical Arts Division Chair
Graphic Arts Department Chair
Instructor in Graphic Arts
M.A. in Counseling, Oakland University, Rochester, Michigan; additional course work, Wayne State University, Detroit, Michigan; B.S. in Printing Technology, Graphic Arts, Ferris State University, Big Rapids, Michigan.

DENNIS, HAZE, 1996
Hospitality Management Department Chair
Instructor in Hospitality Management/Work Experience
B.S. in Hotel / Restaurant Management, University of Nevada, Las Vegas; A.S. in Hotel / Restaurant Management, St. Louis Community College.

DEWIS, ROBERT, 2002
Instructor in Communication Studies
M.A. in Speech Communication, San Jose State University; B.S. in Broadcasting and Film, Boston University.

DINGER, STEVEN A., 1978
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
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
MFA, San Jose State University; BFA, Bachelor Fine Arts, San Jose State University; both with Pictorial Art major.

ENSMSINGER, BETTY, 1979
Communication Studies Department 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, THELMA 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.

FRANCO, 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.

GUCH, DANIEL, 1990
Psychology Department Chair
Instructor in Psychology
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

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.

HERNAS, PATRICIA, 2005
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

HIROSE, STEVEN Y., 1988
Foreign Languages Department Chair
Instructor in Foreign Language (Japanese)

HOBBS, RICHARD, 1985
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, Kalamazoo College.

HUDAK, PATRICK 1995
Computer Lab Faculty Specialist
M.A. in Linguistics/TESOL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JACKINS, QUINLYANN C., 1988
Instructor in Mathematics
M.A. in Mathematics Education, Stanford University; M.S. in Mathematics, Colorado State University; B.A. in Mathematics, University of California at Berkeley.

JAHAN, MINA, 1993
Dean of Technology and Distance Learning
M.A. in Instructional Technology, University of Oklahoma, Norman/Oklahoma, 1982; Additional Graduate Study, University of Oklahoma, Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran, 1974.

JOH, MINDY, 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California at Berkeley.

JOHNSON, ELISE, 2005
Counselor
M.Ed. in Counseling, University of Virginia; BS in Psychology, James Madison University, Virginia.
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.

JONES, PRISCILLA, 2005  
Counselor  
MA in Educational Counseling, Sonoma State University; BA in Sociology, Sonoma State University.

JUNCKER, MARGARET, 2002  
Instructor in English  
M.A. in English Literature, California State University, Fresno; B.A. in English, California State University, Fresno.

KARAS, TIMOTHY, 2005  
Director of Library Services  
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Geography, Humboldt State University; Instructional Technology Certificate, San Jose State University.

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

KITTICK, 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; French graduate work at U. of Hawaii and U.C., Berkeley, San Francisco State and Oxford University, (U.K.).

KNOWLES, MARJORIE, 1990  
Instructor in English as a Second Language  
M.Ed in Secondary Education, North Texas State University, Denton; additional graduate studies in Curriculum and Instruction, North Texas State; B.A. in English Education, Ohio State University, Columbus.

KRAINES, MINDA, 1979  
Instructor in Physical Education (Dance)  
M.A. in Dance, Mills College; B.S. in Theater, Northwestern University.

KRAVETS, ZOYA, 2005  
Instructor in Mathematics  
MS in Mathematics, California State University, Hayward; BS in Mathematics, Leningrad Institute of Education, Russia.

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 Speech Communication, San Francisco State University.

LOWENBERG, RACHEL, 1997  
English as a Second Language Division Chair  
Instructor in English as a Second Language  
M.A. English with Concentration in English as a Second Language, San Francisco State University. Additional graduate study at University of Illinois, Champaign-Urbana; B.A. in Literature and Linguistics, San Francisco State University.

MALCHOW, AARON, 2004  
Instructor in Reading  
M.A. in English Composition; San Francisco State University, CA; B.A. in English; San Jose State University, CA.

MANSKE, STEVEN, 1990  
Instructor in Accounting  
M.B.A., University of Wisconsin, La Crosse; Certified Management Accountant (C.M.A.); B.S. in Accounting, University of Wisconsin, La Crosse.

MARELICK, LIN, 1989  
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.

McALISTER, ELLEN, 1999  
Student Services Division Chair  
Instructor in Disability Instructional Support Center  
Learning Disabilities Specialist; High Tech Ctr Specialist  
M.A. Education/Learning Disabilities, San Jose State University, San Jose, CA; B.A. Health Science, San Jose State University, San Jose, CA; 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
Marketing/Supervision & Management Department Chair
General Business Department Chair
Instructor in General Business
M.B.A., CSU, Sacramento; M.S. Healthcare Administration, University of Maryland; B.S. in Marketing and Management, CSU, Sacramento; A.S. in Computer Information Systems, Mission College; Project Management Professional (CMP) certified.

Miller, Bob, 2001
Counseling Department Chair
Counselor
M.A. in Educational and Psychological Counseling, University of the Pacific; additional graduate studies at San Jose State University and California State University Fullerton; B.A. in Psychology, University of the Pacific.

Moles, Kathy, 2004
Instructor in English as a Second Language
M.A. in TESOL, University of San Francisco; B.A. in Linguistics, University of California, San Diego.

Monroe, Clifford, 1991
Technology Division Chair
Design Drafting Department Chair
Instructor in Design Drafting Technology
M.A. in Industrial Education, San Jose State University; B.A. in Industrial Arts Education, San Jose State; A.A. in Drafting Technology, College of San Mateo.

Morgan, Janice, 2004
Instructor in Physical Education
Women's Softball Coach
M.A. in Kinesiology, San Jose State University; B.A. in Human Performance, San Jose State University.

Mostyn, Greg, 1978
Instructor in Accounting
M.B.A., Indiana University; C.P.A.; member of California Certified Public Accountants and American Institute of Certified Public Accountants; B.A., Willamette University.

MOYERS, CHRIS, 1997
Instructor in Sociology
Ph.D. in Sociology/Anthropology (with a specialization in Social Psychology), United States International University in San Diego; M.A. in Behavioral Physiology, San Francisco State University;

MUSAT, CARMEN, 1999
Instructor in Mathematics
M.A. in Mathematics, University of Bucharest; M.A. in Finance, Golden Gate University; B.A. in Mathematics, University of Bucharest.

MYNT, MYO, 1999
English as a Second Language Department Chair
Instructor in English as a Second Language

NAKAMAS, JOHN, 2002
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University.

NELSON, JEFFREY, 1988
Director of Athletics
Tennis Coach
M.A. in Education, Stanford University; B.S. in Physical Education, California State University, Hayward; A.A. Cañada Community College.

NEGASH, WORKU, 1999
Dean of Administrative Services
Ph.D. in Higher Educational Administration and Policy Analysis, Stanford University; M.A. in School Administration, Loma Linda University; Ed.S. in Educational Administration, Loma Linda University; M.A. in Sociology, Stanford University; M.A. in Educational Administration and Policy Analysis, Stanford University; B.A. in Psychology, Loma Linda University.

NGUYEN, MYTRA, 2001
Instructor in Child Development
Ed.D. (candidate) in Adult Education, NOVA Southeastern University; M.A. in Child Development, San Jose State University; B.A. in Psychology, San Jose State University.

NGUYEN, PHUONG, 1996
Counselor
M.A. in Social Work, San Jose State University; B.A. in Child Development, San Jose State University.

NGUYEN, THANH, 2001
Instructor in Foreign Language (Vietnamese Language & Culture)
B.A. in Education, Van Hanh University; M.A. in Counseling Psychology, University of Notre Dame de Namur.

NGUYEN, THO I., 1990
Instructor in Mathematics
Ph.D. (candidate) in Human Science, Saybrook Graduate School and Research Center; M.A. in Math, University of California, San Diego in La Jolla; B.A. in Math with minor in History and French.

OBORN, CHRISTINA, 1997
Program Manager, Corporate Education and Training
M.A., Public Administration, San Francisco State University; additional study, University of California, Santa Cruz; B.A., Political Science, Sonoma State University; A.A. Liberal Arts, Santa Rosa Community College.

OLIVER, MARSHA, 2001
Health Occupations Department Chair
Instructor in Health Occupations
B.S. in Nursing, University of Phoenix; A.S. in Nursing, Oregon Institute of Technology, Klamath Falls, Oregon; additional graduate studies, University of Phoenix.

O'NEIL, JOHN, 2005
Instructor in English as a Second Language
M.A in International Affairs (African Studies), Ohio University; BA in History, Jersey City State College, New Jersey; ESL Teacher Training Course, School for International Training.

ORDAZ, JOSEPH, 1997
Music Department Chair
Instructor in Music
M.M. in Music, San Francisco Conservatory of Music, 1992; additional study at Hart School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.
OSTRANDER, HELEN, 2001
Coordinator (interim), Disability Instructional Support Center
Lab Faculty Specialist, DISC
Alternate Media Specialist/High Tech Center Specialist
M.A. in Education/Special Education; Certificate in Assistive Technology Applications, California State University, Northridge; Additional course work at University of Southern Maine, Portland, ME; B.A. in Child Development, San Jose State University, San Jose, CA; A.A. in Business, West Valley College, Saratoga, CA.

PABICH, PHILIP, 1987
Dean of Workforce and Continuing Education
Ph.D. and M.S. in Curriculum and Instruction, University of Wisconsin-Madison; B.S. in Physical Education, University of Wisconsin-LaCrosse.

PANCELLA, SUSANNA, 1997
Instructor in Computer Applications
M.A. in Mathematics/Education, Brooklyn College; Advanced Certificate in Educational Administration, Hofstra University; B.A. in Mathematics, St. Joseph's College; B.S. in Computer Science, City University of New York (NSF Grant).

PATTON, JANE, 1986
Instructor in Communication Studies
Ed.D. in Higher Education at University of Southern California; M.A. in Communication Arts, University of the Pacific; B.A. in Drama and Speech, University of the Pacific.

PAVAO, ROD, 2000
Fire Protection Technology Department Chair
Instructor in Fire Protection Technology

PEMBROOK, CURTIS, 2001
Instructional Designer
M.A. in Instructional Technology, San Jose State University, San Jose, California; FAA Certified Flight Instructor and Advanced Ground Instructor; B.S. in Aeronautics, minor in Business Management, San Jose State University, San Jose, California.

PERLAS, CHAR, 2001
Counselor, MESA Director
M.S. in School Counseling and Pupil Personnel Services CeDential, CSU, Sacramento; B.A. in Psychology, Fresno State University; Currently working towards Masters in Public Administration, CSU, Hayward.

PHAM, HUNG, 1998
Instructor in Computer Networking Electronics Technology
M.S. and B.S. in Electrical Engineering, University of Louisville, Kentucky.

POE, CLINT H., 1995
Physics and Astronomy Department Chair
Instructor in Physics
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.A. in Physics, University of North Carolina, Chapel Hill.

POWERS, JOAN T., 1989
Instructor in English as a Second Language
M.A. in Education (Curriculum and Instruction), University of California, Riverside; Certificate in TESOL, University of California - Riverside Extension; B.A. in Individual Plans of Study (International Relations and Italian Literature, University of Oregon; M.A. in Spanish Literature, University of Oregon; graduate study, Universita per Stranieri, Perugia, Italy and L'Istituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism, B.A. in Spanish, CSU, Chico.

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'Istituto 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.

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'Istituto 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.

ROBLES, JULIAN, 2000
Instructor in English as a Second Language
M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Ma. at Amherst; Studies abroad in Spain.

ROTHENBERG, HEATHER, 2000
Nutritional Science Department Chair
Instructor in Nutritional Science
M.S. in Nutritional Science, New York University; B.S. in Dietetics & Food Administration and B.A. in Physical Education-Exercise Physiology, California State University, Chico; R.D. from Bronx VA Medical Center, New York.

ROUNDS, MARY LIN, 2001
Instructor in Reading
M.A. in Education with emphasis in Reading, San Jose State University; B.A. in History, Seattle Pacific University.

SABHERWAL, SABOJ, 1986
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
Dean of Student 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.

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.

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 Mis-
souri 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 Psychol-
y, Palo Alto; B.A. in Psychology and Sociology, UC Santa Cruz.

TRANG, THUY, 2005
Counselor
M.S. in Counseling with emphasis in College/Career, San Francisco
State University; B.A. in Mass Communications, University of Cali-
ifornia Berkeley.

VALENZUELA, CAMILLA, 2005
Instructor in Child Development
BA in Child Development, California State University, Northridge;
AA in Child Development, Los Angeles Valley College, CA.

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, KAMELISH, 1987
Computer Information Systems Department Chair
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.

WHEELER, ANTOINETTE, 2006
Dean of Instruction
EdD in Higher Education Administration, University of Southern
California, Los Angeles; MS in Management of Rehabilitation Services,
De Paul University, Chicago; BS in Therapeutic Recreation, Southern
Illinois University.

WILSON, CAROL, 1988
Instructor in English
M.A. in Linguistics, San Jose State University; B.A. in English, San
Diego State University.

WINSOME, THAIS, 2005
Instructor in Biology
PhD in Ecology (Soil Biology), Institute of Ecology, University of
Georgia; MS in Soil Science, University of California, Berkeley; BS in
Conservation & Resource Studies, University of California, Berkeley.

WITSCHI, LAURA L., 2001
Librarian
M.L.I.S. in Information and Library Science, University of Michi-
gan, Ann Arbor; B.A. in Art History, Oakland University, Rochester,
Michigan.

WONG, ELAINE, 2004
Librarian
M.L.I.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 Univer-
sity; additional graduate study in Biological Sciences, University of
California, Santa Barbara.

WUNDRAM, BRENN, 2001
Physical Education Department Co-Chair
Instructor in Physical Education (Dance)
M.F.A. in Dance Performance and Choreography, New York Univer-
sity; 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.
ASSOCIATE FACULTY

INSTRUCTORS 2006-2007

(AFaculty are current as of Summer 2006)

Ahite, Warren
Alameda, Cora
Allen, Fred
Allen, George
Amarrell, Dietrich
Andreatta, Pam
Antisdell, Gene
Arnold, Kathryn
Asfouf, Husam
Au Young, Yveta
Baker, Carol
Barker, James
Balkuta, Jolanta
Bays, Patricia
Beadell, Brad
Beaman, Donna
Beck, Ronald
Beirne, Helen
Benitez-Boye, Iris
Bernabel, Donna
Bernacchi, William
Bjork, William
Boegeloh, Fred
Boerner, Karen
Bolanos, Stephanie
Borror, David
Bownoyan, Eddie
Brems, Marianne
Brinkman, Bruce
Broeder, Mariza
Brown, George
Brown, Jerry
Brown, Karen
Brownning, Lucinda
Bubula-Phillips, Irene
Buckman, William
Butler, Priscella
Buttean, Kaylene
Cahill, Richard
Callahan, Laura
Campbell, Husayn
Cardinal, Jeff
Casper, Art
Chadwick, Jennifer
Chan, Marsha
Chase, Lisa
Chen, Peter
Chang, Irene
Chang, Kim
Chew, James
Chin, James
Coate, Jeff
Collins, Jim
Cong-Huyen, Laimi
Coon, Cheryl
Cordero, Don
Cormier, Jeff
Costello, Kevin
Cox, Christopher
Custodio, Clark
Dalton, Lynn
Daneshvar-Hosseini, Hamid
Dang, Kathy
Danopoulos, Constantine
Davis, Geoffrey
Davis, Margaret
Delahuntly, Tom
Deng, Hanh

Physiology
Computer Applications
ESL
Reading
Hospitality Management
Graphic Design
Graphic Design
Art
Mathematics
Computer Applications
Mathematics
Computer Applications
ESL
Mathematics
Accounting
ESL
Mathematics
ESL
Chemistry
ESL
Chemistry

Denning, Jo Ann
Diaz, Frank
Dietzman, Diana
Dinh, Hung
Dinh, Steven
Dorrance, George
Drion, Yoka
Duane, Sonja
Duke, Kristyn
Ealy, Ann
Eddy, Bob
Edwards, Douglas
Elliott, Jeffrey
Engel, Mark
Espinosa, David
Esswein, Jason
Estrada, Brian
Evans, Anne
Fallon, Michael
Farwell, Mary Ellen
Fedri, Mariel
Feng, Yung
Fettganh, Bob
Flechter, Valerie
Fierro, William
Fischer, Virginia
Flores, Carol
Forrest, Rosalie
Frankel, Donna
Franklin, Helen
Frezzo, Dennis
Frye, Robert
Fularczyk, Mike
Galloso, Gary
Garcia, Albert
Gayle, Debrah
Gee, John
Geer, Larry
Gheorghin, Dorin
Giannetto, Kara
Glafelter, Richard
Glaser-Miller, Lora
Godfrey, Gretchen
Godinez, Rick
Gomez, Delia
Gonzalez, Felipe
Grans, Amy
Grecco, Lisa
Gresham, Mary
Guest, Robert
Gustafson, Lisa
Hahn, Robin
Hale, Donna
Hall, Guy
Haluza, Herman
Hammer, Ursula
Handley, Daniel
Harding, Ann
Harris, Elizabeth
Hayden, Richard
Hayward, Gregory
Head, Grant
Henning, Karen
Hensler, Linda
Herna, Vicki
Hertig, Cheryl
Hittelman, Michele
Ho, Vihn
Hoeneck, Gerald
Hogle, John
Holmes, Michael
Hocher, Louis
Hood, Susan
Hsieh, Sylvia
Hudak, Pat
Hui, Johnnie
Hung, Irene
Huseman, David
Hyunh, Tom
Hwang, Clifford
Impe, Betty
Jellison, Heather
Jenkins, Kerry
Jewell, Don
Johnson, Judy
Jonish, David

Art
Real Estate
Psychology
Mathematics
Vietnamese
Accounting
Music
Physical Education
Physical Education
Psychiatric Technician/AH
Management and Supervision
Mathematics
Real Estate
Art
Business
Physical Education
Hospitality Management
Mathematics
Sociology
ESL
Portuguese
Engineering
Psychology
ESL
Fire Science
Mathematics
Health Occupations
Spanish
Physical Education
Communication Studies
CIT
English
CNET
Fire Science
Spanish
Health Occupations
Mathematics
Design Drafting Technology
CET
Physical Education
Physical Education
ESL
ESL
Art
Child Development
Fire Science
Sociology
Physical Education
Sociology
CNET
History
English
Counseling
Fire Science
English
ESL
Business
ESL
Communication Studies
Political Science
Manufacturing Technology
Manufacturing Technology
Fire Science
Physical Education
Library
ESL
Counseling
Design Drafting Technology
Mathematics
Library
Fire Science
Humanities
Library
CIS
Computer Applications
Accounting
Chinese
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CIS/Mathematics
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History/Geography
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<th>Name</th>
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<td>Jordan, Opal</td>
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<td>History</td>
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<td>Kuri, Carolyn</td>
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<td>Library</td>
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<td>Lee, Carol</td>
<td>Computer Applications</td>
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<td>Lindseth-Rivera, Kristin</td>
<td>Art</td>
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<td>Linduska, Mary</td>
<td>Music</td>
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<td>Lippa, Beverly</td>
<td>Work Experience</td>
<td>Sellers, Michael</td>
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<td>Lo, Billie</td>
<td>Chemistry</td>
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<td>Lockhart, Bonnie</td>
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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
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Bartlett, N. Jean
Instructor in Nursing
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Bergmann, Robert L.
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Boegelholz, Manfred
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Callaway, Lee W.
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Huston, Vivian L.
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Jackins, Timothy
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Michelozzi, Betty N.  
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(1968-1986)

Moore, Mary  
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Morales, Tab  
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Naugle, Elizabeth J.  
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Noon, Rozanne  
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Pette, Diane  
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Pinto, Joseph  
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Przybylski, Richard  
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Riegert, Evelyn  
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Ringel, Kay  
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Roberts, Ann  
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Smith, Judie  
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Smith R. J.  
Counselor/Athletic Director  
(1966-1993)

Tanabe, Sumi  
Manager, Instruction  
(1973-2002)

Taylor, James R.  
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(1967-2001)

Taylor, Louis Jr.  
Instructor in Psychology  
(1969-1987)

Thode, Thomas A.  
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(1964-1993)

Tiernan, Gregory S.  
Instructor in English  
(1968-2001)

Toppel, Carol  
Instructor in Learning Services  
(1982-2006)

Trask, Tom  
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(1975-2006)

Wisner, Sallie  
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Xiques, Peter  
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Zerboni, Carolyn  
Instructor in English  
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