# College Calendar

## SUMMER SESSION 2007

**June 4, 2007 – August 17, 2007**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>June 4</td>
</tr>
<tr>
<td>Legal holiday, Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>End of Summer session</td>
<td>August 17</td>
</tr>
</tbody>
</table>

## FALL SEMESTER 2007

**August 27, 2007 – December 17, 2007**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>August 27</td>
</tr>
<tr>
<td>Legal holiday, Labor Day</td>
<td>September 3</td>
</tr>
<tr>
<td>Last day to register and add classes</td>
<td>September 7</td>
</tr>
<tr>
<td>Legal holiday, Veterans’ Day</td>
<td>November 12</td>
</tr>
<tr>
<td>Last day to drop semester-length classes with a “W”</td>
<td>November 16</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 12</td>
</tr>
<tr>
<td>Fall semester final examinations</td>
<td>December 11–17</td>
</tr>
<tr>
<td>Last day for Saturday classes</td>
<td>December 15</td>
</tr>
<tr>
<td>Semester Break</td>
<td>December 24–January 1</td>
</tr>
</tbody>
</table>

## WINTER SESSION 2008

**January 2, 2008 – January 26, 2008**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 2</td>
</tr>
<tr>
<td>Legal holiday, Martin Luther King</td>
<td>January 21</td>
</tr>
<tr>
<td>End of Winter session</td>
<td>January 26</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2008

**January 28, 2008 – May 24, 2008**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 28</td>
</tr>
<tr>
<td>Last day to add full-term classes</td>
<td>February 8</td>
</tr>
<tr>
<td>Legal holiday, President’s Birthday</td>
<td>February 15–18</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 31–April 5</td>
</tr>
<tr>
<td>Last day to drop full-term classes with a “W”</td>
<td>April 25</td>
</tr>
<tr>
<td>Last day for Saturday classes</td>
<td>May 24</td>
</tr>
<tr>
<td>Spring semester final examinations</td>
<td>May 19–24</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 23</td>
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Mission College has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 9 a.m. 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.

Mission College .............................................. (408) 988-2200
Academic Senate Office ..................................... 855-5413
ACCESS Program ............................................. 855-5192
Admissions .......................................................... 855-5000

Administrative Offices:
Dean of Instruction ........................................... 855-5219
Dean of Student Services ..................................... 855-5219
Dean of Workforce & Continuing Education ........... 855-5180
Dean of Technology ........................................... 855-5235
Community Education ........................................ 855-5105
Office of Instruction .......................................... 855-5180
President’s Office ............................................. 855-5123
Tech................................................................. 855-5235
Vice President, Administrative Services .................. 855-5230
Vice President, Instruction ..................................... 855-5180
Vice President, Student Services ............................ 855-5197
Allied Health ..................................................... 855-5375
Applied Science .................................................. 855-5375
Articulation Office .............................................. 855-5081
ASB Office .......................................................... 855-5400
Associate Faculty Center ...................................... 855-5219
Athletic Director .................................................. 855-5335
Audio Visual Services .......................................... 855-5135
Bookstore ............................................................ 855-5080
Cafeteria ............................................................... 855-5117
Career Placement ............................................... 855-5101
CalWORKs ............................................................ 855-5228
Career Center ...................................................... 855-5114
Cashier ................................................................. 855-5029
Child Development Center .................................... 855-5173
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Disability Instructional Support Center (DISC) ......... 855-5085
Duplicating Center .............................................. 855-5410

Extended Opporportunity Program
and Services (EOPS) .......................................... 855-5055
English as a Second Language (ESL) ...................... 855-5295
Evening / Weekend Administration ......................... 855-5145
Paging ................................................................. 995-7987
Fees/Refunds ...................................................... 855-5029
Financial Aid ...................................................... 855-5065
Fire Protection Technology .................................... 855-5375
Fitness Lab ............................................................ 855-5371
Grades by Telephone .......................................... 741-8734
Health Services (Student) ...................................... 855-5140
Hospitality Management ....................................... 855-5246
Institute for International Studies (IIS) .................... 855-5110
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Learning Assistance & Tutoring Center (LATC) ........ 855-5085
Library (LIB) Circulation ........................................ 855-5150
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Math Tutorial Lab ............................................... 855-5334
Mathematics Engineering Science
Achievement (MESA) ........................................... 855-5041
Natural Sciences/Engineering ................................ 855-5255
Parking Permits .................................................... 855-5435
Police Office ....................................................... 855-5439
President’s Office ............................................... 855-5123
Records Office ..................................................... 855-5020
Registration by Telephone (T-Reg) ......................... 741-8734
Recruitment and Outreach ..................................... 855-5585
Safety Escort Service ............................................ 855-5435
Social Sciences ..................................................... 855-5255
Staff Development Office ..................................... 855-5411
Student Services/Student Development ................... 855-5197
Technologies ....................................................... 855-5335
Teleconferencing/Television .................................... 855-5132
Testing ................................................................. 855-5098
Transcripts ............................................................ 855-5024
Transfer Center ..................................................... 855-5115
Tutorial Center ..................................................... 855-5097
Veteran Services ................................................ 855-5011
Vocational Nursing .............................................. 855-5375
Welcome Center Office (Title V) ............................. 855-5083
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

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.
President
EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

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

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

PANTAY NA OPORTUNIDAD AL WALANG DISKRIMINASYON

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

Sangayon sa Title IX, lalat ng kurso na inihahandog sa purok ay bukas para sa lahat ng tao maging lalaki o babae. Ang ibang kurso ay nagbibigay ng impormasyon laan lamang para sa lahat ng tao o babae. Ngunit “hindi pinagbabawalan ang sino man maging maagaal dahlia sa kanilang kasarian. Sa mga klase ng Physical Education ang mga maagal dahlia ay maaring paghiwalayin sangayon sa kanilang coeducational na klase, kagaya ng larong wrestling, football, o kahit na anong laro o kilos na maaring magkadikit ang anong manga parte ng kanilang katawan.

IGUAL OPORTUNIDAD SIN DISCRIMINACIÓN

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

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

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 ums 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's first priorities are student learning and success. The College serves the ever changing educational and economic development needs of Santa Clara, Silicon Valley, and the larger community, and seeks to develop community leaders who can participate responsibly in a democratic society and become global stewards in a dynamic world economy.

To accomplish its mission, the College:

1. Provides 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, and achieve their educational goals.
5. Providing 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;
6. Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;
7. Maintains an organizational culture that engages in continuous learning and uses the results of systematic assessment and evaluation to inform decision making, allocate resources, and improve institutional policies and procedures;
8. Provides comprehensive academic and technological resources; and
9. Provides a variety of culturally enriching experiences that embrace the diversity of the College community.

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, and achieve their educational goals.
5. Providing 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;
6. Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;
7. Maintains an organizational culture that engages in continuous learning and uses the results of systematic assessment and evaluation to inform decision making, allocate resources, and improve institutional policies and procedures;
8. Provides comprehensive academic and technological resources; and
9. Provides a variety of culturally enriching experiences that embrace the diversity of the College community.

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 (ACCJC) of the Western Association of Schools and Colleges, (WASC) 10 Commercial Blvd. Ste. 204, Novato, CA 94949, (415) 506-0234, 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.

Accounting
Allied Health
Anthropology
Art
Astronomy
Biological Sciences
Business
Business:
- Management & Supervision
- Marketing
- Real Estate
Chemistry
Child Development
Chinese
Communication Studies
Community Health
Computer Applications
Computer Information Systems
Computer Information Technology
Computer Network
Electronics Technology
Counseling
Design Drafting
Economics
Engineering
English
English as a Second Language
Fire Protection Technology
French
Geography
Global Studies
Graphic Arts
Graphic Design and Multimedia
Health Education
History
Hospitality Management:
- Food & Restaurant Management
- Hotel & Motel Management
- Institutional Foods

Humanities
Interdisciplinary Studies
Italian
Japanese
Learning Services
Library Skills
Manufacturing
Mathematics
Military Science
Music
Nutritional Sciences
Philosophy
Wellness and Human Performance:
- Adaptive
- Dance
- Fitness
- Martial Arts
- Sports
- Theory
- Athletic Fitness
- Intercollegiate Athletics
Physics
Political Science
Portuguese
Psychiatric Technician
Psychology
Reading
Retail Floristry
ROTC
Russian
Social Science
Sociology
Spanish
Vietnamese
Vocational Nursing
Work Experience
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 everchanging 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
- Dynamic and Responsive

STRAATEGIES 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 real-world 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 of 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) 741-2164.
**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 University's 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. Consult the index section of this catalog for page listing 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**

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 therefore flexibility of going from transfer to an A.A. or A.S. degree program to the certificate program. Students may also acquire marketable 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.

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**Certificate**

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**CERTIFICATE OF COMPLETION**

Some departments offer students the option to receive a certificate of Completion which specifies a sequence of coursework. These certificates are officially noted on the transcript. Information on specific course requirements for each certificate can be found under the individual disciplines. Please note that a certificate is awarded only upon completion of all courses with a grade of "C" or better.

**Certificate**

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Cont. on next column.
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 from 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.”

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, and/or 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.

Extemuating 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 courses have a maximum combined limit of 4 units:

- CA 038A  Word Processing Internship
- WHP 003B  Ballet - Beginning
- WHP 003C  Ballet - Intermediate
- WHP 003J  Jazz Dance - Beginning
- WHP 003K  Jazz Dance - Intermediate
- WHP 003L  Modern Dance - Beginning
- WHP 003M  Modern Dance - Intermediate
- WHP 006DE  Lab Exp. In Exercise Physio.Assessment & Eval.
- WHP 007E  Bowling - Beginning
- WHP 007K  Golf - Intermediate
- WHP 007S  Tennis - Beginning
- WHP 007T  Tennis - Advanced Beginning
- WHP 007U  Tennis - Intermediate
- WHP 007V  Tennis - Advanced
- WHP 007W  Tennis - Tournament Tennis
- WHP 008H  Soccer - Beginning
- WHP 008I  Soccer - Advanced - Men
- WHP 008K  Softball - Beginning
- WHP 008L  Softball - Intermediate

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

- ENGL 940ABDE  English Lab
- ESL 901, 902, 903, 904, 905, 906  ESL Skills Development Lab
- READ 975, 976, 977, 978  Reading Skills

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

- All Directed Studies 091, 092, 093
- All Selected Topics 099 (if each course is different in title and content)
- ART 190AB  Cultural Events
- CDNUS 040AB  Leadership Training
- WHP 004V  Laboratory Experience in Exercise Physiology Assessment and Evaluation
- WHP 004W  Laboratory Experience in Exercise Physiology Assessment and Evaluation

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

- WRKEX 301G  General Work Experience
- WRKEX 302G  General Work Experience
- WRKEX 303G  General Work Experience

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

- WRKEX 301  Occupational Work Experience
- WRKEX 302  Occupational Work Experience
- WRKEX 303  Occupational Work Experience
- WRKEX 304  Occupational Work Experience

### 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.

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II. Content Areas

Skills that these requirements seek to address include:

AEROSPACE STUDIES (AIR FORCE R.O.T.C.)

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

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

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

I. Process Areas

A. Communicating: The student will be able to send and receive information in a variety of modes, within a variety of settings, and for a variety of purposes.

B. Solving Problems: The student will be able to analyze a variety of problems, select or create solutions to the problems and implement these solutions. In addition, the student will demonstrate an understanding of the methods by which problems may be investigated.

C. Clarifying Values: The student will be able to identify his or her personal values and the personal values of others; the student will understand how personal values develop and will be able to analyze the implications of decisions made on the basis of these values.

II. Content Areas

A. Language and Rationality

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

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

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

B. Natural Sciences

In the natural sciences, students study the human as a seeker of fact and the maker of meaning through abstraction and generalization. They seek those principles and concepts which continue to help explain their physical and biological environments, but primarily they seek to refine their use of those thought processes basic to science. A course in the natural sciences should include the following:

- The formulation of hypotheses and the testing of these hypotheses through investigation and measurement.
- Demonstrations contrasting opinion based on preconception and opinion based on controlled scientific experiment.
- The employment of scientific principles to a related application used either in a laboratory setting or in society.
- Explanation of scientific phenomenon through the use of models

C. Humanities

Students study the aesthetic nature of the human. Courses in this area seek to:

- Develop aesthetic appreciation
- Explore humanness within the world
- Discover interrelationships between emotional and intellectual responses
- Cultivate the affective domain
- Encourage participation in individual aesthetic, creative experiences
- Show relationships between the purposes for which people live or have lived and the art forms they create and support
- Develop better appreciation of self as a result of the understanding of different language, thought, and cultures

D. Social and Behavioral Sciences

This category consists of two series:

Series 1 is concerned only with American Government and Institutions. Courses in this area need to meet broad social sciences criteria as described below. These courses will specifically deal with the study of the history of the United States and its government and/or specifically deal with the structure of American and California government, as well as teach citizenship responsibilities in a democratic society.

Series 2 courses include American Government and Institutions. Students study the human as a social being in order to understand and explain human and institutional behavior.

These courses will enable the student to:

- Appreciate the complexity of individual and group human behavior and the variety of approaches necessary to explain this complexity.
- Become sensitive to the process and rate of social change and the historical back grounds of current social behaviors.
- Understand the cultural tradition of our society and the multicultural influences in our world.
- Discuss the scope, functions and variety of global, national, state, and local institutions, including the family.
- Identify problems of our society and develop skills in generating solutions to these problems.
- Recognize a point of view as being that, and search for the assumptions on which it is based.
- Criticize generalizations with respect to their basis in scientific observations and procedures.

E. Life Long Learning

Students take courses in this area to enhance lifelong understanding and self-development. Students engage in the study of humans as integrated physiological, social and psychological beings in relation to society and the environment. This category includes elements of human behavior, health, physical education, interpersonal relationships, intellectual curiosity, learning to learn, expansion of one's perspective, development of a multicultural perspective, and environmental studies.

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

The requirements listed on the following pages are subject to change. Visit the Counseling Office or www.assist.org for updated information and a complete list of specific courses.
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 Chabot (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Ohlone College (Fremont), Los Positas (Livermore).

This means that students who obtain a certification of completion of the Associate Degree General Education requirements 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. This 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. 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.

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 only community colleges listed above participate in this 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 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.
Academic Programs

MISSION COLLEGE

MISSION COLLEGE

G R A D U A T I O N R E Q U I R E M E N T S 2 0 0 7-2 0 0 8

ASSOCIATE IN ARTS and ASSOCIATE IN SCIENCE DEGREES

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

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

1. RESIDENCE: A minimum of 12 degree applicable units must be completed in residence at Mission College.
2. SCHOLARSHIP REQUIREMENTS: An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.
3. MAJOR REQUIREMENT: Fulfill either a General Studies A.A. major or other specialized major as listed in the college catalog.
4. BASIC COMPETENCY REQUIREMENTS: Proficiency in the following areas is required for an Associates degree:

   Reading:
   1. Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
   2. A grade of C (or CR) or better in Reading 53, Speed and Critical Reading (in Area A2 below).

   Writing:
   1. Completion of the English 1A, English Composition, with a grade of C or better (in Area A1 below).

   Oral Communication:
   1. Successful completion of the proficiency exam or
   2. A grade of C (or CR) or better in COMM 1 for the A.A. Degree

   Mathematics:
   1. Successful completion of the proficiency exam, or
   2. A grade of C (or CR) or better in CNET 53, Math B, C, CM, G or higher mathematics course.

   Information Competency:
   1. Successful completion of the proficiency exam, or
   2. A grade of C (or CR) or better in LIB 10 (in Area E below)

5. AREA REQUIREMENTS (GENERAL EDUCATION): Complete a minimum of 24 units from the following areas plus additional courses to meet unit requirement:

AREA A – LANGUAGE AND RATIONALITY – 6.0 units minimum

1. English Composition course – 3.0 units
   ENGL 001A English Composition I (3)
2. A minimum of three (3.0) units of an additional course or courses which may include:
   CNET 053 Electronics Calculations (3)
   COMM 001 Public Speaking (3)
   COMM 004 Small Group Communications (3)
   COMM 010 Persuasive Speaking (3)
   COMM 015 The Fundamentals of Communication (3)
   COMM 020 Argumentation and Debate (3)
   ENGL 001B English Composition II (3)
   ENGL 001C Clear Thinking in Writing (3)

AREA B – NATURAL SCIENCES – 3.0 units minimum

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

   ANTH 001 Physical Anthropology (3)
   ANTH 011 Physical Anthropology Lab (1)
   ASTRO 001 Astronomy (3)
   ASTRO 002 Astronomy Lab (1)
   BIOC 005 A/B General Biology (5 each)
   BIOC 006 Microbiology (5)
   BIOC 006 Anatomy and Physiology (5)
   BIOC 007 Field Ecology (4)
   BIOC 006 Exploring Biology (3)
   BIOC 010 Introduction to Biology (4)
   BIOC 015 Human Heredity and Disease (3)
   BIOC 016 Marine Biology (3)
   BIOC 022 Ani & Physiology for Allied Health Workers (4)
   BIOC 025 Environmental Biology (3)
   BIOC 030 Tropical Ecology (4)
   BIOC 047, 048 Human Anatomy, Physiology (5 each)
   CHEM 001 A,B General Chemistry (5 each)
   CHEM 002 Introductory Chemistry (4)
   CHEM 012 A,B Organic Chemistry (5 each)
   CHEM 003 A,B Fundamentals of Chemistry (3 each)
   CNET 060 Science: How It Has Changed Our World (3)
   ENGR 001 How Everyday Technology Works (4)
   GEOF 001 Introduction to Physical Geography (3)
   NS 015 Human Nutrition (3)
   NS 052 Nutrition for Children (3)
   PHYS 002A,B General Physics (5 each)
   PHYS 004A,B,C Engineering Physics (5 each)
   PHYS 004D Atomic Physics (2)
   PHYS 010 Introduction to Physics (4)
   PHYS 045 and 045L Technical Physics with Lab (4)
Academic Programs

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 Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARAB 50A</td>
<td>Beginning Conversational Arabic and Culture</td>
<td>3</td>
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<tr>
<td>ART 001A</td>
<td>Survey of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 001B</td>
<td>Survey of Non-Western Art</td>
<td>3</td>
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<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
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<tr>
<td>ART 001E</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 007</td>
<td>Survey of Asian Art</td>
<td>3</td>
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<tr>
<td>ART 010</td>
<td>Art of the United States</td>
<td>3</td>
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<tr>
<td>ART 011</td>
<td>The History of Modern Design</td>
<td>3 (Also GDES 011)</td>
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<tr>
<td>ART 031A,B</td>
<td>Drawing</td>
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<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
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<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
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<tr>
<td>ART 034A,B</td>
<td>Computer-Aided Art</td>
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<td>ART 035A</td>
<td>Life Drawing</td>
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<tr>
<td>ART 037A</td>
<td>Intro/Advanced Computer Animation</td>
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<tr>
<td>ART 039A</td>
<td>Survey of Printmaking</td>
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<tr>
<td>ART 043A</td>
<td>Digital Character Animation</td>
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<tr>
<td>ART 047A</td>
<td>Watercolor</td>
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<tr>
<td>ART 048A,B</td>
<td>Airbrush Painting</td>
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<tr>
<td>ART 094A,B</td>
<td>Painting</td>
<td>3 ea</td>
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<tr>
<td>ART 065A</td>
<td>Ceramics-Handbuilding</td>
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<tr>
<td>ART 067A</td>
<td>Ceramics-Potter's Wheel</td>
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<tr>
<td>ART 075A</td>
<td>Metalsmithing</td>
<td>3 ea</td>
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<tr>
<td>ART 078A,B</td>
<td>Furniture Design and Construction</td>
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<tr>
<td>ART 085A</td>
<td>Sculpture</td>
<td>3 ea</td>
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<tr>
<td>ART 086A,B</td>
<td>Metal Sculpture Casting</td>
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<tr>
<td>ART 190A</td>
<td>Cultural Events</td>
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<tr>
<td>CHIN 050A,B</td>
<td>Basic Conversational Chinese</td>
<td>3 ea</td>
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<tr>
<td>COMM 012</td>
<td>Intercultural Communication</td>
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<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
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<tr>
<td>ENGL 005A,B</td>
<td>Survey of English Literature</td>
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<tr>
<td>ENGL 006A</td>
<td>World Literature</td>
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<tr>
<td>ENGL 007A,B</td>
<td>American Literature</td>
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<td>ENGL 012</td>
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<td>ENGL 014</td>
<td>Native American Literature</td>
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<tr>
<td>ENGL 015</td>
<td>Intro to Film Analysis</td>
<td>3 (Also HUMAN/015)</td>
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<tr>
<td>ENGL 018</td>
<td>Asian American Literature</td>
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<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
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<tr>
<td>ENGL 044</td>
<td>The Bible as Literature</td>
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<td>ENGL 045</td>
<td>Popular Fiction in America</td>
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<tr>
<td>ENGL 047</td>
<td>Introduction to Poetry</td>
<td>3</td>
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<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
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<tr>
<td>ENGL 049</td>
<td>Modern Fiction</td>
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<tr>
<td>ENGL 070</td>
<td>Creative Writing</td>
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<tr>
<td>FRNC 001</td>
<td>First/Second Semester French - Elementary</td>
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<td>FRNC 001</td>
<td>Third/Fourth Semester French - Intermediate</td>
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<td>FRNC 001</td>
<td>Fifth/Sixth Semester French - Advanced</td>
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<td>2L French Lab</td>
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<td>Intermediate Conversational French</td>
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<tr>
<td>FRNC 062</td>
<td>Introduction to Culture of France</td>
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<tr>
<td>GDES 011</td>
<td>The History of Modern Design</td>
<td>3 (Also ART 011)</td>
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<tr>
<td>GDES 013</td>
<td>Creativity and Visual Comm</td>
<td>3 (Also HUMAN/013)</td>
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<td>GDES 073</td>
<td>Digital Photography</td>
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<td>HUMAN 001A,B</td>
<td>Human Values and from the Arts</td>
<td>3</td>
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<tr>
<td>HUMAN 002</td>
<td>International Films</td>
<td>3 (Also POLI 007)</td>
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<tr>
<td>HUMAN 007</td>
<td>May only be counted in Area C</td>
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<tr>
<td>HUMAN 013</td>
<td>Creativity and Visual Comm</td>
<td>3 (Also GDES 013)</td>
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<tr>
<td>HUMAN 015</td>
<td>Intro to Film Analysis</td>
<td>3 (Also ENGL 015)</td>
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<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
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<td>HUMAN 018</td>
<td>African American Culture/Humanities</td>
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<td>HUMAN 020</td>
<td>Asian Roots and Culture</td>
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<td>HUMAN 022</td>
<td>Introduction to Islam</td>
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<td>ITAL 001</td>
<td>First Semester Italian (Elementary Level)</td>
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<td>ITAL 001L</td>
<td>Italian Laboratory</td>
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<td>ITAL 050A,B</td>
<td>Beginning Conversational Italian</td>
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<td>ITAL 051A,B</td>
<td>Intermediate Conversational Italian</td>
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<td>JPN 001</td>
<td>First/Second Quarter Japanese (Elementary)</td>
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<td>JPN 001L</td>
<td>First/Second Quarter Japanese Laboratory</td>
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<td>Beginning Japanese (Intermediate)</td>
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<td>LATIN 001</td>
<td>Elementary Latin</td>
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<td>MUSIC 001</td>
<td>Music History and Literature</td>
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<td>MUSIC 002</td>
<td>Music History and Literature</td>
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<tr>
<td>MUSIC 005</td>
<td>Fundamentals of Music</td>
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<td>MUSIC 005A</td>
<td>Fundamentals of Music Lecture</td>
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<td>MUSIC 010</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>MUSIC 015A,B</td>
<td>C,D Song Writing</td>
<td>3 ea</td>
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<tr>
<td>MUSIC 016</td>
<td>History of Rock Music</td>
<td>3</td>
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<tr>
<td>MUSIC 017</td>
<td>Music of the World</td>
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<td>MUSIC 030A,B</td>
<td>B,C Beginning Intermediate Piano</td>
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<tr>
<td>MUSIC 032A,B</td>
<td>B,C Beginning Intermediate Voice</td>
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<td>MUSIC 036A,B,C</td>
<td>Beginning Music</td>
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<td>MUSIC 041A,B,C</td>
<td>Mixed Chorus</td>
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<tr>
<td>PHIL 001</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 002</td>
<td>Logic</td>
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<tr>
<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
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<tr>
<td>PHIL 004</td>
<td>Patterns in Comparative Religions</td>
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<td>PHIL 005</td>
<td>Introduction to Social and Political Philosophy</td>
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<td>PHIL 007</td>
<td>Introduction to Philosophy of Science</td>
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<td>PHIL 008</td>
<td>Introduction to Asian Philosophy</td>
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<td>PHIL 010</td>
<td>Introduction to the Philosophy of Art</td>
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<td>PORTC 049A</td>
<td>Portuguese for the 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>
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<td>RUSK 041</td>
<td>Beginning Conversational Russian and Culture</td>
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<td>SPAN 001,2</td>
<td>First/Second Semester Spanish - Elementary</td>
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<td>SPAN 001L,2L</td>
<td>Spanish Lab</td>
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<td>SPAN 003,4</td>
<td>Third/Fourth Semester Spanish - Intermediate</td>
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<td>Fifth/Sixth Semester Spanish - Advanced (Sees)</td>
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<td>SPAN 050A,B</td>
<td>Basic Conversational Spanish</td>
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<td>SPAN 051A,B</td>
<td>Intermediate Conversational Spanish</td>
<td>3 ea</td>
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<td>VIET 001</td>
<td>First/Second Semester Vietnamese - Elementary</td>
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<td>VIET 001L,2L</td>
<td>Vietnamese Laboratory</td>
<td>0.5 ea</td>
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<tr>
<td>VIET 049A,B</td>
<td>Vietnamese Language Culture for NonSpeakers</td>
<td>3 ea</td>
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<tr>
<td>VIET 050A</td>
<td>Basic Conversational Vietnamese</td>
<td>3 ea</td>
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<tr>
<td>WHP 003B</td>
<td>All Dance Classes</td>
<td>1-2 units</td>
</tr>
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<td>(see catalog for complete course titles and units)</td>
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<tr>
<td>WHP 040</td>
<td>Dance Appreciation</td>
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</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 grade of C or better in one of the following:

- HIST 017A United States History
- HIST 017B United States History

**NOTE:** If a student passes the proficiency test, the student may take any 6 units from Series 2 (and no units from Series 1).

MISSION COLLEGE 2007–2008

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AREA D — SOCIAL & BEHAVIORAL SCIENCES CONTINUED

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:

ANTHR 002 Introduction to Archaeology (3)
ANTHR 003 Cultural Anthropology (3)
ANTHR 003A American Cultures through Travel and Experience:
Native Amer. Cultures of the Southwest (Also SOC 39A) (3)
ANTHR 039B American Cultures through Travel and Experience:
Urban Cultures of San Francisco (Also SOC 39B) (3)
ANTHR 048 Cultural Traditions in Health Care (3)
ANTHR 051 Culture & Food: A Multicultural Food Survey & Sampling (3)
ANTHR 053 Magic, Witchcraft, & Religion (3)
ANTHR 057 Native People of North America (3)
BUS 061 Business and Society (3)
CHD 001 Child Growth & Development (3)
CHD 053 Contemporary Education in a Changing Society (3)
COMM 025 Mass Communication and Society (3)
COUNS 053 Valuing Diversity (3)
ECON 001A Principles of Macroeconomics (3)
ECON 001B Principles of Microeconomics (3)
GEOC 002 Introduction to Cultural Geography (3)
GLOBAL 001 Global Perspectives (Also SOCSSC 001) (3)
GLOBAL 002 Global Issues (Also SOCSSC 002) (3)
GLOBAL 003 Introduction to Peace Studies (Also SOCSSC 003) (3)
GLOBAL 004 The Developing World (Also SOCSSC 004) (3)
GLOBAL 005 Global Focus (Also SOCSSC 005) (3)
GLOBAL 006 The Global Economy (Also SOCSSC 006) (3)
HIST 004A,B History of Western Civilization (3 ea)
HIST 01A,B United States History (3 ea)
HIST 020 History and Geography of California (3)
HIST 031 History of East Asia (3)
HIST 033 Women's Issues Past and Present (3)
HUMAN 06A Hispanic Roots and Culture (3)
POLIT 001 American Government (3)
POLIT 002 Comparative Government (3)
POLIT 004 International Relations (3)
POLIT 006 Politics of Race, Class and Gender (3)
POLIT 007 International Films (Also HUMAN 007) (3)
(POLIT 007 may only be counted in Area D)

POLIT 010 Introduction to Law and the Legal System (3)
PSYCH 001 General Psychology (3)
PSYCH 002A Experimental Psychology (4)
PSYCH 007 Physiological Psychology (3)
PSYCH 010 Social Psychology (3)
PSYCH 012 Human Growth and Development (3)
PSYCH 025 Introduction to Abnormal Psychology (3)
PSYCH 030 Psychology of Addiction and Substance Abuse (3)
PSYCH 033 The Psychology of Personal Growth (3)
PSYCH 035 Psychology of Death & Dying (3)
SOC 001 Introduction to Sociology (3)
SOC 002 Social Problems (3)
SOC 021 Sociology of Minorities in the U.S. (3)
SOC 024 Social Aspects of Aging (3)
SOC 038 American Culture Through Film (3)
SOC 059A American Cultures through Travel and Experience:
Native Amer. Cultures of the Southwest (Also ANTH 39A) (3)
SOC 059B American Cultures through Travel and Experience:
Urban Cultures of San Francisco (Also ANTH 39B) (3)
SOC 040 Marriage and Family (3)
SOC 041 Family Issues (3)
SOC 043 Sociology of Religion (3)
SOC 045 Human Sexuality (3)
SOC 046 Human Sexuality: A Global Perspective (3)
SOC 047 Sociology of Criminology (3)
SOCSSC 001 Global Perspectives (Also GLOBAL 001) (3)
SOCSSC 002 Global Issues (Also GLOBAL 002) (3)
SOCSSC 003 Introduction to Peace Studies (Also GLOBAL 003/3)
SOCSSC 004 The Developing World (Also GLOBAL 004) (3)
SOCSSC 005 Global Focus (Also GLOBAL 005) (3)
SOCSSC 006 The Global Economy (Also GLOBAL 006) (3)
SOCSSC 022 Research Methods in Social Sciences (3)
SOCSSC 032 Introduction to Community Service (3)
SOCSSC 033 Intermediate Community Service (3)
SOCSSC 034 Advanced Community Service (3)
SOCSSC 035 Internship in Community Service (3)
SOCSSC 061 Basics of Human Services (3)

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; OR

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

NOTE: All Wellness and Human Performance (PH) courses are accepted in Area E (except WHP Theory courses). However, only one unit from the Wellness and Human Performance area in Area E will count for General Education.

BOSC 025 Environmental Biology (3)
BUS 061 Business and Society (3)
CS 002 Introduction to Computer Programming Using VB (3)
COMM 010 Community Health Problems (3)
COMM 044 Small Group Discussion (3)
COMM 055 Interpersonal Communication (3)
COMM 012 Introduction to Intercultural Communication (3)
COMM 019A,B,C Communication Activities (1 each)
COUNS 001 College Survival (2)
COUNS 003 Strategies for Professional and Personal Growth (2)
COUNS 005 Strategies for Success (3)
COUNS 010 Introduction to Crisis Intervention (3)
COUNS 012 Careers and Life Styles (3)
COUNS 012A,B,C Careers and Life Styles (1 each)
COUNS 023 Becoming a Master Student-Athlete (2)
COUNS 055 Valuing Diversity (3)

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

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

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 (CCC). 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 CSUGE 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 TAs, visit the Transfer Center, Room E1-201.

REQUIREMENTS FOR TRANSFER STUDENTS (TAsas)

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

Lower-Division Preparatory Major Courses

Lower division courses normally taught in the first or second year of college are described as lower division courses. Articulation agreements which list detailed information concerning specific majors and which describe course transferability are available 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 and 2.4 for non-residents, respectively). The minimum GPA for private colleges and universities varies. Please note that there may be higher GPAs required for specific majors at specific campuses.

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, consult a counselor or a university representative. The university has defined freshman and transfer applicants as follows:

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

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

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

A. Complete 60 semester units of 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) and

B. Complete one of the following General Education Patterns:

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

UC Seven Course Pattern

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

- Two transferable college courses in English composition (6.0 units)
- One transferable college course in mathematical concepts and quantitative reasoning (3.0 units)
- 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 be 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 on the following pages are subject to change. Visit the Counseling Office or www.assist.org for updated information and a complete list of specific courses.
MISSION COLLEGE

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
CERTIFICATION REQUIREMENTS

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which allows California Community College students to fulfill lower-division general education (GE) requirements for either the CSU or UC system without the need, after transfer, to take additional lower-division GE requirements. At least 60 TRANSFERABLE UNITS of Major and GE courses are required for transfer. As a transfer student, you should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist you in identifying appropriate major and GE requirements; (2) request an IGETC CERTIFICATION when you request final transcripts to be sent to your transfer institution (ALL AREAS of the IGETC must be completed prior to transfer and all courses must be completed with a “C” or better to receive IGETC certification); and (3) with a counselor’s assistance, determine whether you are eligible for an Associates Degree. All courses are 3 units unless otherwise noted.

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

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

GROUP A: ENGLISH COMPOSITION
ENGL 1A English Composition I

GROUP B: CRITICAL THINKING
ENGL 1B English Composition II (SP02)
ENGL 1C Clear Thinking in Writing
PHIL 3 Introduction to Problems in Ethics
PHIL 17 Logic and Critical Thinking

GROUP C: ORAL COMMUNICATION (CSU ONLY)
COMM 1 Public Speaking
COMM 10 Persuasive Speaking
COMM 20 Argumentation and Debate

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course
*MATH 1 Pre-Calculus Algebra
*MATH 2 Pre-Calculus Algebra and Trigonometry (5)
(only 4 units transfer to UC)
MATH 3A,B Analytic Geometry and Calculus (5,5)
MATH 4A Intermediate Calculus (4)
MATH 4B Differential Equations (4)
MATH 4C Linear Algebra (4)
MATH 8 Finite Mathematics
MATH 10 Elementary Statistics (4)
MATH 19 Discrete Mathematics (4)

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

One course must be selected from the Arts; another from the Humanities; and a third from either area.

GROUP A: ARTS
ART 1A,B Survey of Western Art
ART 1C Survey of Non-Western Art
ART 2D Art of the 20th Century
ART 4 Art Appreciation
ART 7 Survey of Asian Art
ART 10 Art of the United States
ART 11 The History of Modern Design (Also GDES 11)
GDES 11 The History of Modern Design (Also ART 11)
GDES 15 Creativity and Visual Communication (Also HUMAN 13)

GROUP B: HUMANITIES
COMM 12 Intercultural Communication
ENGL 3A,B Survey of English Literature
ENGL 5A,B World Literature
ENGL 7A,B American Literature
ENGL 12 African American Literature
ENGL 14 Native American Literature
ENGL 15 Introduction to Film Analysis (Also HUMAN 15)
ENGL 18 Asian American Literature
ENGL 43 Classical Mythology
ENGL 44 The Bible as Literature
ENGL 45 Popular Fiction in America
ENGL 47 Introduction to Poetry
ENGL 48 Introduction to Shakespeare
ENGL 49 Modern Fiction
FRNC 2 Second Semester French - Elementary (5)
FRNC 3,4 Third/Fourth Semester French - Intermediate (5,5)
FRNC 5,6 Fifth/Sixth Semester French - Advanced (5,5)
*HIST 4A,B History of Western Civilization
HUMAN 1A,B Human Values in and from the Arts
HUMAN 7 International Film (Also POLIT 7)
HUMAN 15 Introduction to Film Analysis (Also ENGL 15)
HUMAN 16A Hispanic Roots and Culture
HUMAN 18 African American Culture and Humanities
HUMAN 20 Asian Roots and Culture
HUMAN 22 Introduction to Islam
JPN 2 Second Semester Japanese - Elementary (5)
JPN 3A,B Second Year Japanese Language
PHIL 1 Introduction to Philosophy
PHIL 4 Patterns in Comparative Religions
PHIL 5 Introduction to Social and Political Philosophy
PHIL 7 Introduction to Philosophy of Science
PHIL 8 Introduction to Asian Philosophy
PHIL 10 Introduction to the Philosophy of Art
POLIT 7 International Films (Also HUMAN 7)
PORT 49A,B Portuguese for the Portuguese Speaking
SPAN 2 Second Semester Spanish - Elementary (5)
SPAN 3/4 Third/Fourth Semester Spanish - Intermediate (5,5)
SPAN 5/6 Fifth/Sixth Semester Spanish - Advanced (5,5)
VIET 2 Second Semester Vietnamese - Elementary (5)
VIET 49A,B Vietnamese Language & Culture for Fluent Speakers
Transfer Programs

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES - 3 courses, 9 semester units/12-15 quarter units
Complete at least three courses from at least two disciplines.

ANTHR 2 Introduction to Archaeology
ANTHR 3 Cultural Anthropology
ANTHR 51 Culture and Food
ANTHR 55 Magic, Witchcraft And Religion
ANTHR 57 Native Peoples of North America
COMM 25 Mass Communication and Society
ECON 1A Principles of Microeconomics
ECON 1B Principles of Macroeconomics
GEOG 2 Introduction to Cultural Geography
GLOBAL 1 Global Perspectives (Also SOCS 1)
GLOBAL 2 Global Issues (Also SOCS 2)
GLOBAL 3 Introduction to Peace Studies (Also SOCS 3)
GLOBAL 4 The Developing World (Also SOCS 4)
GLOBAL 6 The Global Economy (Also SOCS 6)
HIST 4A,B History of Western Civilization
HIST 17A,B United States History
HIST 20 History and Geography of California
HIST 31 History of East Asia
HIST 33 Women’s Issues past and Present
HUMAN 16A Hispanic Roots and Culture
PHIL 5 Intro to Social & Political Philosophy
POLIT 1 American Government
POLIT 2 Comparative Government

POLIT 4 International Relations
POLIT 6 Politics of Race, Class and Gender
POLIT 10 Introduction to Law and the Legal System
PSYCH 1 General Psychology
PSYCH 2A Experimental Psychology
PSYCH 7 Physiological Psychology
PSYCH 10 Social Psychology
PSYCH 12 Human Growth and Development
PSYCH 25 Introduction to Abnormal Psychology
SOC 1 Introduction to Sociology
SOC 2 Social Problems
SOC 21 Sociology of Minorities in the U.S.
SOC 24 Social Aspects of Aging
SOC 30 American Culture through Film
SOC 43 Sociology of Religion
SOC 45 Human Sexuality
SOC 46 Human Sexuality: Current Issues and Global Perspectives
SOC 47 Sociology of Criminology
SOC 51 Global Perspectives (Also GLOBAL 1)
SOC 52 Global Issues (Also GLOBAL 2)
SOC 53 Introduction to Peace Studies (Also GLOBAL 3)
SOC 54 The Developing World (Also GLOBAL 4)
SOC 56 The Global Economy (Also GLOBAL 6)

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES - 2 courses, 7-9 semester units/9-12 quarter units
Complete one course from the Biological Sciences and one from the Physical Sciences. One of the two courses must have a lab and lab courses are underlined.

GROUP A: PHYSICAL SCIENCES
ASTRO 1 Astronomy
ASTRO 2 Astronomy Lab (1)
CHEM 1A,B General Chemistry (5ea)
CHEM 2 Introductory Chemistry (4)
CHEM 3A,B Fundamentals of Chemistry (5ea)
ENGR 3 How Everyday Technology Works (4)
GEOG 1 Introduction to Physical Geography
PHYS 2A,B General Physics (5ea)
PHYS 4A Engineering Physics – Mechanics (5)
PHYS 4B Engineering Physics – Electricity and Magnetism (5)
PHYS 4C Engineering Physics – Light and Heat (5)
PHYS 10 Introduction to Physics (4)

GROUP B: BIOLOGICAL SCIENCES
ANTHR 1 Physical Anthropology
ANTHR 11, 12 Physical Anthropology Laboratory (1)
BIOSCI 1A General Biology – Cells (5)
BIOSCI 1B General Biology – Organisms (5)
BIOSCI 4 Microbiology (5)
BIOSCI 5 Anatomy and Physiology (5)
BIOSCI 8 Exploring Biology
BIOSCI 10 Introduction to Biology (4)
BIOSCI 15 Human Heredity and Disease
BIOSCI 16 Marine Biology
BIOSCI 25 Environmental Biology
BIOSCI 48 Human Physiology (5)

AREA 6 - LANGUAGE OTHER THAN ENGLISH – UC REQUIREMENT ONLY
Proficiency equivalent to two years of high school study in the same language with a grade of “C” or better OR completion of one of the following (Student must present documentation to show proficiency for 2, 3, and 4):
1. FRNCH 1, ITAL 1, JPN 1, LATIN 1, SPAN 1, VIET 1 or higher
2. A score of 3 or higher on the Foreign Language Advanced Placement Exam
3. Minimum score of 550 on the appropriate CEEB Foreign Language Achievement Test
4. Satisfactory completion, with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU REQUIREMENT ONLY
Complete Option 1 or 2. Courses used to meet this requirement may not be used for IGETC certification for the CSU but should be completed if transferring to the CSU.

OPTION 1: HIST 17A & POLIT 1 • OPTION 2: HIST 17B & POLIT 1

*Transfer credit may be limited by UC or CSU or both. Visit www.assist.org for specific limitations.

These courses may be taken to satisfy only one category, either Humanities or Social Science.
FREQUENTLY ASKED QUESTIONS ABOUT IGETC

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

DO I HAVE TO COMPLETE IGETC TO TRANSFER TO A CSU OR UC?
No. The IGETC is NOT a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements. Depending on a student’s major, the student may find it better to take courses fulfilling the CSUs General Education requirements or those of the UC campus or college to which the student plans to transfer.

I HAVE COMPLETED COURSES AT OTHER COLLEGES. WILL THEY COUNT TOWARD IGETC?
Yes. Courses that are completed at any accredited college can be used in the IGETC certification. Students should be aware, however, that coursework from other California community colleges will be applied in the IGETC category determined by the original college. Courses taken at a foreign institution are NOT permitted for certification on the IGETC.

WILL THE COURSES I TAKE AS TRANSFER REQUIREMENTS FOR MY MAJOR BE COUNTED TOWARD IGETC?
Yes. UC will allow requirements completed as preparation for the major to be used in the IGETC whenever they appear.

I HAVE PASSED AN ADVANCED PLACEMENT TEST. CAN MY AP SCORE BE USED TO SATISFY AN IGETC REQUIREMENT?
Yes. AP scores of 3 or higher can be used to satisfy any IGETC subject area except Critical Thinking and Oral Communication. Even though credit for more than one course can be awarded by Mission College for AP scores of 3 or higher, only one course in the subject for which the AP test was taken can be used on the IGETC. Please see the Mission College catalog for specific credit information.

DO COURSES COMPLETED NEED A MINIMUM GRADE FOR CERTIFICATION?
Yes. Only grades of “C” or better will be accepted (no “C-”). Credit/No Credit courses are acceptable only if the college catalog defines credit as equivalent to a letter grade of “C” or better (as it does at Mission).

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

WHEN DO I CERTIFY THE IGETC?
IGETC certification must be requested in the Records Office prior to transfer. THIS IS NOT AN AUTOMATIC PROCESS! All necessary documentation (secondary or other college transcripts) must be submitted to the Records Office prior to this request. Valid IGETC courses must appear on Mission’s IGETC plan the year in which they are taken. Students who leave the college, breaking continuous enrollment, will be placed under the IGETC plan in effect for the year that they return. Partial certification is available under very special circumstances (please see the Counseling Office or visit for details).

The IGETC is NOT recommended for the following programs at the UC campuses listed below:

| BERKELEY | ⇒ The College of Engineering; Most science majors
|         | ⇒ College of Environmental Design (Architecture, Landscape Architecture, and City & Regional Planning)
|         | ⇒ The Haas School of Business has extensive and very prescribed major and general education requirements
|         | ⇒ College of Natural Resources
| DAVIS   | ⇒ College of Engineering; Most science majors
|         | ⇒ Environmental Policy Analysis and Planning
| IRVINE  | ⇒ School of Engineering; Most science majors
| LOS ANGELES | ⇒ School of Engineering and Applied Sciences; Most science majors
| MERCED | ⇒ Schools of Engineering and Natural Sciences
| RIVERSIDE | ⇒ College of Engineering and the College of Natural & Agricultural Sciences will NOT accept IGETC; Most science majors
| SAN DIEGO | ⇒ Division of Engineering; Most science majors
|         | ⇒ Eleanor Roosevelt and Revelle will require additional GE
| SANTA BARBARA | ⇒ College of Engineering; Most science majors
| SANTA CRUZ | ⇒ College of Engineering; Most science majors

Requirements are subject to change. Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU and UC transferable courses as well as updated general education and major requirements.
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 Islands
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- CSU San Bernardino
- CSU San Marcos
- CSU Stanislaus
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- Fresno State University
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University
- Sonoma State University

ADMISSION REQUIREMENTS FOR TRANSFER TO CSU

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

A. Complete a minimum of 60 semester units of 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. Complete one of the following:
   1. Minimum GE requirements
   2. California State University General Education Breadth Course Pattern (CSU GE-B)
   3. Interssegmental General Education Transfer Curriculum (IGETC)

Minimum GE requirements for the CSU

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

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

California State University General Education Breadth

The Board of Trustees of the California State University allows community colleges to certify the completion or partial completion of general education breadth requirements for students transferring to a California State University. Proper planning should enable students to satisfy the university lower division breadth requirements concurrently with the requirements for graduation with an associate degree from Mission College. Thirty-nine (39) units must be completed in the five areas outlined below, for certification (at least 66 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 should be satisfied prior to transfer and is included in Area D.

IGETC for CSU

Area 1, English Composition / Oral Communication (9.0 units)
Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)
Area 3, Arts and Humanities (9.0 units)
Area 4, Social and Behavioral Sciences (9.0 units)
Area 5, Physical and Biological Sciences (7.0-9.0 units)

The American Institutions graduation requirement is an additional 6.0 units. For those students who did not graduate from a High School in California.

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

INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Mission College has articulated general education requirements with a number of independent institutions such as 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 Interssegmental 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.

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

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

Transfer students may apply for admission to any quarter.

The requirements listed on the following pages are subject to change. Visit the Counseling Office or www.assist.org for updated information and a complete list of specific courses.
MISSION COLLEGE

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION
CERTIFICATION REQUIREMENTS

The CSU General Education Breadth (CSU GE-B) is a 39-unit general education program that allows California Community College students to fulfill lower-division GE requirements for the CSU. At least 40 TRANSFERABLE UNITS of Major and General Education courses are required for transfer. As a transfer student, you should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist you in identifying appropriate major and GE requirements; (2) request a CSU-GE CERTIFICATION when you request final transcripts to be sent to your transfer institution; and (3) with a counselor's assistance, determine whether you are eligible for an Associates Degree. All courses are three (3) units unless otherwise noted.

AREA A – ORAL/WRITTEN COMMUNICATION – 9 SEMESTER/12-15 QUARTER UNITS
Complete one course from each section, nine (9) semester units total. All courses must be complete with a “C” or better.

A1. Oral Communication:
COMM 1 Public Speaking
COMM 10 Persuasive Speaking
COMM 20 Argumentation and Debate

A2. Written Communication:
ENCL 1A English Composition I

A3. Critical Thinking
ENCL 1B English Composition II
ENCL 1C Clear Thinking in Writing
PHIL 2 Introduction to Logic
PHIL 3 Introduction to Problems in Ethics
PHIL 9 Symbolic Logic
PHIL 17 Logic and Critical Thinking
COMM 10 or 20 (see titles above)
(PHIL 2, 9 and COMM 10, 20 are non-composition courses)

AREA B – NATURAL SCIENCE & MATHEMATICS – 9 SEMESTER/12-15 QUARTER UNITS
Complete at least one course from the Biological Science area, the Physical Science area and the Mathematics area.

B1. Physical Sciences
ASTRO 1 Astronomy
ASTRO 2 Astronomy Lab (1)
CHEM 1A, B General Chemistry (5, 5)
CHEM 2 Introductory Chemistry (4)
CHEM 12AB Organic Chemistry 1, 2 (5, 5)
CHEM 30AB Fundamentals of Chemistry 1, 2 (ea)
ENGR 3 How Everyday Technology Works (4)

GEOG 1 Introduction to Physical Geography
PHYS 2A, B General Physics (5, 5)
PHYS 4A, B, C Engineering Physics (5 each)
PHYS 4D Atomic Physics (2)
PHYS 10 Introduction to Physics (4)
PHYS 45 and 45L Technical Physics (4)

B2. Biological Sciences
ANTHR 1 Physical Anthropology
ANTHR 21L Physical Anthropology Lab (1)
BIOSC 1A General Biology – Cells (5)
BIOSC 1B General Biology – Organisms (5)
BIOSC 4 Microbiology (5)
BIOSC 5 Anatomy and Physiology (5)
BIOSC 7 Field Ecology (4)
BIOSC 8 Exploring Biology

BIOSC 10 Introduction to Biology (4)
BIOSC 15 Human Evolution and Disease
BIOSC 16 Marine Biology
BIOSC 22 Anatomy & Physiology for Health Workers (4)
BIOSC 25 Environmental Biology
BIOSC 30 Tropical Ecology
BIOSC 47 Human Anatomy (5)
BIOSC 48 Human Physiology (5)

B3. Laboratory Requirement

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

B4. Mathematics
Courses must be complete with a “C” or better.
MATH D Trigonometry
MATH G Math for the Liberal Arts Students (4)
MATH 1 Pre-Calculus Algebra
MATH 2 Pre-Calculus Algebra and Trigonometry (5)
MATH 3A, B Analytic Geometry and Calculus (5, 5)

MATH 4A Intermediate Calculus (4)
MATH 4B Differential Equations (4)
MATH 4C Linear Algebra (4)
MATH 8 Finite Mathematics
MATH 10 Elementary Statistics (4)
MATH 19 Discrete Mathematics (4)
Transfer Programs

AREA C – ARTS AND HUMANITIES – 9 SEMESTER/12-15 QUARTER UNITS

Complete nine (9) semester units with at least one course in Arts and one course in Humanities.

C1. Arts

ART 1A Survey of Western Art
ART 1B Survey of Western Art
ART 1C Survey of Non-Western Art
ART 1D Art of the 20th Century
ART 4 Art Appreciation
ART 7 Survey of Asian Art
ART 10 Art of the United States
ART 11 History of Modern Design (Also GDES 11)
ART 31A Drawing
ART 33A Basic Design: Two-Dimensional
ART 34A Computer-Aided Art

C2. Humanities

ARAB 50A Beginning Conversational Arabic and Culture
CHIN 50A/B Basic Conversational Chinese
COMM 12 Intercultural Communication
ENGL 18 English Composition II
ENGL 6A/B Survey of English Literature
ENGL 6AB World Literature
ENGL 7AB American Literature
ENGL 12 African American Literature
ENGL 14 Native American Literature
ENGL 15 Introduction to Film Analysis (Also HUMAN 15)
ENGL 18 Asian American Literature
ENGL 43 Classical Mythology
ENGL 44 The Bible as Literature
ENGL 45 Popular Fiction in America
ENGL 47 Introduction to Poetry
ENGL 48 Introduction to Shakespeare
ENGL 49 Modern Fiction
ENGL 70 Creative Writing
FRNC 1, 2 First/Second Semester French - Elementary (5 ea)
FRNC 3, 4 Third/Fourth Semester French - Intermediate (5 ea)
FRNC 5, 6 Fifth/Sixth Semester French - Advanced (5 ea)
FRNC 11, 21 French Laboratory (5 ea)
FRNC 30A/B Basic Conversational French
FRNC 31A/B Intermediate Conversational French
FRNC 62 French Cultural Experience (2)
GDES 13 Creativity and Visual Communication (Also HUMAN 13)
HUMAN 1A/B Human Values in and from the Arts
HUMAN 7 International Films (Also POLIT 7)
HUMAN 15 Introduction to Film Analysis (Also ENGL 15)
HUMAN 13 Creativity and Visual Communication (Also GDES 13)
HUMAN 16A Hispanic Roots and Culture
HUMAN 18 African American Cultures / Humanities

C. One additional course from either C1 or C2

AREA D – SOCIAL SCIENCE – 9 SEMESTER/12-15 QUARTER UNITS

Complete two courses from Section 1 and one course from Section 2 to total nine (9) semester units.

Section 1: The American History & Institution Requirement. Select one of the following combinations listed below:
HIST 17A American History & POLIT 1 American Government OR HIST 17B American History & POLIT 1 American Government

Section 2:

D1. Anthropology & Archaeology

ANTHR 2 Introduction to Archaeology
ANTHR 3 Cultural Anthropology
ANTHR 39A Native American Cultures of the Southwest
ANTHR 39B Urban Cultures of San Francisco

D2. Anthropology & Archaeology

ANTHR 48 Cultural Traditions in Health Care (3)
ANTHR 51 Culture and Food: A Multicultural Food Sampling
ANTHR 53 Magic, Witchcraft and Religion
ANTHR 57 Native Peoples of North America

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AREA D – SOCIAL SCIENCE CONTINUED

D2. Economics
- ECON 1A Principles of Macroeconomics
- ECON 1B Principles of Microeconomics
- GLOBL 6 The Global Economy (Also SOCS 6)
- SOCS 6 The Global Economy (Also GLOBL 6)

D3. Ethnic Studies
1 HUMAN 16A Hispanic Roots and Cultures

D5. Geography
- GEOG 2 Introduction to Cultural Geography

D6. History
- HIST 4A, 4B History of Western Civilization
- HIST 17A, 17B United States History
- HIST 20 History and Geography of California
- HIST 21 History of East Asia
- HIST 33 Women's Issues Past and Present

D7. Interdisciplinary Social or Behavioral Sciences
- BUS 61 Business and Society
- CHOD 1 Child Growth and Development
- COMM 25 Mass Communication and Society
- GLOBL 1 Global Perspectives (Also SOCS 1)
- GLOBL 2 Global Issues (Also SOCS 2)
- GLOBL 3 Introduction to Peace Studies (Also SOCS 3)
- GLOBL 4 The Developing World (Also SOCS 4)
- GLOBL 5 Global Focus (Also SOCS 5)
1 HUMAN 7 International Films (Also POLIT 7)
1 POLIT 7 International Films (Also HUMAN 7)
- SOCS 1 Global Perspectives (Also GLOBL 1)
- SOCS 2 Global Issues (Also GLOBL 2)
- SOCS 3 Introduction to Peace Studies (Also GLOBL 3)
- SOCS 4 The Developing World (Also GLOBL 4)
- SOCS 5 Global Focus (Also GLOBL 5)

D8: Political Science, Government, and Legal Institutions
- POLIT 1 American Government
- POLIT 2 Comparative Government
- POLIT 4 International Relations
- POLIT 6 Politics of Race, Class and Gender
- POLIT 10 Introduction to Law

D9: Psychology
- PSYCH 1 General Psychology
- PSYCH 2A Experimental Psychophysics (4)
- PSYCH 7 Physiological Psychology
- PSYCH 10 Social Psychology
1 PSYCH 12 Human Growth and Development
- PSYCH 25 Introduction to Abnormal Psychology
- PSYCH 30 Psychology of Addiction and Substance Abuse
- PSYCH 33 The Psychology of Personal Growth
1 PSYCH 55 Psychology of Death and Dying

D10: Sociology and Criminology
- SOC 1 Introduction to Sociology
- SOC 2 Social Problems
- SOC 21 Minorities in the United States
- SOC 24 Social Aspects of Aging
- SOC 38 American Culture through Film
- SOC 38A Native American Cultures of the Southwest
- SOC 38B Urban Cultures of San Francisco
1 ANTH 29A and ANTH 29B
- SOC 40 Marriage and Family
- SOC 41 Family Issues
- SOC 43 Sociology of Religion
1 SOC 45 Human Sexuality
1 SOC 46 Human Sexuality: Current Issues & Global Perspectives
- SOC 47 Sociology of Criminology

AREA E – LIFELONG LEARNING – 3 SEMESTER/4-5 QUARTER UNITS

Choose a course or courses from the following to total at least three (3) semester units. Only one unit from Wellness and Human Performance (formerly Physical Education) will be counted for Area E.

1 BIOD 25 Environmental Biology
1 COMM 10 Community Health Problems
1 COMM 8 Intercultural Communication
1 COMM 12 Introduction to Intercultural Communication
1 COUNS 5 Strategies for Success
1 COUNS 12 Careers and Life Styles
1 COUNS 12A H & C: Careers and Life Styles (1ea)

Wellness and Human Performance (PE) Courses (Most courses are 1-unit each. Please refer to College catalog for specific course titles and units):
- Men's Intercolligiate Sports - WHP 9AB, F, H, I
- Women's Intercolligiate Sports - WHP 10AB, C, D, E, F

Two units of WHP are required for graduation from San Jose State University and recommended for CSU East Bay, however, they are NOT required to transfer.

NOTES:
1 These courses may be taken to satisfy only one GE Area.

Requirements are subject to change. Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU transferable courses as well as updated general education and major requirements.
MISSION COLLEGE
CREDIT FOR ADVANCED PLACEMENT (AP) EXAMINATIONS

Mission College grants credit toward its Associate Degrees and IGETC/CSU certification for scores of 3, 4, or 5 on the Advanced Placement Examination offered by the College Board. In order to receive credit, a student must be currently enrolled at Mission College and have completed at least twelve (12) units of course work at Mission College. Students must have their official copy of the College Board test scores forwarded to the Admissions and Records Office and request an evaluation. Credit will be awarded as shown in the chart below.

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>MC CREDIT</th>
<th>UNITS ALLOWED</th>
<th>CSU GE CREDIT*</th>
<th>IGETC CREDIT*</th>
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<tr>
<td>Art-Drawing</td>
<td>ART 031A</td>
<td>3.0 units</td>
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<tr>
<td>Art-General</td>
<td>ART 033A</td>
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<tr>
<td>Biology</td>
<td>BIOSC 010</td>
<td>4.0 units</td>
<td>3 units in Area B2 (Lab units ARE NOT awarded)</td>
<td>4 units in Area 5 (Lab units ARE awarded)</td>
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<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>
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<tr>
<td>Computer Science-A</td>
<td>CIS 037A/172A</td>
<td>4.0 units</td>
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<tr>
<td>Computer Science-B</td>
<td>CIS 037B/172B</td>
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<td>ECON 001A</td>
<td>3.0 units</td>
<td>3 units in Area D2</td>
<td>3 units in Area 4</td>
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<td>English Language/ Composition</td>
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<td>3 units in Area A2</td>
<td>3 units in Area 1: Group A</td>
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<tr>
<td>English Language/ Literature</td>
<td>ENGL 001A+ 3.0 units toward MC GE (Area C)</td>
<td>6.0 units</td>
<td>6 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
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<td>3 units in Area D6</td>
<td>3 units in Area 3H</td>
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<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>
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<tr>
<td>French-Literature</td>
<td>FRNCH 004</td>
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<tr>
<td>U.S. History</td>
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<td>3 units in Area D6 (does not clear U.S. History and Constitutions Req. for CSU-does clear for MC)</td>
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<td>Government &amp; Political Science -US</td>
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<td>5 units in Area 3H for each exam; also validates Foreign Language Proficiency</td>
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<tr>
<td>Spanish-Literature</td>
<td>SPAN 004</td>
<td>5.0 units</td>
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<td>Statistics</td>
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<td>4.0 units</td>
<td>3 units in Areas B4</td>
<td>3 units in Area 2</td>
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*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. The CSU and UC may have different major and graduation policies regarding the use of AP credit. Please consult with a counselor for more information.
 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.

These numbers will be valid until August 2009.

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<td>ANTHR 3, Cultural Anthropology</td>
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<td>ART 1A, Survey of Western Art 1</td>
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<td>ART 1B, Survey of Western Art 2</td>
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<td>ART 3IA, Drawing</td>
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<td>CAN ART 12</td>
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<td>ART 33A, Basic Design: Two-Dimensional</td>
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<td>CAN ART 20</td>
<td>ART 4IA</td>
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<td>ACCTG 1B, Principles of Accounting</td>
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<td>CAN ENGL 14</td>
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<td>ENGL 7B, American Literature</td>
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<td>CAN ENGL 18</td>
<td>ENGL 49, Modern Fiction</td>
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<td>CAN ENGL 20</td>
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<td>ENGL 5A+5B</td>
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<td>CAN ENGL SEQ C</td>
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<td>ENGR 26, Engineering Materials</td>
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<td>CAN ENGR 6</td>
<td>ENGR 24+24L, Circuit Analysis + Laboratory</td>
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<td>CAN ENGR 8</td>
<td>ENGR 23, Mechanics - Statics</td>
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<table>
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<th>CAN Number</th>
<th>Mission College Course Number &amp; Name</th>
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<td>ENGR 24, Introduction to Circuit Analysis</td>
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<td>CAN FCS 2</td>
<td>NS 15, Human Nutrition</td>
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<td>CAN GOVT 2</td>
<td>POLIT 1, American Government</td>
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<td>CAN HIST 2</td>
<td>HIST 4A, History of Western Civilization</td>
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<td>CAN HIST 8</td>
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<td>HIST 17A+17B</td>
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<td>CAN HIST SEQ C</td>
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<td>MATH 14, Math. for Elem School Teachers</td>
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<td>CAN MATH 16</td>
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<td>CAN MATH 18</td>
<td>MATH 3A, Analytic Geometry and Calculus</td>
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<td>CAN MATH 22</td>
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<td>CAN MATH 24</td>
<td>MATH 4B, Differential Equations</td>
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<td>CAN STAT 2</td>
<td>MATH 10, Elementary Statistics</td>
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**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**

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

Upon completion of courses in the Accounting Program, students will be able to:

* Accurately perform transaction analysis using accounting forms and documents,
* Process accounting information and analyze its effect on the financial statements,
* Prepare financial reports following generally accepted accounting principles and ethical standards of the profession,
* Analyze financial reports and communicate the results to both financial and non-financial stakeholders,
* Explain general business processes including computerized accounting systems.

Students will be assessed through written homework, quizzes, tests, projects and/or class participation.

**Career Options:**

- Accounting Clerk
- Revenue Agent (FTB/IRS)
- Accounting Technician
- Bookkeeper for:
- Accountant Trainee
- Accounts Receivable
- Auditor I
- Accounts Payable
- Bank Employee/Examiner
- General Ledger
- Certified Public Accountant
- Full-Charge
- Cost Accountant
- Tax Preparer
- 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>
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<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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**Core Curriculum Courses (Required):**

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<th>COURSE</th>
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<th>SUMMER</th>
<th>WEEKEND</th>
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<td>ACCTG 060</td>
<td>D,E</td>
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<tr>
<td>ACCTG 071</td>
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</table>

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

**Plus 3 units from the following:**

- ACCTG 060...Computerized Acctg:Quickbooks/Windows .......3.0
- OR
- ACCTG 065...Computerized Acctg:Peachtree/Windows ...........3.0

**Plus 10 units from the following:**

- ACCTG 033...Projected Cash Flow & Financial Statements Using Excel .................2.0
- ACCTG 038...Business Financial Planning Using Excel ...........2.0
- ACCTG 052...Payroll and Business Tax Accounting .............3.0
- ACCTG 057A...Cost Accounting ..................................4.0
- ACCTG 057B...Cost Accounting ..................................4.0
- ACCTG 058A...Intermediate Accounting .........................4.0
- ACCTG 058B...Intermediate Accounting .........................4.0
- ACCTG 059A...Financial Auditing ................................4.0
- ACCTG 060...Computerized Acctg:Quickbooks/Windows ........3.0
- ACCTG 065...Computerized Acctg:Peachtree/Windows ..........3.0
- ACCTG 071...Advanced Accounting ...............................4.0

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

**Accounting - Certificate**

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

**Select at least 24 units from the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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</thead>
</table>
| ACCTG 001A...Principles of Accounting ..................4.0
| ACCTG 001B...Principles of Accounting ..................4.0
| ACCTG 003...Projected Cash Flow & Financial Statements Using Excel .................2.0
| ACCTG 038...Business Financial Planning Using Excel ...........2.0
| ACCTG 041...Insurance Planning ............................1.0
| ACCTG 042...Investment Planning ...........................1.0
| ACCTG 043...Tax Planning ...................................1.0
| ACCTG 044...Retirement Planning ..........................1.0
| ACCTG 045...Estate Planning ................................1.0
| ACCTG 046...Income Tax ......................................3.0

**Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.**
021 • BASIC ACCOUNTING I  2.0 units
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 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 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.

021B • BASIC ACCOUNTING II  2.0 units
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 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 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.
043 • TAX PLANNING 1.0 unit
Acceptable for credit: California State University
This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. Credit/No Credit Option.

044 • RETIREMENT PLANNING 1.0 unit
Acceptable for credit: California State University
This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered online. Credit/No Credit Option.

045 • ESTATE PLANNING 1.0 unit
Acceptable for credit: California State University
This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. Credit/No Credit Option.

051A • INCOME TAX 3.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary topics. Grade Only.

051B • INCOME TAX 3.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
The course, through textual, case study, and problem materials develops a basic understanding of the taxation principles applied to corporations, partnerships, estates and trusts. Grade Only.

052 • PAYROLL AND BUSINESS TAX ACCOUNTING 3.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course presents a thorough study of payroll preparation, payroll taxes, sales taxes and personal property taxes and other tax costs (other than income tax) as related to businesses. Basic payroll procedures used in business today will be stressed. Various methods of manual and automated payroll preparation will be presented. Grade Only.

057A • COST ACCOUNTING 4.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
Provides students a thorough presentation of cost accounting terminology and concepts used in current practice and develops a basic facility in practical applications of cost accounting techniques and systems. Cost systems development and control aspects are stressed. Emphasis is placed on the use of cost accounting data rather than on cost accumulation. Course covers job order system, process system, and standard costs, flexible budgets, full-absorption vs. direct cost, relevant cost, and cost-volume-profit concepts. Grade Only.

057B • COST ACCOUNTING 4.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
Accounting 57B is the second course of two complementary one-semester courses that complete a detailed investigation of the main theories and procedures of Cost Accounting. Subject areas include capital budgeting, inventory control, cost allocation procedures, process cost accounting, performance measurement, and sales and production mix analysis. Grade Only.

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

058B • INTERMEDIATE ACCOUNTING 4.0 units
Advisory: MATH 903
Prerequisite: ACCTG 058A
Acceptable for credit: California State University
This course provides comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, lease, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis is also reviewed. Grade Only.

059A • FINANCIAL AUDITING 4.0 units
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. Grade Only.

060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS/WINDOWS 3.0 units
Advisory: MATH 903 & CA 052
Prerequisite/Corequisite: ACCTG 001A
Acceptable for credit: California State University
In this course, students use Quickbooks software with Windows to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course will include discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system and decision making based on output. Credit/No Credit Option.

065 • COMPUTERIZED ACCOUNTING: PEACHTREE/WINDOWS 3.0 units
Advisory: CA 052
Prerequisite/Corequisite: ACCTG 001A
Acceptable for credit: California State University
In this course, students use Peachtree Accounting software with Windows to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course will include discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system and decision making based on output. Credit/No Credit Option.

071 • ADVANCED ACCOUNTING 4.0 units
Prerequisite: ACCTG 058B or equivalent
Acceptable for credit: California State University
This course introduces students to advanced accounting topics. These topics include how to prepare consolidated financial statements using the equity method of accounting, how to defer profit for intercompany transactions, how to account for foreign currency transactions, how to translate financial statements denominated in a foreign currency into U.S. dollars and vice versa. The following topics may be covered: governmental accounting for state and local governments, and not for profit non governmental institutions. Students will be exposed to the most recent authoritative pronouncements related to these topics. The authoritative pronouncements issued by the Financial Accounting Standards Board (FASB), the Securities and Exchange Commission (SEC) and the Governmental Accounting Standards Board (GASB) will be emphasized. Comprehension of the theory underlying the accounting for these topics will be stressed. The course will require using the Internet to obtain information about publicly held companies to satisfy some requirements. Knowledge of how to use spreadsheets to solve quantitative problems is also a requirement. Grade Only.
ALLIED HEALTH (AH)

DIVISION: APPLIED SCIENCE
DEPARTMENT: HEALTH OCCUPATIONS
DEPT CHAIR: MARSHA OLIVER
PHONE: 408-855-5374
INFO: 408-855-5375
COUNSELING: DR. CAROL BECK
PHONE: 408-855-0335

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>
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<tbody>
<tr>
<td>AH 011</td>
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<td>X</td>
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<td>AH 012</td>
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<td>AH 020D</td>
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<td>AH 020E</td>
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<td>AH 020F</td>
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<td>AH 020G</td>
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<td>AH 020H</td>
<td>X</td>
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<td>AH 020I</td>
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<td>H ED 004</td>
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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 Allied Health Program is dependent on the following:

Certified Nursing Program:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the CNA program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022

Vocational Nursing:
• Attendance at an information session (Dates will be posted in W2-202)
• Submission of an application for the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903, and Reading proficiency).
• This is recommended that students have completed AH 003, NS 015, PSYCH 012, PT 067 prior to applying for this program.

Psychiatric Technician:
• Attendance at an information session (Dates will be posted in W2-202)
• Submission of an application for the PT program by the specified deadline (Applications are available at W2-202)
• This is recommended that students have completed AH 003, NS 015, PSYCH 012, PT 067 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. Completion of Level II course work is required to receive a California Certificate as a Home Health Aide (CCHA). Completion of Level III courses provides a Mission College Certificate. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

LEVEL I: Nurse Assistant Certificate:
Core Curriculum Courses (Required) Units
AH 020D........Fundamentals of Nursing Assistant.........................3.5
AH 020E........Nurse Assistant Clinical.................................2.0
HED 004........Standard First Aid...........................................0.5
Total Level I Certificate Requirements:......................................6.0

LEVEL II: Home Health Aide Certificate:
Core Curriculum Courses (Required) Units
AH 012........Emergency and Disaster Preparedness..................0.5
AH 020F........Home Health Aide Fundamentals........................1.5
AH 020G........Home Health Aide Clinical.........................0.5
Total Level II Certificate Requirements:....................................2.5

LEVEL III: Acute Care Nurse Assistant Certificate:
Core Curriculum Courses (Required) Units
AH 011........Cardiopulmonary Resuscitation..........................0.5
AH 020H........Acute Care Nurse Assistant Theory.....................1.5
AH 020I........Acute Care Nurse Assistant Clinical..................2.0
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) Units
AH 168........Introduction to Health Care Trainer Techniques......3.0
AH 169........Techniques in Childbirth Education......................4.0
AH 190........Parenting Techniques for Childbirth Trainers........1.0
AH 191........Ethics and Legal Aspects of Childbirth Education.....1.0
NS 025........Maternal, Fetal and Infant Nutrition......................1.0
VN 056*........Obstetrical Nursing........................................2.0
* May be challenged by RNs or LVNs
Total Program Certificate Requirements:.................................12.0
## ALLIED HEALTH (AH)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Advisory</th>
<th>Prerequisites/Options</th>
</tr>
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<tbody>
<tr>
<td><strong>003 • MEDICAL TERMINOLOGY</strong></td>
<td>3.0 units</td>
<td>Advisory: MATH 900</td>
<td>Acceptable for credit: California State University</td>
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<td>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.</td>
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<td><strong>011 • BASIC LIFE SUPPORT (CPR) FOR HEALTHCARE PROVIDERS</strong></td>
<td>0.5 units</td>
<td>Advisory: MATH 900</td>
<td>Acceptable for credit: California State University</td>
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<td>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.</td>
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<tr>
<td><strong>012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS</strong></td>
<td>0.5 units</td>
<td>Advisory: MATH 900</td>
<td>Corequisite: H ED 004</td>
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<td>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.</td>
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<tr>
<td><strong>020D • NURSING ASSISTANT FUNDAMENTALS</strong></td>
<td>3.5 units</td>
<td>Advisory: MATH 900</td>
<td>Corequisite: AH 020E</td>
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<td>Acceptable for credit: California State University</td>
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<td>This beginning course in nursing fundamentals will give the student a foundation in the basic scientific principles required to provide care in a skilled nursing facility. Students who successfully complete this course, along with AH 020E, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Grade Only.</td>
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<tr>
<td><strong>020E • NURSE ASSISTANT CLINICAL</strong></td>
<td>2.0 units</td>
<td>Advisory: MATH 900</td>
<td>Corequisite: AH 020D</td>
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<td>Acceptable for credit: California State University</td>
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<td>This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with AH 020D, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Credit/No Credit Option.</td>
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<td><strong>020F • HOME HEALTH AIDE FUNDAMENTALS</strong></td>
<td>1.5 units</td>
<td>Advisory: MATH 900, AH 020D, and AH 020E, or current CNA Certificate or eligibility for CNA examination</td>
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<td>Prerequisite: Current CNA or eligibility for CNA examination</td>
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<td>Corequisite: AH 020G</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AH 020G provides eligibility for a California Home Health Aide (HHA) certificate. Grade Only.</td>
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<td><strong>020G • HOME HEALTH AIDE CLINICAL</strong></td>
<td>0.5 units</td>
<td>Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination</td>
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<td></td>
<td>Prerequisite: Current CNA or eligibility for CNA examination</td>
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<td>Corequisite: AH 020F</td>
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<td>Acceptable for credit: California State University</td>
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<td>This clinical practicum provides the student with experience in basic nursing skills in a home setting. Students who successfully complete this course along with AH 020F are eligible to apply for the California Home Health Aide Certificate. Credit/No Credit Option.</td>
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<td><strong>020H • ACUTE CARE NURSING ASSISTANT</strong></td>
<td>1.5 units</td>
<td>Advisory: MATH 903</td>
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<td></td>
<td>Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination</td>
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<td>Corequisite: AH 020H</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course is designed to expand the knowledge base of the Certified Nurse Assistant (CNA) to function safely as an Acute Care Nurse Assistant (ACNA). The focus is on providing theoretical concepts to assure safe skills in expanded nursing care to the client in the acute care setting. Grade Only.</td>
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<tr>
<td><strong>021 • ACUTE CARE NURSING ASSISTANT CLINICAL</strong></td>
<td>2.0 units</td>
<td>Advisory: MATH 900</td>
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<tr>
<td></td>
<td>Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination</td>
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<td>Corequisite: AH 020H</td>
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<td>Acceptable for credit: California State University</td>
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<td>This clinical practicum provides the Certified Nurse Assistant (CNA) with a clinical experience focusing on nursing care of the client in the acute care setting. Students who successfully complete this course, along with AH 020H, will receive a certificate. Credit/No Credit Option.</td>
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<td><strong>024 • HEALTH CARE FOUNDATIONS</strong></td>
<td>3.0 units</td>
<td>Advisory: ENGL 905 and READ 153</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course provides the student with an overview of the structure and function of health care delivery systems, current trends, health care technology roles, educational requirements and personal qualifications for entering the health care field. Included is an exploration of career pathways and options to assist students in career decisions. This course is required for any health care provider student prior to entry into a clinical experience. Areas emphasized are communication, legal and ethical principles, interpersonal dynamics, and safe practice skills. Credit/No Credit Option.</td>
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<td><strong>168 • INTRODUCTION TO HEALTH CARE TRAINING TECHNIQUES</strong></td>
<td>3.0 units</td>
<td>Advisory: MATH 900</td>
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<td>Corequisite: AH 168, AH 190, AH 191, and NS 025</td>
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<td>Acceptable for credit: California State University</td>
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<td>Introduction to Health Care Training Techniques is designed to provide an introduction to the principles and techniques of health care training and their application in the development of effective approaches for use in childbirth education. Credit/No Credit Option.</td>
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<td><strong>169 • TECHNIQUES IN CHILDBIRTH EDUCATION</strong></td>
<td>4.0 units</td>
<td>Advisory: MATH 900</td>
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<td></td>
<td>Corequisite: AH 168, AH 190, AH 191 and NS 025</td>
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<td></td>
<td>Acceptable for credit: California State University</td>
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<td>This course is designed to provide the student with a knowledge base in techniques and approaches to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. This preparation includes information dealing with conception, pregnancy, childbirth, and family life. Credit/No Credit Option.</td>
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<td><strong>190 • PARENTING SKILLS FOR CHILDBIRTH TRAINERS</strong></td>
<td>1.0 unit</td>
<td>Advisory: MATH 900</td>
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<tr>
<td></td>
<td>Corequisite: AH 168, AH 189, AH 191, and NS 025</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course is designed to give childbirth trainers information and teaching techniques on a variety of parenting issues such as family structure and development, childrearing patterns and practices, communication skills, single parenting, family conflicts and stress. Students will explore their own family systems as well as discuss current trends and attitudes in parenting. Credit/No Credit Option.</td>
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</tbody>
</table>
191 • ETHICS AND LEGAL ASPECTS OF CHILDBIRTH EDUCATION 1.0 unit
Advisory: MATH 900
Corequisite: AH 168, AH 169, AH 190, and NS 025
Acceptable for credit: California State University
This course is designed to give the student an understanding of the ethical and legal implications related to childbirth education. The students will examine the characteristics of moral questions and the moral duties of the health care provider. Emphasis will also be placed on having the students gain awareness of the legal rights of health care recipients and the legal/ethical responsibilities of those providing health care education. Credit/No Credit Option.

914 • MATH FOR HEALTH OCCUPATIONS 1.0 unit
Prerequisite: Eligibility for MATH 903
This course is an introduction to math calculations for health occupations students. It provides the learner with an opportunity to explore the math functions within the health field. Students will become competent with performing accurate calculations for the delivery of medications. May be repeated two times. This course may also be offered online. Credit/No Credit Option.

ANTHROPOLOGY (ANTHR)
DIVISION: Social Sciences
PROGRAM: Anthropology
COORDINATOR: Ruth Laird
PHONE: 408-855-5186
COUNSELING: 408-855-5030
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:
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
• 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>
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<td>ANTHR 1</td>
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<td>ANTHR 57</td>
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<td>D= DAY CLASSES; E= EVENING CLASSES; TV= TV COURSE</td>
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</table>

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

Required core courses: Units
ANTHR 001 Physical Anthropology 3.0
ANTHR 002 Introduction to Archaeology 3.0
ANTHR 003 Introduction to Cultural Anthropology 3.0

Plus 3 courses from the following: Units
ANTHR 048 Cultural Traditions in Health Care 3.0
ANTHR 051 Culture and Food 3.0
ANTHR 055 Magic, Witchcraft and Religion 3.0
ANTHR 057 Native Peoples of North America 3.0
SOC 038 American Culture through Film 3.0
SOC 046 Human Sexuality: A Global Perspective 3.0

Total A.A. Degree Requirements 18.0
Archaeological Technology Certificate
Certification qualifies graduates to work as a technician in the areas of archaeological excavation, establishing and recording locations of remains, and inspecting building sites to certify conformity with local codes regarding aboriginal (Indian) artifacts and/or burial sites. Some courses will be offered at Mission College and others will be offered off-campus.

Required Mission College courses:  
- ANTHR 002 • Introduction to Anthropology  
- ANTHR 003 • Introduction to Cultural Archaeology  
- ANTHR 057 • Native Peoples of North America  
- CA 030A • Introduction to Word Processing  
- ENGL 001A • English Composition

Total courses to be taken at Mission College: 15.0

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

Plus off-campus courses:  
- ARCHE 2 • Archaeological Survey  
- ARCHE 3 • Data Management  
- ARCHE 4 • Field Excavation  
- ARCHE 5 • Laboratory and Analysis  
- ARCHE 113A/B/C • Laws and Regulations

Total courses to be taken off-campus: 15.0

Total Program Certification Requirements: 30.0

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

Required core courses:  
- SOC 001 • Introduction to Sociology  
- SOCSC 032 • Community Services  
- SOCSC 061 • Basics of Human Services  
- PSYCH 001 • Introduction to Psychology

Plus 4.0 units from the following:  
- COUNS 001 • College Survival Skills  
- COUNS 010 • Crisis Intervention  
- COUNS 012A • Careers and Life Styles  
- COUNS 051A • Self Esteem and Goal Setting

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:  
- SOCS 066A • Family Services A  
- SOCS 066B • Family Services B

Total Program Certification Requirements: 8.0

ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY  
Acceptable for credit: University of California, California State University

This is an introductory laboratory course that includes methods and techniques of Physical Anthropology, including scientific method, anthropometry, determination and identification of skeletal materials, comparative osteology, and forensic anthropology. Topics also include population genetics, human inheritance, comparative primate anatomy and behavior, and functional analysis of fossil humans and their reconstruction. Credit/No Credit Option.

001L • PHYSICAL ANTHROPOLOGY LAB  
Corequisite: ANTHR 001

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 via distance learning. Credit/No Credit Option.

002 • INTRODUCTION TO ARCHAEOLOGY  
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 via distance learning. Credit/No Credit Option.

003 • INTRODUCTION TO CULTURAL ANTHROPOLOGY  
Acceptable for credit: University of California, California State University

This course is the study of cultural and social behavior as developed through the anthropological study of contemporary peoples. It includes a comparative study of the range of cultures of the world with emphasis on social organization, economics, religion, kinship systems, cultural patterns, values and ethics, and ecology. This course may also be offered via distance learning. Credit/No Credit Option.

039A • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST  
Acceptable for credit: California State University

This course is a study of 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  
Acceptable for credit: California State University

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

048 • CULTURAL TRADITIONS IN HEALTH CARE  
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.
ART (ART)

DIVISION: Cultural Arts & Technical Arts
DEPARTMENT: Art
DEPT CHAIR: Helayna Thickpeny
PHONE: 408-855-5287
COUNSELING: 408-855-5030

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

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

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

Schedule Matrix:

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<th>COURSE</th>
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</table>
ART 001A • SURVEY OF WESTERN ART I  
3.0 units

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

A chronological survey of painting, sculpture and architecture through Modern times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

001C • SURVEY OF ASIAN, AFRICAN, NATIVE AMERICAN AND OCEANIC ART  
3.0 units

A survey of the art and architecture of Asian, African, Native American, Pre-Colombian and Oceanic cultures from ancient to modern times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

001D • ART OF THE 20TH CENTURY  
3.0 units

A general 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.

002 • ART APPRECIATION  
3.0 units

A study of the purposes, techniques, media and terminology of the visual arts which make them a form of communication and language. Works of art from many different periods and cultures will be discussed. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

007 • SURVEY OF ASIAN ART  
3.0 units

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.
### ART

**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>Description</th>
<th>Prerequisite(s)</th>
<th>Acceptable for Credit</th>
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</thead>
<tbody>
<tr>
<td>010 • ART OF THE UNITED STATES</td>
<td>3.0 units</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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.</td>
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<tr>
<td>011 • THE HISTORY OF MODERN DESIGN</td>
<td>3.0 units</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work.</td>
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<tr>
<td>020A • MUSEUM/GALLERY INTERNSHIP</td>
<td>1.0 unit</td>
<td><strong>Acceptable for credit:</strong> California State University</td>
<td>Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collection Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 54 hours per semester. Course may be repeated three times.</td>
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<tr>
<td>020B • MUSEUM/GALLERY INTERNSHIP</td>
<td>2.0 units</td>
<td><strong>Acceptable for credit:</strong> California State University</td>
<td>Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collection Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 108 hours per semester. Course may be repeated three times.</td>
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<tr>
<td>020C • MUSEUM/GALLERY INTERNSHIP</td>
<td>3.0 units</td>
<td><strong>Acceptable for credit:</strong> California State University</td>
<td>Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collection 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.</td>
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<tr>
<td>031A • DRAWING</td>
<td>3.0 units</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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 &quot;line&quot; qualities of graphic presentation.</td>
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<tr>
<td>031B • DRAWING</td>
<td>3.0 units</td>
<td><strong>Prerequisite:</strong> ART 031A</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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.</td>
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<tr>
<td>033A • BASIC DESIGN: TWO-DIMENSIONAL</td>
<td>3.0 units</td>
<td><strong>CAN ART 14</strong></td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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.</td>
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<tr>
<td>033B • BASIC DESIGN: THREE-DIMENSIONAL</td>
<td>3.0 units</td>
<td><strong>Prerequisite:</strong> ART 033A</td>
<td><strong>Recommended eligibility:</strong> ENGL 102A</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to 3-dimensional problems, and contemporary attitudes in design.</td>
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<tr>
<td>033C • BASIC DESIGN: COLOR</td>
<td>3.0 units</td>
<td><strong>Prerequisite:</strong> ART 033A</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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.</td>
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<tr>
<td>034A • INTRODUCTION TO DIGITAL ART</td>
<td>3.0 units</td>
<td><strong>Advisory:</strong> ART 031A</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>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 work with peripheral devices.</td>
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<tr>
<td>034B • ADVANCED DIGITAL ART</td>
<td>2.0 units</td>
<td><strong>Prerequisite:</strong> ART 034A</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>This is an advanced design course in digital art. Students will utilize microcomputers (PCs &amp; 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.</td>
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<tr>
<td>034C • ADVANCED COMPUTER-AIDED ART</td>
<td>2.0 units</td>
<td><strong>Prerequisite:</strong> ART 034B</td>
<td><strong>Acceptable for credit:</strong> University of California, California State University</td>
<td>An advanced course combining Computer Graphics and Fine Arts image processing. Course utilizes microcomputers to create and manipulate images. Course will introduce the student to advanced concepts and principles. Specific projects will be executed relating to unity, variety, rhythm/pattern, color, movement, balance, computer animation with shape tables and multiple screens technique. Students will learn the technique needed to use microcomputer, and peripheral devices as creative tools for the artist. May be repeated two times.</td>
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* 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.
035A, B, C, D • LIFE DRAWING  3.0 units each
Prerequisite for ART 035A: ART 031A
for ART 035B: ART 031A
for ART 035C: ART 031B
for ART 035D: ART 031B
Acceptable for credit:*University of California, California State University
ART 35A is a fundamental study of the human figure as the main subject of drawings and its use as a means of artistic expression. In-depth study of the human structure, rendered in realistic terms. Utilization of various drawing media and drawing from live models. Utilization of the human form as the major element in composition. Black and white media study.
ART 35B is an advanced study of the human form and structure. Creative interpretation and use of the human form for artistic expression. Drawing the live model in a variety of styles and media. Development of advanced compositions utilizing the human figure. Color and black and white media study.
ART 35C and ART 35D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

037A • INTRODUCTION TO COMPUTER ANIMATION  3.0 units
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
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., SketchUp, StudioPro and/or Studio MAX), including texture mapping and lighting effects. Students will create complex 3-D scenes and create animations on different platforms. May be repeated two times. Credit/No Credit Option.

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

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

043A • DIGITAL CHARACTER ANIMATION  3.0 units
Advisory: ART 034A
Prerequisite: ART 031A
Acceptable for credit: California State University
This is an introductory course in character animation using character animation software. Students will learn basic animation principles and how to create animated characters. Students will also learn about solid modeling techniques, walk cycles, bones, texture mapping and how lighting affects them. Students will develop an understanding of historical and contemporary trends in computer generated character animation. Credit/No Credit Option.

047A, B, C, D • WATERCOLOR  3.0 units each
Advisory for ART 047A: ART 031A or ART 033A
for ART 047C: ART 047B
for ART 047D: ART 047C
Prerequisite for ART 047C: ART 047A
Acceptable for credit:*University of California, California State University
ART 47A is instruction in techniques utilizing watercolor and related aqueous media. In-depth development of composition, utilizing field trips as major instructional settings. Introduction to contemporary materials for watercolors.
ART 47B is continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student's artistic direction.
ART 47C and ART 47D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

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

049A, B, C, D • PAINTING  3.0 units each
CAN ART 10 (ART 049A)
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)
Advisory for ART 065A: ART 033A
for ART 065B: ART 065A
for ART 065C: ART 065B
for ART 065D: ART 065C
Acceptable for credit:*University of California, California State University
ART 65A is an introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay composition, decoration techniques, and emphasizing handbuilding techniques. Introduction to two and three dimensional ceramic design.
ART 65B is an advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects directed toward individualized self-expression.
ART 65C and ART 65D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.
ART

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

067A, B, C, D • CERAMICS-POTTER’S WHEEL  3.0 units each
Advisory for ART 067A: ART 033A
for ART 067C: ART 067B
for ART 067D: ART 067C
Prerequisite for ART 067B: ART 067A
Acceptable for credit: University of California, California State University
ART 067A will introduce to the student basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

ART 067B is an advanced wheel throwing course directed toward refinement of skills on the potter’s wheel: production throwing techniques, advanced kiln firing techniques, clay compositions thrown sculpture, complex thrown ceramic ware, and combination hand and wheel techniques.

ART 067C and ART 067D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

075A • METALSMITHING  3.0 units
Advisory: ART033A, ART033B or demonstrated subject/skills proficiency
Acceptable for credit: California State University
ART 075A is a studio course which introduces students to the elements of design and metal-smithing techniques used in the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Credit/No Credit Option.

075B • METALSMITHING  3.0 units
Prerequisite: ART075A, Recommend eligibility ENGL108A
Acceptable for credit: California State University
ART 075B is a studio course introducing students to the elements of design and metal-smithing techniques used in the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Credit/No Credit Option.

075C • METALSMITHING  3.0 units
Prerequisite: ART075B
ART 075C is an advanced course in metalsmithing providing students with an opportunity to build on previous experience and explore new techniques. Credit/No Credit Option.

075D • METALSMITHING  3.0 units
Prerequisite: ART075C
ART 075D is an advanced course in metalsmithing which focuses on different aspects of course content. Students are provided with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

078A • FURNITURE DESIGN AND WOODWORKING  3.0 units
Advisory: ART033B or ART033A
ART 078A develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Credit/No Credit Option.

078B • FURNITURE DESIGN AND WOODWORKING  3.0 units
Advisory: ART078A
ART 078B develops more advanced skills of technique and design in furniture construction. Credit/No Credit Option.

085A • SCULPTURE  3.0 units
Advisory: ART033A or ART033B
Prerequisite: ENGL108A Recommend eligibility
Acceptable for credit: University of California, California State University
ART 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving are covered; utilizing clay, wood, cast stone, metal, etc are covered as well. Credit/No Credit Option.

085B • SCULPTURE  3.0 units
Prerequisite: ART085A and ENGL108A Recommend eligibility
Acceptable for credit: University of California, California State University
ART 085B concentrates on the study and exploration of the development of a personal style of sculpture design. Credit/No Credit Option.

085C • SCULPTURE  3.0 units
Prerequisite: ART085B
Acceptable for credit: University of California, California State University
ART 085C is an advanced course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C will focus on different aspects of course content. Credit/No Credit Option.

085D • SCULPTURE  3.0 units
Prerequisite: ART085C
ART 085D focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

088A • METAL SCULPTURE CASTING  3.0 units
Advisory: ART085A, ART033B
Acceptable for credit: California State University
ART 088A is a basic course in metal sculpture casting. Students develop skills in lost wax and lost styrofoam techniques with an emphasis on three-dimensional design. Credit/No Credit Option.

088B • METAL SCULPTURE CASTING  3.0 units
Prerequisite: ART088A
Acceptable for credit: California State University
This course is an advanced study of the metal casting process with an emphasis on the development of a personal form. Credit/No Credit Option.

088C • METAL SCULPTURE CASTING  3.0 units
Prerequisite: ART088B
Acceptable for credit: California State University
ART 088C focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

088D • METAL SCULPTURE CASTING  3.0 units
Prerequisite: ART088C
Acceptable for credit: California State University
ART 088D focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

090 • ART PRACTICE LAB  1.0 units
Advisory: ART033A or ART033B or ART033A
Acceptable for credit: University of California, California State University
The coursework is determined by student and instructor on a contract basis. Concurrent enrollment in any ART course is required. 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.

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

ASTRONOMY (ASTRO)

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 includes a laboratory and complies with general education transfer requirements. The courses are an excellent way for the liberal arts student to gain an appreciation of scientific knowledge and methods.

Student Learning Outcomes:

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

A.S. Degree:

• Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>D,E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

Physical Science - A.S. Degree

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astro 001</td>
<td>Astronomy</td>
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</tr>
<tr>
<td>Astro 002</td>
<td>Astronomy Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 001AB</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
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</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
<td>5.0</td>
</tr>
<tr>
<td>Phys 004A</td>
<td>Engineering Physics - Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>Phys 004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
<td>5.0</td>
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<tr>
<td>Phys 004C</td>
<td>Engineering Physics - Light and Heat</td>
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<td>Phys 004D</td>
<td>Atomic Physics</td>
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</tr>
<tr>
<td>Phys 010</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0

ASTRONOMY (ASTRO)

001 • ASTRONOMY  3.0 units

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

Advisory: MATH 903
Prerequisite/Corequisite: ASTRO 001
Acceptable for credit: University of California, California State University

Student will have practical experience in astronomical projects using computers, graphs, telescopes and simple household instruments reinforcing the concepts introduced in descriptive astronomy lectures. Grade Only.
MISSION COLLEGE 2007–2008

BIOLoGICAL SCIENCES

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

BIOLoGICAL SCIENCES (BIOSC)

DIVISION: Natural Sciences
DEPARTMENT: Biological Sciences
DEPT CHAIR: Thais Winsome
PHONE: 408-855-5217
COUNSELING: 408-855-5030

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

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

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.

A.S. Degree:

• Biological Sciences

Schedule Matrix:

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

D= DAY CLASSES; E= EVENING CLASSES

Biological Sciences - A.S. Degree

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology: 5.0 units</td>
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<tr>
<td>General Biology: 5.0 units</td>
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<tr>
<td>Microbiology: 5.0 units</td>
<td></td>
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<tr>
<td>Anatomy and Physiology: 5.0 units</td>
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</tr>
<tr>
<td>Field Ecology: 4.0 units</td>
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</tr>
<tr>
<td>Human Physiology: 5.0 units</td>
<td></td>
</tr>
<tr>
<td>Introduction to Biology: 4.0 units</td>
<td></td>
</tr>
<tr>
<td>Human Heredity and Disease: 3.0 units</td>
<td></td>
</tr>
<tr>
<td>Marine Biology: 3.0 units</td>
<td></td>
</tr>
<tr>
<td>Environmental Biology: 3.0 units</td>
<td></td>
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<tr>
<td>Tropical Ecology: 4.0 units</td>
<td></td>
</tr>
<tr>
<td>Physical Anthropology: 3.0 units</td>
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<tr>
<td>Human Nutrition: 3.0 units</td>
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</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0 units

BIOLoGICAL SCIENCES (BIOSC)

001A • GENERAL BIOLOGY: CELLS 5.0 units
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
Advisory: MATH 903, 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
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
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  
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  
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.

010 • INTRODUCTION TO BIOLOGY  
4.0 units  
Advisory: ENGL 108A and READ 053  
Acceptable for credit: University of California, California State University  
An introductory course in biology designed for the non-biological sciences major. Includes a survey of the major fields of biology, showing interrelationships. Emphasis is on the importance of understanding biological principles in the life we live today. Includes the following basic principles, stressing their applicability to a variety of plants and animals, as well as to humans: biological perspective and thought; history, development, and methods of study; organisms and their environments, structure, interactions, energy exchange and life processes; continuity through time, reproduction, heredity, diversification and evolution. Laboratory work may also include field trips. A passing grade in both lecture and lab work is required in order to receive credit for the course. (No UC credit if taken after BIOSC 001A or 001B) Grade Only.

015 • HUMAN HEREDITY AND DISEASE  
3.0 units  
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  
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  
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  
Advisory: ENGL 3  
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  
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.

047 • HUMAN ANATOMY  
5.0 units  
Acceptable for credit: California State University  
This course is an in-depth study of the microscopic and gross anatomical structure of the human body, including corresponding pathology. It is designed to meet the prerequisite for programs in nursing, physical therapy, human performance, occupational therapy, etc. Laboratory work includes examination of models, histological specimens, animal material, and human cadavers. Grade Only.

048 • HUMAN PHYSIOLOGY  
5.0 units  
Prerequisite: BIOSC047 or equivalent course, CHEM001A or higher or CHEM030A or CHEM 030B  
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.

055 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS  
2.0 units  
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.
**BUSINESS (BUS)**

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

Business skills are applicable to a wide range of areas and careers. Whether you are pursuing a career in business or another discipline, Mission College's Business Department can help you build the skills necessary to succeed on the job.

The Business Department offers courses in a wide range of topics as well as degree and certificate programs. Classes meet during the day, evening, online, and on weekends. Many certificate programs can now be completed entirely through distance learning. Classes are offered on a rotating basis in a number of delivery formats.

**Student Learning Outcomes:**  
Students successfully completing the Business program will be prepared to list and describe the functions of American Business; to choose a business career path; to successfully transfer to colleges and universities; and to successfully operate a business.

**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  
- A.S. Global Business

**Certificates:**
- Business Level I  
- Business Level II  
- Business Communications  
- Business Computing  
- E-business  
- Project Management  
- Small Business Start Up

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 021</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D</td>
</tr>
<tr>
<td>BUS 027</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 028A</td>
<td>D,E,T,O</td>
<td>D,E,T,O</td>
<td>TV,D,E</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>O</td>
<td></td>
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</tr>
<tr>
<td>BUS 037</td>
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<tr>
<td>BUS 038</td>
<td>O</td>
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<tr>
<td>BUS 050</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 051</td>
<td>D,E,T,O</td>
<td>D,E,T,O</td>
<td>TV,E</td>
</tr>
<tr>
<td>BUS 052</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>BUS 054</td>
<td>E,T,V</td>
<td>E,T,V</td>
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</tr>
<tr>
<td>BUS 055</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 061</td>
<td>D</td>
<td>O</td>
<td></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 078A</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 078B</td>
<td>E,O</td>
<td>E,O</td>
<td></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>X</td>
<td></td>
</tr>
<tr>
<td>BUS 093</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**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)**  
**Units**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021 .........................................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 021L .................Introduction to Business Computing .............</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 028A ..................Business Law I .....................................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 051 ........Introduction to American Business ......................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 064B ..........Business Math Using Calculators .........................</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Core Course Requirements: 14.0**

**Dept. Elective Core Courses (16 units)**  
**Units**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010 ........................................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 028B ................Business Law II .....................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 052 ..................Fundamentals of Financial Investments ...........</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 054 ................Small Business Start Up &amp; Management ................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 061 ..............Business and Society ................................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 078B ..............Business Communications .........................</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 079 ..............Human Relations Applied in Business ...............</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 086 ................Building Business Websites ..........................</td>
<td>3.0</td>
<td></td>
<td></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) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>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>
<tr>
<td>Total A.A. Units Transferable to Major</td>
<td>16.0 - 27.0</td>
<td></td>
</tr>
</tbody>
</table>

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

EBusiness - Certificate

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

LEVEL I Certificate:

Core Curriculum Course (Required) Units

<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>
<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>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>Total LEVEL I Certificate Requirements</td>
<td>16.0</td>
<td></td>
</tr>
</tbody>
</table>

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>BUS 027</td>
<td>Principles of E-Business</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 Investing</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 061</td>
<td>Business and Society</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 Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Level II Certificate Requirements</td>
<td>16.0</td>
<td></td>
</tr>
</tbody>
</table>

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 the necessary 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 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078C</td>
<td>Business Report Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations in Business</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>
<tr>
<td>Total Program Certificate Requirements</td>
<td>15.0</td>
<td></td>
</tr>
</tbody>
</table>

BusComputing - 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 027</td>
<td>Principles of e-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>
<tr>
<td>Total Program Certificate Requirements</td>
<td>15.0</td>
<td></td>
</tr>
</tbody>
</table>

E-Business - Certificate

Mission College offers a 15-unit e-Business Certificate to students who successfully complete 15 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct e-business. This certification is noted on the student's college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in e-business.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 027</td>
<td>Principles of e-Business</td>
<td>3.0</td>
</tr>
<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>Intro to Business Computing Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 064</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</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 054</td>
<td>Small Business Start Up and 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 086</td>
<td>Building Business Web Sites</td>
<td>3.0</td>
</tr>
<tr>
<td>Mkt 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>Mkt 056B</td>
<td>Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 021A</td>
<td>Basic Accounting I</td>
<td>2.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements</td>
<td>15.0</td>
<td></td>
</tr>
</tbody>
</table>
Human Resource Management - Certificate

Mission College offers a 15-unit Human Resource Management Certificate to students who successfully complete 15 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct human resource management. 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 human resource management.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>MGMT 118</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>3</td>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
</tr>
</tbody>
</table>

Choose a minimum of 10 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
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<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>5</td>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
</tr>
<tr>
<td>5</td>
<td>MGMT 016</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>5</td>
<td>MGMT 018</td>
<td>Effective Supervisory Communication</td>
</tr>
<tr>
<td>5</td>
<td>MGMT 019</td>
<td>Dealing with Difficult People</td>
</tr>
<tr>
<td>5</td>
<td>MGMT 020</td>
<td>Building Teams</td>
</tr>
<tr>
<td>3</td>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>3</td>
<td>BUS 076B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>BUS 076C</td>
<td>Business Report Writing</td>
</tr>
<tr>
<td>3</td>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>3</td>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>3</td>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
</tr>
<tr>
<td>3</td>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
</tr>
<tr>
<td>3</td>
<td>MGMT 102</td>
<td>Problem and Decision Analysis</td>
</tr>
<tr>
<td>3</td>
<td>MGMT 103</td>
<td>Functions of Management</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 15.0 units

Project Management - Certificate

Mission College offers a 15-unit Project Management Certificate to students who successfully complete 15 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct project management. 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 project management.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>3</td>
<td>BUS 038</td>
<td>Applied Project Management</td>
</tr>
</tbody>
</table>

Choose a minimum of 9 units from the following:

<table>
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<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>3</td>
<td>BUS 076B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>BUS 076C</td>
<td>Business Report Writing</td>
</tr>
<tr>
<td>3</td>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>3</td>
<td>COMM 004</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>3</td>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
</tr>
<tr>
<td>2</td>
<td>MGMT 102</td>
<td>Problem and Decision Analysis</td>
</tr>
<tr>
<td>3</td>
<td>MGMT 103</td>
<td>Functions of Management</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 15.0 units

Small Business Start Up - Certificate

Mission College offers a 15-unit Small Business Start Up Certificate to students who successfully complete 15 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to start and/or manage their own business. This certification is noted on the student's college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in small business.

Choose a minimum of 15 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>3</td>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>3</td>
<td>BUS 054</td>
<td>Small Business Start Up &amp; Management</td>
</tr>
<tr>
<td>1.0</td>
<td>BUS 054A</td>
<td>The Business Plan</td>
</tr>
<tr>
<td>3.0</td>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
</tr>
<tr>
<td>3.0</td>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>3.0</td>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>3.0</td>
<td>BUS 079</td>
<td>Human Relation in Business</td>
</tr>
<tr>
<td>2.0</td>
<td>MKT 040</td>
<td>Sales Principles I</td>
</tr>
<tr>
<td>2.0</td>
<td>ACCTG 021A</td>
<td>Basic Accounting I</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 15.0 units

BUSINESS (BUS)

010 • GLOBAL BUSINESS

3.0 units

Acceptable for credit: California State University

This course is a comprehensive overview of global business designed to provide a global perspective on international trade including foreign business investments, impact of financial markets, international marketing and the operation of multinational corporations. This course may also be offered online. Credit/No Credit Option.

021 • INTRODUCTION TO BUSINESS COMPUTING

3.0 units

Acceptable for credit: University of California, California State University

This course provides an overview of computer information systems and introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in business and other segments of society. The fundamentals of computer problem solving using business application software and programming in a higher programming language is covered and applied by computer demonstration and usage. Business majors must take BUS 021. CIS 2 is not a substitute for BUS 021. This course may also be offered online. Credit/No Credit Option.

021L • INTRODUCTION TO BUSINESS COMPUTING LAB

1.0 unit

Prerequisite: MATH 903

Advisory: BUS 021

Acceptable for credit: California State University

This course offers an introduction to systems development methodologies, techniques and tools. Emphasis is on enterprise, process, data and object modeling techniques. Students use Computer Aided Systems Analysis (CASE) and prototyping tools to analyze and design an information system. This course may also be offered online. Credit/No Credit Option.

025 • INTRO TO SYSTEMS ANALYSIS AND DESIGN

4.0 units

Prerequisite: BUS 021, BUS 021L and BUS 051

Acceptable for credit: California State University

This course is an introduction to systems development methodologies, techniques and tools. Emphasis is on enterprise, process, data and object modeling techniques. Students use Computer Aided Systems Analysis (CASE) and prototyping tools to analyze and design an information system. This course may also be offered online. Credit/No Credit Option.

027 • PRINCIPLES OF E-BUSINESS

3.0 units

Acceptable for credit: California State University

This course will introduce students to the basics of electronic business and commerce. The course will cover theory and practice of doing business over the Internet, strategies for business, marketing, customer service, electronic payment, supplier management, purchasing, and legal considerations. This course may also be offered online. Credit/No Credit Option.

028A • BUSINESS LAW I

3.0 units

Acceptable for credit: California State University

This course offers an introduction to the codes of laws in the United States with emphasis on matters relating to the conduct of business and commerce including an overview of law making, governmental regulation, dispute resolution, courts and the court system, court cases and procedures, agency, business styles and contracts. This course may also be offered online. Credit/No Credit Option.

028B • BUSINESS LAW II

3.0 units

Acceptable for credit: California State University

This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business, and covers laws governing sales and leases, debtor-creditor relations, negotiable instruments, international law and governmental regulation. (Note: UC credit limited to either BUS 28A or 28B) This course may also be offered online. Credit/No Credit Option.
037 • FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 units
Advisory: Eligibility for MATH 903
Acceptable for credit: California State University
In this course, students will learn the secrets to successful project management: how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. This course may also be offered via distance learning. Credit/No Credit Option.

038 • APPLIED PROJECT MANAGEMENT 3.0 units
Advisory: Eligibility for MATH 903
Acceptable for credit: California State University
In this course, students will apply project management skills to real life project situations. Emphasis will be placed on practical application of project management principles, processes, and techniques, including project control, cost management, project tracking, and project outsourcing. Students will also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects. This course may also be offered via distance learning. Credit/No Credit Option.

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

051 • INTRODUCTION TO AMERICAN BUSINESS 3.0 units
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 businesses 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
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
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
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
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
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
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
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 (Formerly known as BUS 064) 4.0 units
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed for business majors to review the fundamental mathematical principles through lectures and individual operation of electronic calculators. This course will emphasize methods of problem analysis, interpretation and the solving of common business calculation problems such as percentage, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is recommended for all business majors. This course may also be offered online. Credit/No Credit Option.

077 • QUALITY CUSTOMER SERVICE 3.0 units
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
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.

078A • BASIC BUSINESS CORRESPONDENCE 3.0 units
Acceptable for credit: California State University
This course offers practice in writing business letters and memoranda as well as class discussion on the style, structure, and aims of written business messages as they relate to a comprehension of the flow of business communications. Students will work to improve writing skills to aid in composing and proofreading business correspondence and focus on improving writing skills such as organization, clarity and efficiency. This course may also be offered via distance learning. Credit/No Credit Option.

078B • BUSINESS COMMUNICATIONS 3.0 units
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment and emphasizes the problem solving approach to cover communication theory, business writing style and oral communication. Various forms of written communication are covered, including correspondence, memorandums, and reports. This course may also be offered online. Credit/No Credit Option.

078C • BUSINESS REPORT WRITING 3.0 units
Acceptable for credit: California State University
This course covers the practical aspects of report writing for business. It includes instruction in methods of collecting, organizing and interpreting data, techniques of primary and secondary research, and in writing informal and formal business reports which describe clearly, solve problems, present ideas persuasively, and evaluate alternatives. This course may also be offered online. Credit/No Credit Option.

078D • GRANT WRITING 1.0 unit
Acceptable for credit: California State University
This course covers the practical aspects of grant writing. Credit/No Credit Option.

078E • PERSUASIVE BUSINESS WRITING 1.0 unit
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
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
Acceptable for credit: California State University
This course covers the practical aspects of business writing for human resources. Credit/No Credit Option.

078H • WRITING EFFECTIVE E-MAIL FOR BUSINESS 1.0 unit
Advisory: MATH 903
This course covers the practical aspects of writing effective e-mails for business. Credit/No Credit Option.

079 • HUMAN RELATIONS APPLIED IN BUSINESS 3.0 units
Acceptable for credit: California State University
This course covers patterns of behavior, motivation, perception, value clarification, coping with change, and leadership styles in business organizations. The course also examines personal and interpersonal attitudes, strengthens communication skills, and fosters awareness of cultural pluralism. Case studies and group discussion will assist students in dealing with human relations problems with emphasis on interactions in the business organization environment. This course may also be offered online. Credit/No Credit Option.

082A • BUSINESS SPREADSHEETS USING EXCEL 3.0 units
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
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
Acceptable for credit: California State University
This course is an introduction to planning, creating and managing business Web sites. The student will learn about the Web site development lifecycle. Students will also learn how to create Web sites, add graphic features to Web pages, create tables and frames, work with HTML forms, and publish and maintain Web sites. Sound, application (HTML) documents and structure will be explored. Students will develop their own business Web pages and present them to the class. Basic experience with the Windows operating system is assumed. This course may also be offered online. Credit/No Credit Option.

086A • BUILDING BUSINESS WEB SITES: BASICS 1.0 unit
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 than chemistry, biology, or physical science.
- A course designed specifically for students who require preparation or review of the more basic chemical concepts.

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

Student Learning Outcomes:

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

Career Options:

- Chemist
- Pharmacist
- Chemical Engineer
- Physician
- Dentist
- Veterinarian
- Biologist
- Physicist
- Geologist/Geochemist
- Oceanographer
- Allied Health Professional
- Chemist
- Pharmacist
- Chemical Engineer

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></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>D</td>
<td>D</td>
<td></td>
<td></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>
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</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

Physical Science - A.S. Degree

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>3.0</td>
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<td>1.0</td>
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<td>2.0</td>
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<tr>
<td>4.0</td>
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<tr>
<td>18.0</td>
</tr>
</tbody>
</table>

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; Prerequisite: MATH 000C, CHEM 002 or high school chemistry with a “B” or better.

Acceptable for credit: University of California, California State University

Chemistry 001A is a pre-professional chemistry preparation for students planning a scientific or science related career field. A rigorous study of the fundamentals of chemistry at the first-year level combines the study of atomic and molecular structure, quantum theory, thermochemistry, gases, solutions, and qualitative analysis with the classical study of properties of atoms and molecules and their reactivity. The course includes both lecture and laboratory work designed to prepare students to enter fields of study as chemistry, engineering, medicine, dentistry as well as biological sciences. (UC credit may be limited; see a counselor) This course may also be offered online. Grade Only.

001B • GENERAL CHEMISTRY  5.0 units

CAN CHEM 4
CAN CHEM SEQ A (CHEM 001A + 001B)
Total lecture 72.0 hours; 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

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) This course may also be offered via distance learning. Grade Only.

012A • ORGANIC CHEMISTRY I  5.0 units

Prerequisite: CHEM 001B

Acceptable for credit: California State University

CHEM 012A is the first semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Grade Only.

012B • ORGANIC CHEMISTRY II  5.0 units

Prerequisite: CHEM 0012A

Acceptable for credit: California State University

CHEM 012B is the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Grade Only.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

030A • FUNDAMENTALS OF CHEMISTRY 3.0 units
CAN CHEM 6
CAN CHEM SEQ B (CHEM 030A + 030B)
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)
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.

CHILD DEVELOPMENT (CHD)
DIVISION: Social Sciences
DEPARTMENT: Child Development
DEPT CHAIR: Camilla Valenzuela
PHONE: 408-855-5256
COUNSELING: 408-855-5030
CHILD DEV. CTR: 408-855-5173

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

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

Career Options:
• Family Child Care Provider
• Site Supervisor for Child Development Programs
• Early Childhood Teacher
• Early Childhood Teacher Aide
• Elementary School Pre-Teacher Training
• Infant-Toddler Child Care Provider
• School Age Child Care Provider
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:
• On site Lab Schools
• Completed AS/Certificate Requirements meet State Matrix Child Development Permit Requirements
• Industry Sponsored Internships
• College Lab School Sponsored Internships
• Parenting Classes

A.S. Degree:
• Early Child Education

Certificates:
• Family Child Care
• Elementary Instructional Aide/School-Age Child Care
• Child Development Permit-Associate Teacher
• Child Development Permit-Teacher/Master Teacher
• Child Development Permit-Site Supervisor

Associate Teacher- Certificate
Successful completion of 15-18 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: Units
CHD 001 ............ Child Growth and Development ........................................ 3.0
CHD 002 ............ Child, Family and Community ........................................ 3.0
CHD 010 ............ Intro to Early Childhood Education .................................. 3.0
CHD 017 ............ Child Health and Safety ..................................................... 3.0

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

Total Program Certificate Requirements: ........................................ 15.0 - 18.0
Early Childhood Education - A.S. Degree

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

Required course curriculum:

<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 in Child Development</td>
<td>6.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Foundations of Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Understanding the Young Child</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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the Young</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</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 in Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art and Creative Development of Young</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision in Early Childhood</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 023</td>
<td>School Age Program Planning and</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Total Units ........................................................... 39.0

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>
<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 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

Master Teacher - Certificate

Successful completion of 33 semester units of coursework as listed below. This certificate meets the California Department of Education Title 5 coursework requirements for the Master Teacher or Site Supervisor Permit 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 005</td>
<td>Movement and Melody</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>

Plus one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 005</td>
<td>Movement and Melody</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 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Site Supervisor - Certificate

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

Core Curriculum Courses

<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</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 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 010</td>
<td>Intro to Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art &amp; Creative Development of Young Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

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>
<td>3.0</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 023</td>
<td>School Age Program Planning &amp; Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>READ 053</td>
<td>Tutoring Reading in Elementary Schools</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

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.

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>
<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 012</td>
<td>Field Experience in Early Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant Toddler Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood Programs:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managing Challenging Behaviors</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025</td>
<td>Facilitating Inclusion in Early Childhood Programs</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 015</td>
<td>Observation and Assessment</td>
<td></td>
</tr>
<tr>
<td>CHD 016</td>
<td>Parenting Issues for Teachers</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>
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</tbody>
</table>

Plus three units from one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 005</td>
<td>Children and Play</td>
<td></td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Parenting and Interaction</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 27.0 units

Graduation Requirements

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

Child Development (CHD)

001 • Child Growth and Development 3.0 units

Acceptable for credit: California State University

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

002 • Child, Family, and Community 3.0 units

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 3.0 units

Advisory: CHD 001 and CHD 002

Acceptable for credit: California State University

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

004 • Cognitive Experiences for Children 3.0 units

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 3.0 units

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 design activities that promote the child's development. Students will gain skills in determining how these musical experiences help with the pre-reading period, cognitive development and sensory and creative expressions. Some field work experience and observation of children are required. Grade Only.

006 • Supervision and Administration 3.0 units

Prerequisite: CHD 001, CHD 002, and CHD 010

Acceptable for credit: California State University

This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children's center. The course includes staff-administrator relationships, staff development and inservice training and focuses on effective problem solving techniques, decision making models, meetings, performance appraisals and assessment of individual leadership styles. This course partially fulfills the State of California licensing requirements for the Program Director or Site Supervisor. Grade Only.

007 • Management Issues of Child Development Programs 3.0 units

Prerequisite: CHD 006

Acceptable for credit: California State University

This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children's center. The course will include staff-administrator relationships, staff development and in-service training and focus on effective problem solving techniques, decision making models, meetings, performance appraisals and assessment of individual leadership styles. This course partially fulfills the State of California licensing requirements for the Program Director or Site Supervisor. Grade Only.

008 • Practicum in Child Development 6.0 units

Acceptable for credit: California State University

Prerequisite: At least 12 units of child development coursework, including CHD 001 and CHD 002, and eligibility for Associate Teacher Permit

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 ten hours per week for either planning or implementing classroom experiences and activities. Grade Only.
009 • ADVANCED PRACTICUM 4.0 units
Advisory: CHD 001 and CHD 003
Prerequisite: CHD 008
Corequisite: CHD 009
In this course students make practical applications of classroom theories and knowledge in a lab setting which 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.

009I • ADVANCED PRACTICUM LAB INTERNSHIP 6.0 units
Advisory: CHD 001 and CHD 003
Prerequisite: CHD 008
Corequisite: CHD 009
In this course students make practical applications of classroom theories and knowledge in a lab setting which 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 under the supervision and support of the Mission CDC staff. 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 3.0 units
Acceptable for credit: California State University
This course provides a survey of the issues and methodology of Early Childhood Education from a diverse perspective. It will create a framework for child development / early childhood studies and professional development. This course includes a survey of career options, history, and appropriate practices with children, early childhood curriculum, and identification of quality child development programs. Students will become familiar with the nomenclature of the field. This course will address relevant competencies of the Associate Teacher Permit of the Child Development Matrix. Grade Only.

011 • SCHOOL AGE ISSUES 3.0 units
Acceptable for credit: California State University
Current issues related to the school age child such as school readiness, elementary school experiences, after school care, and licensing issues. Course is designed for those who desire to be employed as instructional aides, after school staff and parents of children ages six through twelve. Grade Only.

012 • FIELD WORK IN CHILD DEVELOPMENT 3.0 units
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
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 3.5 units
Advisory: CHD 002
Acceptable for credit: California State University
This course is the study of methods of observation and recording of 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
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
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
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
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
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
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
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.
COMMUNICATION STUDIES (COMM)

DIVISION: Communication
DEPARTMENT: Communication Studies
DEPT CHAIR: Betty Ensminger
PHONE: 408-855-5308
COUNSELING: 408-855-5030

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

Student Learning Outcomes:
Upon completion of communication studies courses, students will:
- Demonstrate a better understanding of the communication process by identifying, explaining, and applying current communication theories as they relate to a variety of contexts (e.g. interpersonal, intercultural, group, public and professional communication, and mass media).
- Demonstrate increased competence by identifying, explaining, and applying effective communication skills in a variety of contexts (e.g. interpersonal, intercultural, group, public and professional communication, and mass media).
- Demonstrate improved interpersonal skills by identifying and developing a repertoire of strategies for improved communication effectiveness and demonstrating the strategies in oral and written contexts.
- Demonstrate critical thinking by identifying, analyzing, and evaluating the communication behaviors of others and themselves in a variety of contexts (e.g. interpersonal, intercultural, group, public and professional communication, and mass media).
- Demonstrate improved research, organizational, and critical thinking skills by finding and evaluating reference material and organizing and presenting effective messages adapted to specific audiences.

Outcomes will be assessed by a series of embedded class assessments, exams, and problem solving exercises, by class assignments, presentations and projects, research assignments and self-analysis in oral and written contexts.

Certificate:
- Communication

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

The importance of interpersonal communication and intercultural communication, small group and team skills, and public speaking training cannot be emphasized enough in providing the fundamental skills for successful personal and professional activities. The Ten-Unit Communication Certificate will not only enhance the student's chances of being selected for the job or position the student desires, it may also open doors both professionally and personally. These skills will increase their understanding of themselves, their ability to communicate with other people, and give them the necessary material to build bridges to other people.

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

**Core Curriculum Course (One Course Required)**

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

*If both courses are taken, one may be counted for the Core course and one for the additional units.

**Plus 7 units from the following:**

<table>
<thead>
<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Fundamentals of Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 019ABC</td>
<td>Communication Activities</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 001*</td>
<td>Public Speaking</td>
<td>3.0</td>
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**Total Program Certificate Requirements: 10.0 units**

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**COMMUNICATION STUDIES (COMM)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>001</td>
<td>PUBLIC SPEAKING</td>
<td>3.0</td>
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<tr>
<td></td>
<td>CAN SPCH 4</td>
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</tr>
<tr>
<td></td>
<td>Advisory: ENGL 108A</td>
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</tr>
<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN SPCH 10</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGL 108A</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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</tr>
</tbody>
</table>

This course is designed to provide students with theoretical and practical experiences into the interaction, information-sharing, decision-making and problem-solving processes of small groups. In addition, students will demonstrate effective oral communication skills in a variety of situations. Course content emphasizes communication skills and theory important to the social-emotional, task and the leadership functions of the small group. This course satisfies the AS degree requirement for oral communication competency and the CSU transfer Area E requirement. **(UC credit may be limited; see a counselor)** **Grade Only.**

**008 • INTERPERSONAL COMMUNICATION**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>Advisory: California State University</td>
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</table>

This course involves practical communication skills useful for communicating in one's personal life as well as working relationships. The student will demonstrate interpersonal communication skills by completing course objectives. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. **(UC credit may be limited; see a counselor)** **Credit/No Credit Option.**

**010 • PERSUASIVE SPEAKING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Advisory: ENGL 108A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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</table>

Persuasive Speaking is a basic course in communication studies that develops the students' organizational, speaking and listening abilities with emphasis placed on the study of persuasion as it applies to historical and/or contemporary communication events. Students will also learn skills to enhance their own persuasive skills and ability in a variety of situations. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement. **Grade Only.**

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**COMMUNICATION STUDIES (COMM)**

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<thead>
<tr>
<th>Course Code</th>
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<td>012</td>
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<tr>
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<td>CAN SPCH 12</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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</tbody>
</table>

This is an introductory course examining the effects of culture on interpersonal communication. Students will learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. **Grade Only.**

**015 • FUNDAMENTALS OF COMMUNICATION**

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<th>Course Code</th>
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</table>

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.**

**019A,B,C,D • COMMUNICATION ACTIVITIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
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<td>Acceptable for credit: California State University</td>
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</tbody>
</table>

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

**020 • ARGUMENTATION AND DEBATE**

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<th>Course Code</th>
<th>Course Title</th>
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<td>Acceptable for credit: University of California, California State University</td>
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</table>

This is a basic course in rhetorical theory and practice in argumentation and debate in which the students learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. Attention will be given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning, correct use and analysis of evidence, and the identification and analysis of fallacies. This satisfies the 3 unit General Education oral communication requirement. **Grade Only.**

**022 • VOICE AND ARTICATION**

<table>
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<th>Course Code</th>
<th>Course Title</th>
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</thead>
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</table>

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

**025 • MASS COMMUNICATION AND SOCIETY**

<table>
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<tbody>
<tr>
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<td>Advisory: ENGL 108A</td>
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</tr>
<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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</tbody>
</table>

This course is a survey of the mass media, including the history of the development of each of the covered media and an examination of the impact of each on the institutions and individuals in our society. Theories of mass communications as they apply to each of the covered media are explored. The ethical and legal implications of media in society and an exploration of the impact of media on perceptions, power, culture, class, and gender are examined. Covered media include radio, television, magazines, newspapers, books, film, and the internet. **Grade Only.**

**040A, B • COMMUNICATION LAB**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>Acceptable for credit: California State University</td>
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</tbody>
</table>

This lab course is offered primarily to help students prepare for presentations in Speech courses. Student speeches and activities will be videotaped and played back so that students may critically evaluate them and obtain individual assistance and feedback. Students may also attend the lab for several other purposes, reviewing sample video speeches in the department's videotape library or viewing videotape demonstrations in communications. **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.

051A, B • EFFECTIVE SPEECH  1.0 unit each
This course is designed to provide students with oral communication skills which will assist them in successfully completing other speech courses. Students may enroll for 1, 2, or 3 units—each module is worth one unit. 51A will emphasize organizing and outlining; 51B will emphasize listening skills; 51C overcoming speech anxiety. Credit/No Credit Option.

051C • EFFECTIVE SPEECH: OVERCOMING SPEECH ANXIETY  1.0 unit
This course is designed to provide students with oral communication skills which will assist them in successfully completing other speech courses. Students may enroll in COMM 51C overcoming speech anxiety. Credit/No Credit Option.

COMMUNITY HEALTH (COMHL)
DIVISION:  APPLIED SCIENCE
DEPARTMENT:  HEALTH OCCUPATIONS
DEPT CHAIR:  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

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

Schedule Matrix:

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<th>COURSE</th>
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<th>WEEKEND</th>
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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)  Units
AH 012........ Emergency and Disaster Preparation...............0.5
COMHL 010......Community Health Problems........................3.0
COMM 008.......Interpersonal Communication....................3.0
H ED 002.......Health and Life Style ................................3.0
H ED 004.......Standard First Aid.................................0.5
H ED 009.......Drug Use and Human Disease..................... 2.0
SOC 001........Introduction to Sociology..........................3.0
PSYCH 012.....Human Growth and Development.................... 2.0
WRKEP 301-304Cooperative Work Experience........................8.0

Plus 4 units from the following:  Units
AH 011........ Cardiopulmonary Resuscitation....................0.5
AH 020D........Nurse Assistant Fundamentals......................3.5
AH 020E........Nurse Assistant Clinicals..........................2.0
VN 056........ Obstetrical Nursing................................2.0
VN 057........ Introduction to Gerontology.......................2.0
VN 058........ Principles of Child Health Care....................2.0

Total Program Requirements: ........................................30.0
Community Health Worker For The Developmentally Disabled • A.S. Degree & Certificate

The Community Health Worker for the Developmentally Disabled is a member of the interdisciplinary team. The focus is on providing habilitation and normalization training for individuals who work with the Developmentally Disabled persons in a community environment. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

Plus 6 units from the following:                      Units
AH 003..........Medical Terminology ................................3.0
AH 011.........Cardiopulmonary Resuscitation....................0.5
AH 020D*.......Nurse Assistant Fundamentals.....................3.5
AH 020E*.......Nurse Assistant Clinicals..........................2.0
AH 024...........Health Care Foundations...........................3.0
COUNS 001.....College Survival Skills..............................2.0
H ED 002.......Health and Life Styles...............................3.0
H ED 009.......Drug Abuse and Human Disease....................2.0
SOC 001........Introduction to Sociology............................3.0
PT 070A,B,C....Pharmacodynamic....................................1.0 - 3.0

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

(* Highly Recommended)

COMMUNITY HEALTH • COMPUTER APPLICATIONS

010 • COMMUNITY HEALTH PROBLEMS 3.0 units
Advisory: MATH 900
Acceptable for credit: California State University

An introductory course giving an overview of the field of community health with a focus on community health problems and issues facing consumers today. Included are identified community health problems and agencies related to the elderly, maternal and child health, communicable disease, substance abuse, occupational safety, health and the environment. This course is required for students in the community health worker program and residential care agencies. Grade Only.

042 • FIELD EXPERIENCE IN DEVELOPMENTAL DISABILITIES (FIELD EXPERIENCE-DD) 4.0 units
Advisory: MATH 003
Acceptable for credit: California State University

This course provides the student an opportunity to apply theoretical knowledge in a community clinical setting. Emphasis is on normalization of the developmentally disabled client through application of the principles of a behavioral learning program. Credit/No Credit Option.

COMPUTER APPLICATIONS (CA)

DIVISION: Commercial Services
DEPARTMENT: Computer Applications
DEPT CHAIR: Judie DelFrate 408-855-5341
FACULTY: Susanna Pancella 408-855-5362
Ron Smebye 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 or starting a new 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 web pages, 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
• Help Desk Specialist
• Internet Application
• Microsoft Office
• Office Administration
• 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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<td>D,E</td>
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<td>CA 010C</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
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### Computer Applications - Level II Certificate

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

#### Core Curriculum Courses (Required)

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<th>Course</th>
<th>Units</th>
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<tr>
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<tr>
<td>CA 063B</td>
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</tr>
<tr>
<td>CA 081B</td>
<td>1.0</td>
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**Total Program Certificate Requirements:** 16.0-17.0

### Help Desk Specialist - Certificate

The Help Desk Specialist Certificate is designed to provide students with the basic skills to work in the computer user support industry. Supporting a user has become a major role in many jobs. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

#### Core Curriculum Courses (Required)

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**Choice of any two (2) units from the following:**

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<tr>
<td>CA 096A</td>
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</table>

### 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>
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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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**Plus 11.0 - 13.0 units from the following:**

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**Total Program A.S. Degree Requirements:** 40.0 - 42.0
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)  

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<td>BUS 078</td>
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<td>Ten-Key Numeric Keypad</td>
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<td>CA 010A</td>
<td>Learning the Keyboarding</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus three units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 23.0

Office Information Systems - A.S. Degree

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

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Desktop Publishing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 26.5

Office Support Specialist - Certificate

The Certificate is designed to provide students with the minimal qualifications needed to work in an office environment. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A</td>
<td>Learning the Keyboarding</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 010C</td>
<td>Computer Keyboarding Speed &amp; Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Microsoft Word: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Personal and Business</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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 Developer Application used with the Oracle Database. Database usage has become a major role in many jobs. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)  

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

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.................. 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 097E........... Creating Web Pages with XML – Course 2..... 1.0
CA 096F........... Introduction to Microsoft FrontPage............. 1.0
CA 097F........... Introduction to Microsoft Access................. 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.

010A • LEARNING THE KEYBOARD 1.0 unit
Acceptable for credit: California State University
This course is designed for both business and non-business majors who wish to learn the "touch" system of keyboarding on the computer. The "touch" system can increase your productivity 400% and make any job go faster. Proper techniques will be emphasized to develop speed and accuracy. May be repeated one time. Credit/No Credit Only.

010C • COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 unit
Advisory: CA 010A or CA 011
Acceptable for credit: California State University
This course is designed for both business and non-business majors who wish to improve basic keyboarding technique, speed, and accuracy on the computer. There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. Skills developed are applicable for use on either computer or typewriter keyboards. May be repeated one time. Credit/No Credit Only.

011 • BEGINNING KEYBOARDING WITH WORD PROCESSING 3.0 units
Acceptable for credit: California State University
This course is designed for both business and non-business majors who wish to learn the "touch" system of keyboarding. 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
Advisory: CA 011 and CA 030A
Acceptable for credit: California State University
This course is designed for both non-business and business majors who need to improve 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
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
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.

028A • MICROSOFT OFFICE: INTEGRATING ACCESS WITH OTHER APPLICATIONS 0.5 units
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
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
This course focus is on improvements to Microsoft Office software releases. Learn the updates to Word, Excel, Powerpoint, Access and Excel. May be repeated one time. Credit/No Credit Only.

028D • MS OFFICE: INTEGRATING WORD AND EXCEL 0.5 units
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
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
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
Advisory: CA 010A, CA 011, or CA 031B
Acceptable for credit: California State University
Word Processing will be accomplished on a microcomputer. Students will develop a working knowledge of a program that offers flexibility in selecting commands from menus or function keys, as well as an alternative (a “mouse” device) to using the keyboard to select commands. The course will include text-editing, formatting, storage, retrieval, printing, document filing and management, column, tabs, tables, spell check and thesaurus. Credit/No Credit Option.

033B • WORD PROCESSING - COURSE 2 3.0 units
Advisory: CA 010A, CA 011, CA 030A or CA 037A
Acceptable for credit: California State University
Students will develop an in-depth knowledge of word processing to prepare documents. Course will include text-editing, macros, mail-merge, document management, styles, and special features of program. Advanced software capabilities will be covered including graphics, charts and integrating applications. May be repeated one time. This course may also be offered online. Credit/No Credit Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory:</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>034</td>
<td>MS WORD-ADVANCED FEATURES</td>
<td>2.0</td>
<td>CA 010A, CA 021, CA 033 or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>034A</td>
<td>MICROSOFT WORD: BASIC FEATURES</td>
<td>0.5</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>034B</td>
<td>MICROSOFT WORD: INDENTS, TABS AND TABLES</td>
<td>0.5</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>034C</td>
<td>MICROSOFT WORD: REPORT FORMATTING FEATURES</td>
<td>0.5</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>034D</td>
<td>MICROSOFT WORD: MAIL MERGE</td>
<td>0.5</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>034E</td>
<td>MS WORD-NEW VERSION UPDATE</td>
<td>0.5</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>035</td>
<td>MACHINE TRANSCRIPTION</td>
<td>3.0</td>
<td>CA 030A, CA 031, CA 033 or CA 037A</td>
<td>California State University</td>
</tr>
<tr>
<td>036A</td>
<td>BEGINNING WORKSHOP IN WORDPERFECT</td>
<td>0.5</td>
<td>CA 010A, CA 011</td>
<td>California State University</td>
</tr>
<tr>
<td>036B</td>
<td>INTERMEDIATE WORKSHOP IN WORDPERFECT</td>
<td>0.5</td>
<td>CA 010A, CA 011 and CA 036A</td>
<td>California State University</td>
</tr>
<tr>
<td>036C</td>
<td>COMPUTER USAGE FOR WORKPLACE PROFESSIONALS</td>
<td>3.0</td>
<td>CA 010A or CA 011</td>
<td>California State University</td>
</tr>
<tr>
<td>037A</td>
<td>INTRODUCTION TO MICROSOFT WORKS</td>
<td>1.0</td>
<td>CA 037A</td>
<td>California State University</td>
</tr>
<tr>
<td>038A</td>
<td>COMPUTER APPLICATIONS INTERNSHIP</td>
<td>1.0, 1.5, 2.0</td>
<td>CA 030A, CA 034, CA 033, CA 037A, CA 052</td>
<td>California State University</td>
</tr>
<tr>
<td>045A</td>
<td>INTRODUCTORY MICROSOFT PROJECT</td>
<td>1.0</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
</tr>
<tr>
<td>045B</td>
<td>INTERMEDIATE MICROSOFT PROJECT</td>
<td>2.0</td>
<td>CA 010A, CA 021 or CA 070</td>
<td>California State University</td>
</tr>
</tbody>
</table>

**GENERAL INFORMATION**

- **Mission College 2007–2008**
- **Computer Applications**
- **Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.**

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

- **034A • MICROSOFT WORD: BASIC FEATURES**
  - **Advisory:** CA 010A, CA 021, or CA 070
  - **Acceptable for credit:** California State University

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

- **034C • MICROSOFT WORD: REPORT FORMATTING FEATURES**
  - **Advisory:** CA 010A, CA 021, or CA 070
  - **Acceptable for credit:** California State University

- **034D • MICROSOFT WORD: MAIL MERGE**
  - **Advisory:** CA 010A, CA 021, or CA 070
  - **Acceptable for credit:** California State University

- **034E • MS WORD-NEW VERSION UPDATE**
  - **Advisory:** CA 010A, CA 021, CA 033 or CA 037A
  - **Acceptable for credit:** California State University

- **035 • MACHINE TRANSCRIPTION**
  - **Advisory:** CA 030A, CA 031, CA 033 or CA 037A
  - **Acceptable for credit:** California State University

- **036A • BEGINNING WORKSHOP IN WORDPERFECT**
  - **Advisory:** CA 010A, CA 011
  - **Acceptable for credit:** California State University

- **036B • INTERMEDIATE WORKSHOP IN WORDPERFECT**
  - **Advisory:** CA 010A, CA 011 and CA 036A
  - **Acceptable for credit:** California State University

- **036C • COMPUTER USAGE FOR WORKPLACE PROFESSIONALS**
  - **Advisory:** CA 010A or CA 011
  - **Acceptable for credit:** California State University

- **037A • INTRODUCTION TO MICROSOFT WORKS**
  - **Advisory:** CA 037A
  - **Acceptable for credit:** California State University

- **038A • COMPUTER APPLICATIONS INTERNSHIP**
  - **Advisory:** CA 030A, CA 034, CA 033, CA 037A, CA 052
  - **Acceptable for credit:** California State University

- **045A • INTRODUCTORY MICROSOFT PROJECT**
  - **Advisory:** CA 010A, CA 021, or CA 070
  - **Acceptable for credit:** California State University

- **045B • INTERMEDIATE MICROSOFT PROJECT**
  - **Advisory:** CA 010A, CA 021 or CA 070, CA 045A
  - **Acceptable for credit:** California State University
046C • CREATING A PRESENTATION USING POWERPOINT  
0.5 units  
Advisory: CA 010A, CA 021, CA 070  
Acceptable for credit: California State University  

This course is designed to teach students to create a presentation using PowerPoint. The course will cover how to design slides, outlines, note pages, slide masters and add graphics to their presentations. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

046D • INTRODUCTION TO MICROSOFT POWERPOINT  
1.0 unit  
Advisory: CA 010A  
Acceptable for credit: California State University  

Microsoft PowerPoint is a popular program used by many people to prepare computer presentations. This course will provide an introduction of how this software is used in industry. The student will be provided with an overview of the features of PowerPoint. Computer literacy skills and keyboarding skills recommended. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

046E • INTERMEDIATE MICROSOFT POWERPOINT  
1.0 unit  
Advisory: CA 010A, CA 021, or CA 070, CA 046D  
Acceptable for credit: California State University  

This course covers more advanced features of PowerPoint. Students will create slides that contain charts. They will integrate PowerPoint with MS Word, Excel, and Web pages. They will learn to customize a slide show. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

052 • PC FOR PERSONAL AND PROFESSIONAL USE  
0.5 units  
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  
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  
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.

062E • CREATING CHARTS IN EXCEL  
0.5 units  
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  
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.

070A • GETTING AROUND IN WINDOWS  
0.5 units  
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 ACCESS  
0.5 units  
Advisory: CA 010A, CA 021, or CA 070  
Acceptable for credit: California State University  

Students are computer literate and have some knowledge of Access. This course is designed for students who are computer literate and who would like to start working with a database. May be repeated one time. Credit/No Credit Only.

081B • INTRODUCTION TO MICROSOFT ACCESS  
1.0 unit  
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  
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  
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

084 • ORACLE: CHECK IT OUT!  1.0 unit
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 PL/SQL  3.0 units
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
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.

084C • ORACLE - REPORTS  3.0 units
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
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  1.0 unit
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  1.0 unit
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.

096C • INTRODUCTION TO MICROSOFT FRONTPAGE  1.0 unit
Advisory: CA 010A, CA 021, CA 070, CA 096A, or CA 096C
Acceptable for credit: California State University

Students will learn the basic features of Microsoft FrontPage, an application to simplify the development and creation of a Web page. This course will provide an overview of the software package and will teach students how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Credit/No Credit Option.

097A • CREATING WEB PAGES - COURSE 1  1.0 unit
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
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. This course may also be offered online. Credit/No Credit Option.

097C • CREATING WEB PAGES - COURSE 3  1.0 unit
Advisory: CA 010A, CA 070, CA 097B
Acceptable for credit: California State University

Expand Web pages creation skills! In this course create web pages and learn more advanced HTML features in a hands-on lab. Topics will include: working with XHTML, JavaScript, and Cookies. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

097D • CREATING WEB PAGES USING XML - COURSE 1  1.0 unit
Advisory: CA 010A, CA 070, or CA 097B
Acceptable for credit: California State University

This course covers the concepts of building a web page using XML. Students will work with XML tags that will allow them to create a variety of document types. With XML web pages can be easily customized. XML can handle data content more effectively and it has well-defined standards. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

097E • WEB PAGES USING XML - COURSE 2  1.0 unit
Advisory: CA 010A and CA 070
Acceptable for credit: California State University

Expand knowledge of using XML in web pages! XML is used with the most popular applications – Microsoft Office and Oracle. In this course create web pages and learn more advanced XML features in a hands-on lab. Topics will include: working with cascading and computational style sheets, element groups and the document object model. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

101 • COMPUTER APPLICATIONS OPEN LAB  0.5 units
Advisory: CA 010A and CA 052
Acceptable for credit: California State University

Open lab for word processing applications and keyboarding. Student is allowed to use the work processing software and equipment to maintain and upgrade skill as well as to complete college assignments on the computer. Students should be able to operate printer and have knowledge of at least one software package currently used in the lab. Students must show ability on software and equipment before using lab facilities. May be repeated three times. Credit/No Credit Option.

*Hours by arrangement may vary depending on time frame of class.
**Computer Information Systems (CIS)**

**Division:** Technology  
**Department:** Computer Information Systems  
**Dept Chair:** Kam Verma  
**Phone:** 408-855-5346  
**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 pursing 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  
- Software Technician  
- Systems Administration Technician  
- Unix System Administration

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

### A.S. Degree:
- Computer Information Systems

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

### Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
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<tbody>
<tr>
<td>CIS 002</td>
<td>D,E</td>
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<tr>
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<td>CIS 183</td>
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<td>CIS 194A</td>
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D= Day classes; E= evening classes

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

<table>
<thead>
<tr>
<th>Course Information Systems - A.S. Degree</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031A &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A Computer Lab: &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 037B Advanced &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172B Computer Lab: Advanced &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 040 Software Development with Visual C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 178 Open Computer Lab: C++</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 043 JAVA Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 183 Computer Lab: JAVA</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044 Data Introduction To Data Structures Using Java</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184 Computer Lab: Data Structures Using Java</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 054B Advanced MS Operating System</td>
<td>1.0</td>
</tr>
<tr>
<td>MATH 003A Analytic Geometry and Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003B Analytic Geometry and Calculus</td>
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<tr>
<td>MATH 004A Intermediate Calculus</td>
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<tr>
<td><strong>Total Core Certificate Requirements:</strong></td>
<td><strong>35.0</strong></td>
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</table>

**Plus two or more additional courses from the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002 Intro. to Computer Systems with Visual Basic</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 180 Computer Lab: Visual Basic.NET (VB.NET)</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 014 Data Structures and Algorithms</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172C Computer Lab: Data Structures with &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 019A Fundamentals of MicroSoft Visual Basic.NET</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 170A Computer Lab: Intro to Visual Basic.NET</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044A Introduction to Perl Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 180A Computer Lab: Perl Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045B UNIX Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181 Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A UNIX Shell Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181A Computer Lab: UNIX Shell Programming</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS/CET 081 Introduction to Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 049A Client - Side Web Programming</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Program A.S. Degree Requirements:</strong></td>
<td><strong>41.0</strong></td>
</tr>
</tbody>
</table>

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**Computer Information Systems - Certificate**

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

<table>
<thead>
<tr>
<th>Course Information Systems - Certificate</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A Computer Lab: &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 037B Advanced &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172B Computer Lab: Advanced &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 040 Software Development with Visual C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 178 Open Computer Lab: C++</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 043 JAVA Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 183 Computer Lab: JAVA</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044 Data Introduction To Data Structures Using Java</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184 Computer Lab: Data Structures Using Java</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 054B Advanced MS Operating System</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Core Certificate Requirements:</strong></td>
<td><strong>21.0</strong></td>
</tr>
</tbody>
</table>

**Plus two or more additional courses from the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002 Intro. to Computer Systems with Visual Basic</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 180 Computer Lab: Visual Basic.NET (VB.NET)</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 014 Data Structures and Algorithms</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172C Computer Lab: Data Structures with &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 019A Fundamentals of MicroSoft Visual Basic.NET</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 170A Computer Lab: Intro to Visual Basic.NET</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044A Introduction to Perl Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 180A Computer Lab: Perl Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045B UNIX Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181 Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A UNIX Shell Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181A Computer Lab: UNIX Shell Programming</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS/CET 081 Introduction to Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 049A Client - Side Web Programming</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Program Certificate Requirements:</strong></td>
<td><strong>31.0</strong></td>
</tr>
</tbody>
</table>

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

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**Mission College 2007-2008**
CIS
MGMT 023

MGMT 019

CIS 181A

CIS 046A

Certificate Requirement courses: Units

CIS 037A "C" Programming

CIS 172A Computer Lab "C"

CIS 040 Object Oriented Programming with C++

CIS 178 Computer Lab: C++

CIS 045B UNIX Operating System

CIS 181 Computer Lab: UNIX

CIS 046A UNIX Shell Programming

CIS 181A Computer Lab: UNIX Shell

CIS 054B Advanced to the MS Operating System

Total Program Certificate Requirements: 17.0

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

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

Certificate Requirement courses: Units

CIS 037B Advanced "C" Programming

CIS 172B Computer Lab: Advanced "C"

CIS 047A Introduction to UNIX System Administration

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

CIS 014 Data Structures and Algorithms

CIS 172C Computer Lab: Data Structures with "C"

CIS 039 Microcomputer Assembler Programming

CIS 179 Computer Lab: Assembler

CIS 043 Introduction to Java Programming Language

CIS 183 Computer Lab: Java

CIS/CET 081 Introduction to Computer Networking

Total Program Certificate Requirements: 15.0 - 16.0

UNIX PROGRAMMING SYSTEMS ADMINISTRATION

In the Bay area's competitive job market, job seekers who have state-of-the-art certification offer hiring managers concrete proof of their skills and competency. To help our students gain this competitive edge, Mission College, in collaboration with Sun Microsystems, has created two computer networking certificates: (1) UNIX Systems Administration - Level I and Level II. Students earning these certificates will be prepared for a career in the rapidly growing information technology field. The Level I UNIX Systems Administration certificate will prepare graduates for entry-level systems administration positions requiring general knowledge of the UNIX language and familiarity with basic system administration commands. Students completing the Level II UNIX Systems Administration certificate will expand their knowledge of the UNIX language to include network protocols and exposure to programming languages as well as introducing business communication skills.

UNIX Systems Administration (Level 1) - 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

CIS 181 Computer Lab: UNIX

CIS 043 Software Development with Java Programming

CIS 183 Computer Lab: JAVA

CIS 049 Web Design/Programming (Unix)

CIS 051 Networking Programming Using Java

CIS 053 Distributed programming With Java

Total Program Certificate Requirements: 17.0

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 System Administration

CIS 048 Intro to UNIX Networking/Security

CIS 081B TCP/IP

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

CIS 043 Introduction to Java Programming Language

CIS 183 Computer Lab: Java Programming Language

CIS 044A Introduction to Perl Programming

CIS 184A Computer Lab: Perl Programming Language

WRKEX 301 Work Experience (recommended)

Total Program Certificate Requirements: 17.0 - 19.0

PC Systems Administration (Level 1) - Certificate

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

Certificate Requirement courses: Units

CET 067 Computer Diagnostics, Repair and Upgrade

CIS 054C Introduction to Windows NT

CIS 056 Supporting MS Windows

CIS 056A Supporting MS Windows NT

CIS 056B Supporting MS Windows NT Server

CIS 081 Introduction to Computer Networking

Total Program Certificate Requirements: 16.0

Java Programming - Certificate

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

Certificate Requirement courses: Units

CIS 045B UNIX Operating System

CIS 181 Computer Lab: UNIX

CIS 043 Software Development with Java Programming

CIS 183 Computer Lab: JAVA

CIS 049 Web Design/Programming (Unix)

CIS 051 Networking Programming Using Java

CIS 053 Distributed programming With Java

Total Program Certificate Requirements: 17.0

SPECIAL NOTE (CIS)

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

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Prerequisites/Advisory</th>
<th>Corequisites</th>
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<tbody>
<tr>
<td>004A</td>
<td>COMPUTER PROGRAMMING I (PASCAL)</td>
<td>3.0</td>
<td>Advisory: MATH 903, CIS 002 and CIS 054A</td>
<td>Corequisite: CIS 171A</td>
<td>University of California, California State University</td>
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<tr>
<td></td>
<td>This is a beginning course in computer programming. 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.</td>
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<td></td>
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</tr>
<tr>
<td>004B</td>
<td>COMPUTER PROGRAMMING II (PASCAL)</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 006A</td>
<td>University of California, California State University</td>
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<tr>
<td></td>
<td>This is a continuation of Computer Programming I. Introducing the analysis and more programming concepts such as 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.</td>
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<tr>
<td>005A</td>
<td>APPLICATIONS PROGRAM DEVELOPMENT (COBOL)</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 174</td>
<td>University of California, California State University</td>
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<td>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.</td>
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<td>014</td>
<td>DATA STRUCTURES AND ALGORITHMS</td>
<td>3.0</td>
<td>Advisory: MATH 003A</td>
<td>Corequisite: CIS 037B</td>
<td>University of California, California State University</td>
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<td>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.</td>
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<tr>
<td>021</td>
<td>INTRODUCTION TO PROGRAMMING FOR SCIENTISTS AND ENGINEERS</td>
<td>3.0</td>
<td>CAN CSCI 2</td>
<td>Advisory: MATH 003A, CIS 002 and CIS 054A</td>
<td>University of California, California State University</td>
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<td>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.</td>
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<tr>
<td>031A</td>
<td>FUNDAMENTALS OF MICROSOFT VISUAL BASIC.NET</td>
<td>3.0</td>
<td>Advisory: MATH 905, CIS 002 and CIS 054A</td>
<td>Corequisite: CIS 170A</td>
<td>University of California, California State University</td>
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<td>VisualBasic.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.</td>
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<tr>
<td>031B</td>
<td>APPLICATIONS PROGRAMMING USING VISUAL BASIC</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 006A</td>
<td>University of California, California State University</td>
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<td>This is a computer problem solving and programming course using the Microsoft Visual Basic.Net programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. 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.</td>
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<td>032</td>
<td>FORTRAN PROGRAMMING</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 174</td>
<td>University of California, California State University</td>
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<td></td>
<td>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.</td>
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<td>034</td>
<td>INTRODUCTION TO PROLOG PROGRAMMING</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 175</td>
<td>University of California, California State University</td>
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<td>This is a beginning computer problem solving and programming course using PROLOG. This course will include PROLOG objects, relationships, facts, rules and variables. Presentation of Prolog syntax will include characters, operators, equality and arithmetic. Satisfying goals of representing objects and relationships by using trees and lists data structures, backtracking and “Cut,” Input/Output and built-in predicates will be covered. The course will also include an introduction to Prolog windows, graphics and sound, as well as building a small expert system. Credit/No Credit Option.</td>
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<td>036</td>
<td>PASCAL PROGRAMMING</td>
<td>3.0</td>
<td>Advisory: MATH 903 and CIS 002 and CIS 054A</td>
<td>Corequisite: CIS 171A</td>
<td>University of California, California State University</td>
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<td>PASCAL is a relatively easy-to-learn language that is rapidly gaining popularity because of its suitability for structured programming. This course presents the basic 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.</td>
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<td>037A</td>
<td>&quot;C&quot; PROGRAMMING</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 172A</td>
<td>University of California, California State University</td>
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<td>An introduction to the concepts and methods of computer programming using a problem solving approach—&quot;C&quot; is a powerful, low-level, general purpose programming language, commonly used on UNIX based computer systems. Credit/No Credit Option.</td>
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<td>037B</td>
<td>ADVANCED &quot;C&quot; PROGRAMMING</td>
<td>3.0</td>
<td>Advisory: MATH 903</td>
<td>Corequisite: CIS 172B</td>
<td>University of California, California State University</td>
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<td>This is an advanced course in the &quot;C&quot; programming language. The course will include more complex advanced topics in the &quot;C&quot; programming language, such as run-time libraries, &quot;C&quot; - UNIX interface, &quot;C&quot; - 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.</td>
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040 • SOFTWARE DEVELOPMENT WITH VISUAL C++ 3.0 units
Advisory: MATH 903, CIS 037A and CIS 054B
Corequisite: CIS 178
Acceptable for credit: University of California, California State University
This is an introductory course in object-oriented programming using C++ and software application development using industry standard tools. Students will develop and design applications to solve problems in different fields such as engineering and business. Applications will be constructed so that the software has a window based GUI (Graphical User Interface) composed of dialog boxes, menu bars and pull-down menus. Students will use libraries and classes which are packaged with Microsoft Visual C++, such as MFC (Microsoft Foundation Classes). Credit/No Credit Option.

043 • SOFTWARE DEVELOPMENT WITH JAVA PROGRAMMING 3.0 units
Advisory: CIS 037A and CIS 054B
Corequisite: CIS 183
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming with an emphasis on OOP (Object-Oriented Programming). Fundamentals of Java programming language are taught in the Internet environment. Java programming language concepts include introduction to objects and classes, designing classes, data types, iterations, loops, testing and debugging techniques. The course includes OOP concepts such as interfaces, polymorphism and inheritance. This course also includes applets, GUI (graphical user interface), arrays lists, arrays, streams and exception handling. Credit/No Credit Option.

043A • INTRODUCTION TO JAVA PROGRAMMING 1.0 unit
Advisory: CIS 002 and MATH 009
Acceptable for credit: California State University
This course will introduce students to the Java programming language and its use in developing web site applets. Students will analyze existing Java code to learn its syntax and to cut-and-paste into their own applets. Credit/No Credit Option.

043B • JAVA FOR NON-PROGRAMMERS 3.0 units
Advisory: MATH 903 and CIS 054B
Corequisite: CIS 183B
Acceptable for credit: California State University
This is an introductory course in the Java programming language. This course focuses on the use of Java and Java applets in Web design, review of HTML (HyperText Markup Language) and introducing intermediate level HTML. The course also includes the details of how Java applets work and use of existing applets, such as graphics and sound applets. In addition, handling user interface events, using Java libraries and uploading portfolio-quality Web sites with Java applets is also included. Also, it reviews Java programming and introduces students to object-oriented programming and Java's features. Credit/No Credit Option.

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

044A • INTRODUCTION TO PERL PROGRAMMING 3.0 units
Advisory: CIS 047A and MATH 000C
Corequisite: CIS 184A
Acceptable for credit: University of California, California State University
This is an introductory course in Perl programming. This course includes instruction on the basic features of perl scripting/programming. It also includes regular expressions, arrays and array functions and different perl operators and perl functions, file handlers, interfacing with the system and exception handling. Introduction to network addressing client/server programs in perl, Common Gateway Interface (CGI) and Object Oriented Concepts in perl are emphasized. NOTE: Students must be familiar with UNIX operating system. Credit/No Credit Option.

045A • INTRODUCTION TO UNIX OPERATING SYSTEM 1.0 unit
Advisory: MATH 903 and CIS 054A
Acceptable for credit: California State University
An introduction to the UNIX operating system, its structure and capabilities. UNIX is one of the most recently developed and most popular operating systems. Credit/No Credit Option.

045B • UNIX/LINUX OPERATING SYSTEM 3.0 units
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 UNIX mail, write and talk. The course also includes an introduction to the Bourne Shell, including the shell command line, setup, customizing the shell environment, the alias mechanism, pipes, filters, /O redirection and the text manipulation commands tr 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
Corequisite: CIS 045A
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++, tcl/tk, and perl programming with Linux. Credit/No Credit Option.

046A • UNIX SHELL PROGRAMMING 3.0 units
Advisory: MATH 903
Prerequisite: CIS 045B
Corequisite: CIS 181A
Acceptable for credit: University of California, California State University
This is a beginning course in UNIX 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-Shell 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 also include use of restricted shell "rsh" and introduction to Korn shell commands. Credit/No Credit Option.

046B • ADVANCED UNIX OPERATING SYSTEM 3.0 units
Advisory: MATH 903
Prerequisite: CIS 046A
Corequisite: CIS 181B
Acceptable for credit: University of California, California State University
This course will include hierarchical file systems and directories of the UNIX operating system and the frequently used facilities of UNIX such as communication facilities. The course contains word processing/text preparation, run-time libraries, debuggers, controlling large programs, network of UNIX systems, and security issues. The course also includes Shell programming, system administration functions, and use of different programming languages. Credit/No Credit Option.

047A • INTRO TO UNIX SYSTEM ADMINISTRATION 3.0 units
Advisory: MATH 903
Prerequisite: CIS 046A
Acceptable for credit: California State University
This is an introductory course in the UNIX system administration series. This course includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools. The course also includes mounting and unmounting the file system. This course utilizes UNIX tools to administer users accounts and groups and administer devices, printers and networking services. This course includes planning, setting up and administering mail services, customizing send mail configuration files, use of shell programming, UNIX tools to administer hardware and troubleshooting file access problems. Credit/No Credit Option.
047B • ADVANCED UNIX SYSTEM ADMINISTRATION 3.0 units
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 mislookup and C programming with Resolver Library Routines is also included. The course also includes the use of Service Access Facility (SAF), using SAP 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
Prerequisite: CIS 047A
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, dl (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostic utilities. Credit/No Credit Option.

049 • WEB DESIGN/PROGRAMMING (UNIX) 2.0 units
Prerequisite: CIS 045B
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 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 window environment. Credit/No Credit Option.

050A • COMPUTER PROGRAMMING I (JAVA) 3.0 units
Advisory: CIS 037A and CIS 045A, eligibility for MATH 001
Corequisite: CIS 150A
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming. Students will use Java programming language to design, code and execute computer programs with an emphasis on efficient algorithms and documentation. Fundamentals of Object-Oriented programming constructs using Java programming language are taught in the Internet environment. Students will write Java programs for graphics, multimedia images, animation, 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
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
Prerequisite: CIS 043
Acceptable for credit: California State University
This course reviews basic network concepts and World Wide Web / Internet from the perspective of a programmer and a developer. It explores Java’s high-level classes for network access including internet address, URL (Uniform Resource Identifier), and Applet. There will be discussion of Java’s low-level sockets classes for network access: socket, serversocket, DatagramPacket, and DatagramSocket. Additional topics include multithreading protocol and content handler, concepts unique to Java that makes it possible to write dynamically extensible programs that automatically understand protocols and new kinds of contents. This course focuses on developing network programs (both applets and applications) using Java, covering networking fundamentals to remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicastrcation protocol and content handlers, and servlets. Credit/No Credit Option.

052 • COMPONENTS USING JAVA BEANS 3.0 units
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
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 write 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
Advisory: MATH 903
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-OS. 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-OS COMMANDS on an IBM-PC/AT Microcomputers. This is a six week introduction course. Credit/No Credit Option.
This is an advanced operating system course for IBM-PC/AT Microcomputers using MS-DOS. This course includes special purpose DOS utilities, programming tools, OS shell scripts, ROM BIOS and mouse functions reference, and Windows as DOS operating system environment. This 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.

This course will introduce students to the Windows NT operating system. Students will learn Windows NT explorer, menus, toolbars, listboxes and buttons. The course also includes working with files, objects, graphics, OLE (Object Linking and Embedding), disk maintenance and customizing Windows NT. 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 operating system. The course includes an overview of product features, installation and start-up Windows operating system, customizing the desktop with Internet Explorer and HTML (HyperText Markup Language). In addition, the course includes accessing network resources, establishing network security, installing file system, configuring and troubleshooting system problems, local and remote system administration, communication and mail. Credit/No Credit Option.

This course is intended for system engineers, network administrators and other support professionals who are responsible for installing, configuring, maintaining and troubleshooting the Windows NT operating system. The course also includes supporting applications for various platforms, printers and printer resources, Internet working with TCP/IP (Transmission Control Protocol/Internet Protocols). In addition, document formatting packages and an introduction to system administration will be covered. Credit/No Credit Option.

This is an introductory course in Transmission Control Protocol/Internet Protocol (TCP/IP) networks and its protocols such as TCP, IP and UDP (User Datagram Protocols). Students will design, configure and manage TCP/IP internetworks and use all major TCP/IP applications services including FTP (File Transfer Protocol), TELNET and NFS (Networking File System). Students will employ popular Internet/intranet tools such as FTP, Gopher, Netscape, WWW (World Wide Web) and others, troubleshoot TCP/IP networks/Internetworks and a wide range of routing problems using protocol analysis techniques. Credit/No Credit Option.

This course enables participants to learn how to write PL/SQL procedures, function and packages. Working in both the Procedure Builder and the SQL*Plus environments, participants will learn how to create and manage PL/SQL program units and database triggers. Participants will also learn how to use some of the Oracle-supplied packages. This course is useful for Database Administrators, Designer/Developers, and Application Developers. May be repeated 3 times. Credit/No Credit Option.

This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 50A, and students are graded for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.

This course is designed for students writing programs in BASIC/VB and using the Mission Computer lab for BASIC/VB programming. It is required for CIS 31 students using the computer lab. May be repeated three times. Credit/No Credit Option.

This course is designed for students writing programs in Visual Basic.Net using the Windows Graphical User Interface (GUI) environment. It is required laboratory course for CIS 31 students using the computer lab. 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.

171 • COMPUTER LAB: PASCAL 1.0 unit
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 TO PROGRAMMING IN PASCAL 1.0 unit
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
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 a required laboratory course for CIS 4B. Credit/No Credit Option.

172 • COMPUTER LAB: "C" 1.0 unit
Advisory: MATH 903
Corequisite: CIS 021
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in "C" and using the Mission Computer lab for "C" programming. It is required for CIS 21 students using the computer lab. May be repeated three times. Credit/No Credit Option.

172A • COMPUTER LAB: INTRO TO "C" PROGRAMMING 1.0 unit
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
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
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
Advisory: MATH 903
Corequisite: CIS 032
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in FORTRAN and using the Mission Computer lab for FORTRAN programming. It is required for CIS 32 students using the computer lab. Credit/No Credit Option.

174 • COMPUTER LAB: COBOL 1.0 unit
Advisory: MATH 903
Corequisite: CIS 005A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in COBOL and using the Mission Computer lab for COBOL programming. It is required for CIS 5A students using the computer lab. May be repeated three times. Credit/No Credit Option.

175 • COMPUTER LAB: PROLOG 1.0 unit
Advisory: MATH 903
Corequisite: CIS 034
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PROLOG and using the Mission Computer lab for PROLOG programming. It is required for CIS 34 students using the computer lab. Credit/No Credit Option.

178 • COMPUTER LAB: C++ 1.0 unit
Advisory: MATH 903
Corequisite: CIS 040
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in C++ on IBM platforms, preferably using Borland C++ compiler. It is required laboratory course for CIS 40, and the credit is given to the students for hands-on experience, for using C++ compiler and writing large programs in C++. Students will write these programs using object-oriented concepts of programming, that will be taught in CIS 40, for which this lab course is a corequisite. Credit/No Credit Option.

180 • COMPUTER LAB: VISUAL BASIC.NET (VB.NET) 1.0 unit
Advisory: MATH 903
Corequisite: CIS 002
Acceptable for credit: University of California, California State University
This course is designed for students writing programs using Visual Basic.NET programming language used in CIS 002 course at the Mission Computer laboratory. Concurrent enrollment in CIS 002 is required. May be repeated three times. Credit/No Credit Option.

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

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

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

183 • COMPUTER LAB: JAVA 1.0 unit
Advisory: MATH 903
Corequisite: CIS 043
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 43, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.
183B • COMPUTER LAB: JAVA FOR NON-PROGRAMMERS 1.0 unit
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
Advisory: MATH 003A
Prerequisite: CIS 043 and CIS 183
Corequisite: CIS 044
Acceptable for credit: University of California, California State University
This lab course is designed for students writing programs using Java2 SDK and SUN ONE Studio 4 programming language in CIS 044 at the Mission Computer laboratory. Concurrent enrollment in CIS 044 is required. Credit/No Credit Option.

184A • COMPUTER LAB: PERL PROGRAMMING 1.0 unit
Advisory: MATH 000C
Prerequisite: 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.

CIT 021 • NETWORK ESSENTIALS (CISCO 1) 3.0 units
Prerequisite: Completion of the CCNA certification (27 units)
Core Curriculum Courses (Required) Units
CIT 021 .......... Network Essentials (Cisco 1) 3.0
CIT 022 .......... Router and IOS Software (Cisco 2) 3.0
CIT 023 .......... LAN Design & Case Study (Cisco 3) 3.0
CIT 024 .......... WAN Design & Case Study (Cisco 4) 3.0
COMM 015 ...... Career Communications 3.0
Total Program Certificate Requirements: .......................... 27.0

CIT 024 • ROUTER AND IOS SOFTWARE (CISCO 2) 3.0 units
Prerequisite: Completion of the CCNA certification (27 units)
Core Curriculum Courses (Required) Units
CIT 025 .......... Advanced Routing 3.0
CIT 026 .......... Remote Access Networks 3.0
CIT 027 .......... Multilayer Switching 3.0
CIT 028 .......... Internetwork Troubleshooting 3.0
Total Program Certificate Requirements: ........................ 12.0

CIT 026 • MULTILAYER SWITCHING 3.0 units
Prerequisite: Completion of the CCNA certification (27 units)
Core Curriculum Courses (Required) Units
CIT 031 .......... Internetwork Troubleshooting 3.0
CIT 032 .......... Multilayer Switching 3.0
CIT 033 .......... Advanced Routing 3.0
CIT 034 .......... Service and Support 3.0
CIT 035 .......... Network Troubleshooting 3.0
CIT 036 .......... Internetwork Troubleshooting 3.0
Total Program Certificate Requirements: .......................... 27.0

CIT 025 • ADVANCED ROUTING 3.0 units
Prerequisite: Completion of the CCNA certification (27 units)
Core Curriculum Courses (Required) Units
CIT 021 .......... Network Essentials (Cisco 1) 3.0
CIT 022 .......... Router and IOS Software (Cisco 2) 3.0
CIT 023 .......... LAN Design & Case Study (Cisco 3) 3.0
CIT 024 .......... WAN Design & Case Study (Cisco 4) 3.0
COMM 015 ...... Career Communications 3.0
Total Program Certificate Requirements: ........................ 31.0

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) Units
CIT 011 .......... Desktop Operating Systems 4.0
CIT 012 .......... Network Hardware & Software 4.0
CIT 014 .......... Introduction to Computer Hardware 4.0
CIT 021 .......... Network Essentials (Cisco 1) 3.0
CIT 022 .......... Router and IOS Software (Cisco 2) 3.0
CIT 023 .......... LAN Design & Case Study (Cisco 3) 3.0
CIT 024 .......... WAN Design & Case Study (Cisco 4) 3.0
COMM 015 ...... Career Communications 3.0
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) Units
CIT 025 .......... Advanced Routing 3.0
CIT 026 .......... Remote Access Networks 3.0
CIT 027 .......... Multilayer Switching 3.0
CIT 028 .......... Internetwork Troubleshooting 3.0
Total Program Certificate Requirements: ........................ 12.0

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

Core Curriculum Courses (Required) Units
CIT 011 .......... Desktop Operating Systems 4.0
CIT 012 .......... Network Hardware & Software 4.0
CIT 014 .......... Introduction to Computer Hardware 4.0
CIT 060 .......... Network Administration 3.0
CIT 062 .......... Netware Administration 4.0
CIT 063 .......... NDS Design and Implementation 3.0
CIT 064 .......... Service and Support 3.0
CIT 067 .......... Integrating NetWare with Windows O.S. 3.0
CIT 160 .......... Netware Administration Lab 1.0
CIT 162 .......... Netware Advanced Administration Lab 1.0
COMM 015 ...... Career Communications 3.0
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 Windows 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 012</td>
<td>Network Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 014</td>
<td>Introduction to Computer Hardware</td>
<td>3.0</td>
</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>3.0</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 Directory Services</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 046</td>
<td>Designing a Secure Windows 2000 Network</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 141</td>
<td>Microsoft OS Essentials Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 143</td>
<td>Microsoft Server Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 049</td>
<td>System Admin for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 052A</td>
<td>Designing and Implementing a Data Warehouse</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 057A</td>
<td>Implementing and Supporting MS Exchange Services</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**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)**

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

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

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

**Total Program Certificate Requirements: 26.0**

**Oracle Database Administration (DBA) Certificate**

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 084A</td>
<td>Introduction to Oracle: SQL and PL/SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td>System Administration for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 082</td>
<td>DBA: Architecture and Admin</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 084</td>
<td>DBA: Backup and Recovery</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 086</td>
<td>DBA: Performance Tuning</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 088</td>
<td>DBA: Network Administration</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 182</td>
<td>DBA: Architecture and Admin Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 184</td>
<td>DBA: Backup and Recovery Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 186</td>
<td>DBA: Performance Tuning Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 188</td>
<td>DBA: Network 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: 25.0**

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**Computer Information Technology (CIT)**

**011 • DESKTOP OPERATING SYSTEMS (A+ PART I)**

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 command line 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**

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)**

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+**

Acceptable for credit: California State University

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

**021 • NETWORK ESSENTIALS (CISCO)**

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)**

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
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
Advisory: MATH 903
Prerequisite: CIT 023
Acceptable for credit: California State University
This is the fourth part of a four-course program designed to prepare students for the Cisco Certified Network Associate (CCNA) certification test. Course Four covers the fundamentals of Wide Area Network (WAN) analysis and design. The course also includes topics such as Integrated Services Digital Network (ISDN), Point to Point (PPP) protocols and Frame Relay communication. Credit/No Credit Option.

025 • ADVANCED ROUTING - CISCO 5 3.0 units
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
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
Prerequisite: CIT 025
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes advanced Virtual Local Area Network (VLAN) configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks. Credit/No Credit Option.

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

041 • MICROSOFT OS ESSENTIALS 3.0 units
Advisory: CIS 054B
Corequisite: CIT 143
Acceptable for credit: California State University
The goal of this course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 Networks. This is an introductory course designed to provide knowledge of user accounts, Windows 2000 groups and group scopes, permissions, security, Active Directory terminology, optimizing IP address allocation, Windows 2000 utilities, and Web services. Credit/No Credit Option.

043 • MICROSOFT SERVER 3.0 units
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
Prerequisite: CIT 043
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 learn Group Policies to configure and manage the user desktop environment, to configure and manage software, and to implement and manage security settings. Students will install and manage Windows 2000 Domains and Domain Controllers through Active Directory. Credit/No Credit Option.

045 • IMPLEMENTING AND ADMINISTERING MS DIRECTORY SERVICES 3.0 units
Advisory: CIS 054B
Corequisite: 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
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
Students will learn to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Group Policy, site topology; Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients are also taught in the course. Credit/No Credit Option.

049 • SYSTEMS ADMINISTRATION FOR MS SQL/SERVER 3.0 units
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

Prerequisite: CIT 043
Acceptable for credit: California State University

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

052A • DESIGNING AND IMPLEMENTING DATA WAREHOUSE USING MS SQL SERVER  3.0 units

Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

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

055 • IMPLEMENTING AND SUPPORTING MICROSOFT PROXY  3.0 units

Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University

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

057A • IMPLEMENTING AND SUPPORTING MS EXCHANGE SERVICES  4.0 units

Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

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

057B • INSTALLING, CONFIGURING AND ADMINISTERING MS EXCHANGE SERVICES  4.0 units

Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

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

060 • NETWARE ADMINISTRATION  3.0 units

Advisory: CIS 054B
Corequisite: CIT 160
Acceptable for credit: California State University

This course provides students with the necessary knowledge and skills to perform fundamental network management tasks on a NetWare 5.1 network. Topics include an introduction to NetWare and NDS, setting up and managing network access for users, managing file system security, implementing Novell Distributed Print Services, and using ZENWORKS for Desktops to manage workstations and application. Credit/No Credit Option.

062 • NETWARE ADMINISTRATION - ADVANCED  2.0 units

Prerequisite: CIT 060
Corequisite: CIT 162
Acceptable for credit: California State University

The course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. This course is appropriate for Network administrators who have completed the NetWare 5.1 Admin & Net Tech courses or who have acquired the same knowledge & skills from practical job experience administering a NetWare 4 network. Credit/No Credit Option.

063 • NDS DESIGN AND IMPLEMENTATION  3.0 units

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. Credit/No Credit Option.

064 • SERVICE AND SUPPORT  3.0 units

Advisory: CIS 054B
Prerequisite: CIT 060
Acceptable for credit: California State University

The goal of this course is to provide individuals a solid foundation on the prevention, diagnosis, and resolution of hardware-related problems encountered when working with NetWare. While the course assumes the use of NetWare 4.x or NetWare 5.x, the skills learned will have a great deal of practical value to network administrators as they optimize and maintain systems while using many other Novell products. Credit/No Credit Option.

067 • INTEGRATING NETWARE WITH WINDOWS O.S.  3.0 units

Advisory: CIS 054B
Prerequisite: CIT 060
Acceptable for credit: California State University

The goal of this course is to provide individuals a solid foundation on the Windows O.S networking and how to integrate Windows O.S with a NetWare network. Students will integrate Windows O.S Workstations, Windows O.S Servers, and Windows NT/2000 domains with a NetWare network. Credit/No Credit Option.

070 • DESIGNING A SECURE CHECKPOINT NETWORK I  3.0 units

Advisory: CIS 054B
Prerequisite: CIT 024
Acceptable for credit: California State University

Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Network security policies, firewall architecture, Virtual Private Networks (VPNs), log management, user authentication, Network Address Translation (NAT), load balancing and content filtering are also taught in the course. This course is part of the Checkpoint Academy. Credit/No Credit Option.
### 072 • DESIGNING A SECURE CHECKPOINT NETWORK II  
**3.0 units**  
**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, 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**  
**Prerequisite:** CA 084A or CIT 049  
**Corequisite:** CIT 182  
**Acceptable for credit:** California State University  
This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle9i database. The student learns to use an administration tool to startup and shutdown a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases under different environments. Hands-on practices help to reinforce key concepts, and students have an opportunity to troubleshoot real life issues when they are given examples of questions frequently asked of Oracle Worldwide Support. This class is preparation for the Oracle Database Administrator certification exam. Credit/No Credit Option.

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

### 086 • DBA: PERFORMANCE TUNING  
**3.0 units**  
**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**  
**Prerequisite:** CIT 082  
**Corequisite:** CIT 188  
**Acceptable for credit:** California State University  
The Oracle 8i Networking class will enable students to identify networking business trends and security problems. Oracle's networking solutions to the business problems and trends will be presented. Students will learn about Net8 components and will learn how to configure both a simple and more complex Net8 environment. The course is intended for Database Administrators, Application Developers, MIS Managers, Technical Support Professionals, and Network Administrators. Credit/No Credit Option.

### 107 • DISTRIBUTED APPLICATIONS WITH MS VISUAL C++  
**3.0 units**  
**Prerequisite:** CIT 049  
**Acceptable for credit:** California State University  
This course provides students with the knowledge and technical skills required to implement distributed systems on the Internet. Students will learn about the Internet client and server applications and the technologies that support them, such as HTTP, FTP, SMTP, and so on. Students will also learn how to design and build distributed applications using Microsoft Visual C++ and the Active Template Library (ATL). The course includes real-world projects that allow students to apply the concepts learned in class. Credit/No Credit Option.

### 108 • DISTRIBUTED APPLICATIONS WITH MS VISUAL BASIC  
**3.0 units**  
**Prerequisite:** CIT 049  
**Acceptable for credit:** California State University  
This course provides students with the knowledge and technical skills required to create distributed applications that can run on different platforms and environments. Students will learn about the Visual Basic programming language and how to use it to create distributed applications. The course includes hands-on projects that allow students to apply the concepts learned in class. Credit/No Credit Option.

### 111 • SERVLETS AND JSP  
**3.0 units**  
**Prerequisite:** GDES 046  
**Acceptable for credit:** California State University  
The goal of this course is to develop skills and understanding in designing e-commerce websites. This is a course that goes beyond "formatting" web pages with HyperText Markup Language (HTML). This course extends web page "functionality" with interactivity, multimedia, security, and database capability using Java programming language (Java, JSP, etc.). Topics include design principles, examples of scripts (JavaScript, ASP, ActiveX, VBScript, Servlets, JSP, Perl or CGI) and discussion of security (SET, SSL etc.). Credit/No Credit Option.

### 112 • CLIENT, SERVER AND WEB MANAGEMENT  
**3.0 units**  
**Prerequisite:** GDES 046  
**Acceptable for credit:** California State University  
The goal of this course is to develop skills and understanding in designing e-commerce websites. This is a course that goes beyond "formatting" web pages with HyperText Markup Language (HTML). This course extends web page "functionality" with interactivity, multimedia, security, and database capability using Java programming language (Java, JSP, 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**  
**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**  
**Advisory:** CIS 054B  
**Corequisite:** CIT 041  
**Acceptable for credit:** California State University  
The goal of this lab course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in installing Windows 2000. Credit/No Credit Option.

### 143 • MICROSOFT SERVER LAB  
**1.0 unit**  
**Prerequisite:** CIT 041  
**Corequisite:** CIT 043  
**Acceptable for credit:** California State University  
Students will install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create, file, print, and terminal servers. Credit/No Credit Option.
The Oracle 8i Networking lab course will enable students to identify networking problems and security issues. Acceptable for credit: California State University
Corequisite: CIT 088
Prerequisite: CIT 082
188 • DBA: NETWORK ADMINISTRATION LAB 1.0 unit
Credit/No Credit Option.
This 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.

164 • DBA: BACKUP AND RECOVERY LAB 1.0 unit
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
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
Prerequisite: CIT 082
Corequisite: CIT 088
Acceptable for credit: California State University
The Oracle8i Networking lab course will enable students to identify networking business trends and security problems. Credit/No Credit Option.

The CNET Department offers two major fields of study: Computer Electronics Technology (option CET) and Computer Networking Technology (option CNT). Both options offer an A.S. degree and certificate.

The CET option is a broadly based course of study with a strong emphasis on computers. This option is designed to train students for a wide variety of technical jobs, and touches on all of the major aspects of the high-tech industry: basic electronics, mathematics, solid state, analog, digital, programmable logic, microprocessors, circuit simulation, object-oriented programming, A+ certification, telecommunications, networking, and many other areas of electives study. Most classes are supported by hands-on laboratory experience. Selected classes will transfer to a comparable 4-year program, such as the Electronics and Computer Technology B.S. degree offered by San Jose State University. (The CET program is NOT intended to transfer into a B.S. degree in Electrical Engineering EE.)

The CNT option is designed to give the student a broad-based and practical background in all major aspects of networking technology. The curriculum includes LAN/WAN design, network operating systems, switches and routers, network administration and troubleshooting, network protocols and management, and WAN technologies such as ATM, ISDN, DSL, FDDI, and wireless networking. Classes include extensive laboratory practice, such as hands-on experience with CISCO routers and switches, wireless systems, and NOS configuration, installation and troubleshooting. Selected classes will transfer to a comparable 4-year program in the networking field.

Students who have taken coursework at other institutions may receive credit upon department evaluation.

Student Learning Outcomes:
Upon completion of the CET option, the student will be able to:
• Design, solve, troubleshoot, and measure a variety of analog/digital circuits and systems.
• Use a variety of generating and measuring instruments, such as DMVs and digital oscilloscopes
• Write and debug programs using assembly and high-level languages (such as C or JAVA)
• Design, analyze and troubleshoot a variety of circuits and systems using a circuit simulator (such as PSpice)
• Pass the A+ Certification Exam with reasonable certainty
• Explain the structure and operation of various networks (such as PSTN, LANs and WANs)

Upon completion of the CNT option, the student will be able to:
• Provide technical support to network administrators
• Perform standard maintenance of a LAN/WAN system
• Deliver technical assistance to users across the network
• Troubleshoot routing problems
• Analyze, troubleshoot, and design small-scale/campus LANs
• Assist administrators in managing networks
• Set up a home wireless LAN
• Install and troubleshoot network operating systems

Career Choices -

CET option:
• Customer service support
• Technical sales
• Entry-level engineer

CNT option:
• Asst. Network Administrator
• Network Help Desk
• Network Technician
• Network Consultant Aide
• Network Mgmt Specialist
• PC/Network Installation Support

Some career options require more than two years of college study.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

Highlights - CET option:
• Solid foundation in basic electronics, with a strong emphasis on computer technology
• A board-based comprehensive curriculum addressing the needs of both the transfer and non-transfer student
• Excellent state-of-the-art laboratory facilities
• Extensive use of PSpice circuit simulation
• In-depth A+ Certification preparation

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

Computer Networking Technology
Computer Electronics Technology

A.S. Certificate/Degree:

Schedule Matrix:

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

Computer Electronics Technology

A.S. Degree and Certificate

Core Curriculum Courses (Required) Units

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CNET 067....Computer Diagnostics, Repair and Upgrade..............3.0
CNET 077....Inside the IBM PC........................................2.0
CNET 079....Adv. Software Design.....................................3.0
CNET 081....Intro to Local Area Networking..........................3.0
CNET 084....Circuit Simulation Using PSpice........................3.0
CNET 088A....Introduction to RF/Microwave/Wireless..................3.0
CNET 088B....Advanced RF/Microwave/Wireless..........................3.0
CNET 177....Laboratory Skills.........................................0.5

DRAFT 058A....Electronics Drafting....................................3.0

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

Computer Networking Technology - A.S. Degree and Certificate

Core Curriculum Courses (Required) Units

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| CNET 043     | Router & Internetworking Fundamentals...3.0
| CNET 044     | Network Management Fundamentals.........3.0
| CNET 045     | Introduction to LAN/WAN design..........3.0
| CNET 046     | Routing and Switching Technology.......3.0
| CNET 047     | Advanced Network Protocols............3.0
| CNET 078     | Telecommunications / Networking.........3.0
| CNET/CIS 081 | Area Networks |        |        |         |
| CNET 090A    | A+ (hardware)............................4.0
| CNET 090B    | A+ (operating systems)................4.0

Total Program A.S. Degree/Certificate Requirements:...............35.0

Computer Networking Technology - Network Associate Certificate

Core Curriculum Courses Units

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| CNET 076     | Data Communications....................3.0
| CNET/CIS 081 | Introduction to Networking and LAN...3.0
| CNET 041     | TCP/IP for the PC........................2.0
| CNET 042     | Introduction to Network Operating Systems...3.0
| CNET 043     | Internetworking Fundamentals........3.0

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

COMPUTER NETWORKING ELECTRONICS TECHNOLOGY (CNET)

041 • TCP/IP FOR THE PC (Formerly known as CNT 041)

3.0 units

Advisory: MATH 903
Acceptable for credit California State University

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

042 • INTRO TO NETWORK OPERATING SYSTEMS (Formerly known as CNT 042)

3.0 units

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 INTERNET/NETWORKING FUNDAMENTALS 3.0 units
(Formerly known as CNT 043)
Advisory: CET/CIS 081 and CNT 041
Acceptable for credit: California State University
This course is designed to introduce students to the fundamentals of interconnecting computer networks. The course covers the basics of internetworking components such as repeaters, hubs, bridges, switches, routers, and gateways. Topics also include Local Area Network (LAN) protocols, Virtual LAN (VLAN) concepts, Wide Area Network (WAN) technologies and protocols, and major routing protocols includes Distance-Vector and Link-State routing protocol. Credit/No Credit Option.

044 • NETWORK MANAGEMENT FUNDAMENTALS 3.0 units
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This course is designed to introduce students to the fundamentals of network management. The course covers the basics of SNMP protocol, including SNMP software and hardware support. Topics also include guidelines for effective use of SNMP tools in managing typical small to medium networks. Credit/No Credit Option.

045 • INTRODUCTION TO LAN/WAN DESIGN 3.0 units
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This course is designed to introduce students to the basics of network design. The course covers the fundamentals of network design principles including guidelines and design goals for the LAN and WAN environment, and network issues such as network traffic and scalability. Topics also include routing fundamentals, user requirements, bandwidth consideration, and layout process. Credit/No Credit Option.

046 • ROUTING AND SWITCHING TECHNOLOGY 3.0 units
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This is a comprehensive course in all important aspects of routing and switching technology. The course covers the basics of IP routing concepts, router configuration, router operating systems, routing protocols, multi-layer switching technology, switch configuration and switching protocols. Topics also include TCP/IP, routing hardware, layer-3 switching, routing diagnostics, and network analysis. Credit/No Credit Option.

047 • ADVANCED NETWORK PROTOCOLS 3.0 units
Advisory: CNET 041 and CNET 043
Acceptable for credit: California State University
This is a comprehensive course in network protocols. The course covers the advanced topics in TCP/IP including in-depth analysis of related network protocols such as ARP, ICMP, IGMP, BootP, DHCP, Frame Relay, ATM, xDSL, ISDN. Topics also include CIDR, VLSM, Novell IPX, NetBIOS, AppleTalk, Voice over IP (VoIP), mobile IP, detailed analysis of the new IP v6 and its potential impact on the Internet. Credit/No Credit Option.

052 • DC CIRCUIT THEORY AND ANALYSIS 4.0 units
Advisory: MATH 093
Acceptable for credit: California State University
A comprehensive introductory course in electronics. DC voltages, resistance, series and parallel circuits. An introduction to voltage and current divider rules. Thevenin's theorems, and other pertinent DC concepts. Emphasis is on lab procedures and use of electronic test equipment. Grade Only.

053 • ELECTRONICS CALCULATIONS 3.0 units
Advisory: MATH 093
Acceptable for credit: California State University
A study of advanced algebraic and trigonometric concepts as they pertain to AC electronics: sine waves, vector algebra, complex number, decibels, and time constants. Use of a scientific calculator in solution of problems is emphasized. Grade Only.

055 • THE IBM PC: A TECHNICAL INTRODUCTION 3.0 units
Advisory: MATH 093
Acceptable for credit: California State University
This is a technically-based course on the IBM PC and clones, and covers how it works as well as how to use it. Topics include: the central processing unit, instruction processing, disk memory, video systems, printers; networking; operating system fundamentals, introductory programming; and a brief overview of major applications. (Also listed as CIS 56). Credit/No Credit Option.

060 • SCIENCE: HOW IT HAS CHANGED OUR WORLD 3.0 units
Advisory: MATH 000C
Acceptable for credit: California State University
This course will deal with the union of science and technology. These technologies will include applications of physics, chemistry, biology, electronics, computer science and others as applied to such fields as computers, medicine, communications, navigation, LASERS, meteorology, and nuclear power generation. The roots of basic science will be stressed. These concepts will be reinforced by classroom demonstrations and field trips. It is designed for science and non-science majors alike. All students are welcome. No previous knowledge and background in science or technology is required, and the level of mathematics is limited to elementary algebra. Credit/No Credit Option.

062 • AC CIRCUIT THEORY AND ANALYSIS 4.0 units
Advisory: MATH 093 and CET 052
Acceptable for credit: California State University
A comprehensive introductory course in electronics covering AC theory. Includes sinusoidal/waveforms, AC measurements, AC series circuits, AC parallel circuits, RC filters, series and parallel resonant circuits, transformers, and the use of electronic instruments including the DMM, frequency generator, frequency counter and oscilloscope in the lab. Grade Only.

063 • DIGITAL/PROGRAMMABLE LOGIC 4.0 units
Advisory: MATH 093 and CET 052
Acceptable for credit: California State University
This is a comprehensive course in digital electronics, including basic number systems, shift registers, counters, multiplexers, arithmetic logic units, and fundamentals of design and application. Course will include computer-aided design using programmable logic. All theoretical concepts will be reinforced by practical lab applications. Student projects will be breadboarded and tested using digital designers, oscilloscopes and meters. Grade Only.

064 • MICROCOMPUTER SOFTWARE DESIGN 3.0 units
Advisory: MATH 093
Acceptable for credit: California State University
This course will cover the major aspects of software design in a product development environment. A high-level structured language such as C or Java will be the primary programming language. Additional topics may include structured design and software development techniques. Grade Only.

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

066B • LEVEL II-ENGINEERING ASSEMBLY REWORKS TECHNICIAN(EART) ON MIXED TECHNOLOGY 3.0 units
Acceptable for credit: California State University
This is a second level high-tech manufacturing engineering assembly course on microelectronic production, touch-up, and engineering rework as applied to multi-layer PC boards. The course focuses on Engineering Change 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
Advisory: MATH 903
Acceptable for credit: California State University
This is an introductory course on the diagnostics, repair, and upgrade of IBM PC/compares. This course requires no previous experience with computers, and is designed to provide for a wide range of needs: from entry-level high-tech positions, to job retraining, to skill upgrading. This course will include hardware configuration, software diagnostics, maintenance procedures, memory upgrade, floppy and hard disk installation and setup, power supply analysis, troubleshooting, and much more. May be repeated one time. Credit/No Credit Option.

071 • SOLID STATE DEVICES AND CIRCUITS
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
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
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
Advisory: MATH 903
Acceptable for credit: California State University
This is an introductory course in telecommunications and networking. Topics include related computer hardware and software, the PLL, PCM, the phone system, modems, DSL, fiber optics, error correction, and local and wide-area networks. Theory is enhanced by laboratory and demonstration experience. Credit/No Credit Option.

079 • C# PROGRAMMING AND .NET FRAMEWORK
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
Advisory: MATH 903 and CET 078
Acceptable for credit: California State University
This is a comprehensive course in networking. Local area network (LAN) technology is used to implement broadband/baseland broadcast protocols, and different access methods. The course will also include different topologies, transmission media, access methods, interface techniques, composite systems and discuss different standards. Students will also learn different architectures and hardware/software architectural compatibility. Additionally, this course will include LAN operating systems, gateways/servers, network control and management, and implementation consideration/product review. (Also listed as CIS 81). Credit/No Credit Option.

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

083 • OBJECT-ORIENTED PROGRAMMING
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
Advisory: MATH 903
Acceptable for credit: California State University
This is an introductory course on circuit simulation 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
(Formerly known as CET 088)
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
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
Advisory: MATH 903 and CET 064
Acceptable for credit: California State University
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
Advisory: MATH 903
Acceptable for credit: California State University
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
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

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

COUNSELING (COUNS)

DIVISION: Student Development
DEPARTMENT: Counseling
DEPT CHAIR: Bob Miller
PHONE: 408-855-5094
COUNSELING: 408-855-5030
WEBPAGE: www.missioncollege.org/depts/coun
EMAIL: bob_miller@wvmccd.cc.ca.us

Counseling is available for all students on a drop-in basis or by private appointments. All students are encouraged to meet with a counselor to formalize an Education Plan by the time they have completed 12 units. Counselors are available to assist you with academic, personal and career issues. The Counseling courses can assist students in making career and educational decisions, enhancing study skills, and staying motivated.

SCHEDULE MATRIX:

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<thead>
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COUNSELING (COUNS)

001 • COLLEGE SURVIVAL SKILLS 2.0 units
Acceptable for credit: California State University
This course provides the opportunity to learn self-management and study skills essential for success in college. It introduces the student to the theory and application of effective learning and academic strategies, personal development and techniques of interpersonal communications will be addressed. Credit/No Credit Option.

003 • STRATEGIES FOR PERSONAL AND PROFESSIONAL GROWTH 2.0 UNITS
This course will present students with practical and proven strategies for improving the skills necessary to be successful in college and in their personal lives. Students will explore and practice strategies to set clear goals, make wise choices, improve self management, enhance creative and critical thinking skills, and acquire skills for life-long learning. Credit/No Credit Option.

005 • STRATEGIES FOR SUCCESS 3.0 units
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
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
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
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 via distance learning. Credit/No Credit Option.

012A • CAREERS AND LIFE STYLES 1.0 unit
Acceptable for credit: California State University
This course assists students in exploring individual interests through the use of a variety of career assessments. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self-assessment instruments to help them identify career options. This course may also be offered via distance learning. Credit/No Credit Option.

012B • CAREERS AND LIFE STYLES 1.0 unit
Acceptable for credit: California State University
This course assists students in exploring societal influences on the world of work. Students will learn about the global economy and the changing corporate structure. Trends in the workplace will be analyzed. Career paths and common organizational divisions will be reviewed. Students will learn various career-researching options. Credit/No Credit Option.

012C • CAREERS AND LIFE STYLES 1.0 unit
Acceptable for credit: California State University
This course assists students in the area of job search skills. Students will learn to market them selves using resume writing, and interview skills. Occupational trends will be examined. Students will learn to identify different types of skills and how they relate to job requirements. Credit/No Credit Option.

012A1 • CAREERS AND LIFE STYLES 0.5 units
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.

023 • BECOMING A MASTER STUDENT-ATHLETE 2.0 units
Acceptable for credit: California State University
In this course student-athletes learn tools for success to be applied in the classroom and in their sport. This survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, and awareness of personal development and techniques of interpersonal communication. In addition, students learn how to balance academics and athletics, and how to prepare for a bright future. Credit/No Credit Option.

040A • LEADERSHIP TRAINING 0.5 unit
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 decision are made in a collaborative process. This course is required of all student body officers and senators. Credit/No Credit Option.
A mini course designed to acquaint the student with the intricacies of the college management, note taking, preparation and taking of examinations and other college as well as supervised practice in implementing new approaches to time management. This course is required of all student body officers and senators. Credit/No Credit Option.

050A • INCREASING SELF-ESTEEM 0.5 units
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
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
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.

055 • VALUING DIVERSITY 3.0 units
Acceptable for credit: California State University
This is a theoretically based course which examines and explores students' multicultural awareness, knowledge base and practices and which allows them to develop new skills. The course addresses the complexities of interpersonal relationships among and between several cultures and ethnic groups within our society. Students examine cultural perceptions, while exploring self-concepts, values, beliefs, communication styles, religion, gender, ageism, and lifestyles in order to promote respect for differences and develop a sense of community. Credit/No Credit Option

102 • STUDENT SUCCESS 0.5 units
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 (NON-ASSOCIATE DEGREE COURSE) 0.5, 1.0 units
A course designed to improve students' study skills and help them become more aware of their potential for serious study. Opportunity is provided for personalized assistance in examining one's goals and motivation for attending college as well as supervised practice in implementing new approaches to time management, note taking, preparation and taking of examinations and other study habits and techniques. Credit/No Credit Option.

900 • ORIENTATION (NON-ASSOCIATE DEGREE COURSE) 0.5 units
A mini course designed to acquaint the student with the intricacies of the college scene - both academic and social. Credit/No Credit Option.
Design Drafting Technology

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

Schedule Matrix:

<table>
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<tr>
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Design Drafting - Electronic - A.S. Degree and Certificate

Core Curriculum Courses (Required) Units
- DRAFT 022........Descriptive Geometry..................................3.0
- DRAFT 051A........Technical Drafting - Beginning ....................3.0
- DRAFT 051B........Technical Drafting - Intermediate ...............3.0
- DRAFT 051C........Technical Drafting - Advanced Generalization ....3.0
- DRAFT 058A........Electronic Drafting ..................................3.0
- DRAFT 058B........Electronic Drafting - Printed Circuit Board Design ..................................3.0
- DRAFT 058C........Electro/Mechanical Packaging Design ..............3.0
- DRAFT 058D........Surface Mount and Integrated Circuits ...........3.0
- DRAFT 070........Introduction to CAD ....................................3.0
- DRAFT 071A........Advanced CAD Applications - Electronic ..........3.0
- DRAFT 071B........CAD Applications-PCB ................................3.0
- DRAFT 092........Design Drafting Laboratory/Portfolio ..............2.0

Plus one of the following: Units
- CET 052...........DC Principles ...........................................4.0
- DRAFT 055A........Illustration/3-D CAD ................................3.0
- DRAFT 060...........Dimensioning & Tolerancing .....................3.0
- DRAFT 072...........CAD Applications-Electronics ...................3.0
- DRAFT 103...........Materials and Processes ..........................2.0

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

Design Drafting - Mechanical - A.S. Degree and Certificate

Core Curriculum Courses (Required) Units
- DRAFT 022........Descriptive Geometry..................................3.0
- DRAFT 051A........Technical Drafting - Beginning ....................3.0
- DRAFT 051B........Technical Drafting - Intermediate ...............3.0
- DRAFT 051C........Technical Drafting - Advanced Generalization ....3.0
- DRAFT 060...........Dimensioning & Tolerancing .....................3.0
- DRAFT 103...........Materials and Processes ..........................2.0
- DRAFT 092........Design Drafting Laboratory/Portfolio ..............2.0
- DRAFT 058C........Electro/Mechanical Packaging Design ..............3.0
- DRAFT 070........Introduction to CAD ....................................3.0
- DRAFT 072...........CAD Applications-PCB ................................3.0
- DRAFT 055A........Illustration/3-D CAD ................................3.0
- DRAFT 058B........Solid Modelling Illustration ........................3.0

Plus one of the following: Units
- DRAFT 058A........Electronic Drafting ..................................3.0
- ENGR 003...........Science at Work ........................................4.0

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

Design Drafting Technology

022 • DESCRIPTIVE GEOMETRY 3.0 units
Advisory: MATH 093
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
Advisory: MATH 093, DRAFT 070
Acceptable for credit: California State University

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

051B • TECHNICAL DRAFTING-INTERMEDIATE 3.0 units
Advisory: MATH 093, DRAFT 072
Prerequisite: DRAFT 051A
Acceptable for credit: California State University

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

051C • TECHNICAL DRAFTING-ADVANCED GENERALIZATION 3.0 units
Advisory: MATH 093
Prerequisite: DRAFT 051B and DRAFT 072
Acceptable for credit: California State University

This course will introduce the American National standards and specifications as they are applied to the following special fields in drafting: machine drafting (detail and sub-assembles), sheet metal fabrication drawing, casting and forging drawings, gears and cams, welding representation (weldments). Design process and documentation standards will be stressed. May be repeated one time. Credit/No Credit Option.
055A • ILLUSTRATION: 3-D CAD 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 070, DRAFT 051A
Acceptable for credit: California State University
In this course the student will study and create 3-D communications using traditional technical illustration techniques and computer aided modeling programs. Computer generated, three dimensional, solid model, illustrations will be created using a computer to shape, shadow and graphically represent the desired design. May be repeated one time. Credit/No Credit Option.

055B • ILLUSTRATION: SOLID MODELING 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 055A
Acceptable for credit: California State University
In this course the student will study and create three dimensional representational drawings using a computer-modeling program. Computer generated, three dimensional, solid models, will be created using a computer to shape, shadow and graphically represent the desired object for the purpose of manufacturing. May be repeated one time. Credit/No Credit Option.

055C • ADVANCED 3D SOLID MODELING 3.0 units
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 3-D 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
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
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 • ELECTROMECHANICAL PACKAGING DESIGN 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This course covers the design and drafting of electromechanical 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
Advisory: MATH 903
Prerequisite: DRAFT 058B
Acceptable for credit: California State University
This is an advanced design course for printed circuit/electro-mechanical designers. The course includes the terminology and design of land patterns for surface mount components based on manufacturability, solderability and reliability identified in industrial specifications. This course will also include basic integrated circuit mask design and the design of multilayer printed circuit boards as they relate to surface mount design technology. May be repeated one time. Credit/No Credit Option.

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

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

071B • CAD APPLICATIONS-ELECTRONICS PCB 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 071A
Acceptable for credit: California State University
This class is an advanced design course for printed circuit designers. The course teaches and uses the automated Computer Aided Design (CAD) systems equipment operation. Students will be afforded the opportunity to acquire "hands-on" experience using AutoCad software on both MS DOS and WINDOWS platforms. Formal written assignments and laboratory-project work are required. May be repeated one time. Credit/No Credit Option.

072 • COMPUTER AIDED DESIGN APPLICATIONS MECHANICAL 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 070
Acceptable for credit: California State University
This class is designed to accommodate the needs of students and the industry in the area of Advanced Mechanical Computer Aided Design and Drafting (CADD) systems equipment operation. Students will be afforded the opportunity to acquire "hands-on" experience in the operation of 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 laboratory and written assignments are required. May be repeated one time. Credit/No Credit Option.

075 • DESIGN DRAFTING LABORATORY/PORTFOLIO 2.0 units
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.
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 judgment in evaluating public policy issues.

Student Learning Outcomes:
The Economics Program at Mission College is designed to introduce students to the functioning of a market-oriented economic system. Students will be able to:
- evaluate the condition and performance of a macroeconomy 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.

Outcome will be evaluated through a series of embedded class assessment, including participation, reflection/reaction papers, problem solving exercises, and written examinations.

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:
- 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.

Outcome will be evaluated through a series of embedded class assessment, including participation, project/experiment, 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 make 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.

Outcome will be evaluated through a series of embedded class assessment, 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
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

ECONOMICS (ECON)

001A • PRINCIPLES OF MACROECONOMICS 3.0 units
CAN ECON 2
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
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.

ENGINEERING (ENGR)

DIVISION: Natural Sciences
DEPARTMENT: Engineering
DEPT 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>D</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>ENGR 010</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>ENGR 023</td>
<td>E</td>
<td></td>
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</tr>
<tr>
<td>ENGR 024</td>
<td>D</td>
<td>D</td>
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<tr>
<td>ENGR 024L</td>
<td>D</td>
<td>D</td>
<td></td>
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<tr>
<td>ENGR 025</td>
<td>E</td>
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<td>ENGR 026</td>
<td>E</td>
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<td>ENGR 030</td>
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<td>E</td>
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</tr>
<tr>
<td>ENGR 050</td>
<td>NOT OFFERED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 051</td>
<td>NOT OFFERED</td>
<td></td>
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</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES
ENGR 004D  Introduction to Circuit Analysis Laboratory  1.0 unit  
Advisory:  ENGR 024  
Acceptable for credit:  University of California, California State University  
The course introduces the basic instruments and experimental techniques used in building electrical circuits.  Students also use computer software to simulate circuits.  Must be taken with Engineering 24.  Primarily for Engineering transfer students.  Grade Only.

024L  Introduction to Circuit Analysis Lab  1.0 unit  
CAN ENGR 6 (ENGR 024 + 024L)  
Advisory:  MATH 003B, MATH 004A and PHYS 004B  
Corequisite:  ENGR 024  
Acceptable for credit:  University of California, California State University  
The course introduces the basic instruments and experimental techniques used in building electrical circuits.  Students also use computer software to simulate circuits.  Must be taken with Engineering 24.  Primarily for Engineering transfer students.  Grade Only.

025  Engineering Graphics and Design  4.0 units  
Advisory:  DRAFT 051A, DRAFT 051A  
Acceptable for credit:  University of California, California State University  
This course develops engineering design skills through design projects.  The designs build upon and reinforce engineering graphics tools by integrating graphics into the design projects.  Graphics assignments will develop sketching, manual drafting, and computer aided drafting (CAD) techniques.  This course is primarily for Engineering Transfer Students.  Grade Only.

026  Engineering Materials  4.0 units  
Prerequisite:  CHEM 001A, MATH 003B, PHYS 004A  
Acceptable for credit:  University of California, California State University  
This course provides an introduction to the properties of engineering materials and their relation to the internal structure of materials.  A laboratory is included which uses experiments on campus and field trips to local industry.  Grade Only.

030  Introduction to Computing for Engineers  4.0 units  
Advisory:  MATH 003A and CIS 002  
Acceptable for credit:  University of California, California State University  
This course introduces students to engineering problem solving using computer programming.  Students will use computers to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations.  Students will learn a disciplined approach to problem solving using an industry standard high level language.  Topics include problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals.  Credit/No Credit Option.

050  Introduction to Geographical Information Systems  4.0 units  
Advisory:  MATH 093  
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 to Remote Sensing  4.0 units  
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)

**DIVISION:** Communications  
**DEPARTMENT:** English  
**DEPT CHAIR:** David Lang  
**OFFICE:** W3-601D  
**PHONE:** 408-855-5178  
**COUNSELING:** 408-855-5030

The English department teaches skills that are universal to every other discipline. Taking courses in English increases a student's chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

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

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

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

**Highlights:**
- Composition courses designed for all levels of ability.
- Transfer level literature and creative writing courses that meet CSU & UC requirements.
- A certificate program in Technical Communication.
- On-line courses in composition & workplace writing.
- Experienced, innovative faculty, dedicated to student success.

**Certificates:**
- Technical Communication

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### Technical Communication - Certificate

The Certificate Program in Technical Communication is a multi-disciplinary, experiential program designed to enhance students' written, oral, and visual communication skills and to give them the practical experience they will need to communicate effectively in a technical environment. Core courses cover writing, editing, and producing technical documents; designing visuals and formats; desktop publishing; reading and analyzing technical information; communicating orally, and computer science. The certificate program is intended for people who want to enter or already work in the field of technical writing/editing, as well as technical professionals in engineering and science and their support personnel. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 075</td>
<td>Technical Writing: Reports</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 076</td>
<td>Creating and Managing Technical Publications</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL/GDES 077</td>
<td>Design of Technical Publications, Training Materials, and Visuals</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus one of the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 060</td>
<td>Desktop Publishing for Commercial Artists</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Desktop Publishing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus two from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002*</td>
<td>Introduction to Computer Based Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>READ 073</td>
<td>Reading and Analyzing Technical Information</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>*or BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 18.0 units

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**ENGLISH** (ENGL)

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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**English Course Progression**

**Highlights:**
- Technical Communication
- Experienced, innovative faculty, dedicated to student success.
- On-line courses in composition & workplace writing.
- A certificate program in Technical Communication.
- Transfer level literature and creative writing courses that meet CSU & UC requirements.
- Composition courses designed for all levels of ability.
- A certificate program in Technical Communication.
- Experience, innovative faculty, dedicated to student success.

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

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

**Highlights:**
- Composition courses designed for all levels of ability.
- Transfer level literature and creative writing courses that meet CSU & UC requirements.
- A certificate program in Technical Communication.
- On-line courses in composition & workplace writing.
- Experienced, innovative faculty, dedicated to student success.

**Certificates:**
- Technical Communication

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**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.

**001A • ENGLISH COMPOSITION** 3.0 units

CAN ENGL 2  
CAN ENGL SEQ A (ENGL 001A + 001B)  
Advisory: READ 053  
Prerequisite: ENGL 059 or qualifying score on placement test.  
Acceptable for credit: University of California, California State University

This English composition course emphasizes the writing of college level essays, research writing, argument, and analytical reading skills. It fulfills the writing requirement for the Associate degrees. This course may also be offered via distance learning. Grade Only.

**001B • ENGLISH COMPOSITION** 3.0 units

CAN ENGL 4  
CAN ENGL SEQ A (ENGL 001A + 001B)  
Prerequisite: ENGL 001A  
Acceptable for credit: University of California, California State University

This course continues emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. Grade Only.

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**MISSION COLLEGE 2007–2008**  
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ENGLISH

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

001C • CLEAR THINKING IN WRITING 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
English 001C is an advanced composition course that emphasizes critical thinking, particularly in the reading and writing of arguments. Course content includes analytical reading skills and methods of analysis, principles of logic, techniques of reasoning and of style, and research skills. Grade Only.

005A • SURVEY OF ENGLISH LITERATURE 3.0 units
CAN ENGL 8
CAN ENGL SEQ B (ENGL 005A + 005B)
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of English literature beginning with Anglo-Saxon writings and the epic “Beowulf,” extending through the works of the eighteenth century, and ending with the writings of Samuel Johnson. Credit/No Credit Option.

005B • SURVEY OF ENGLISH LITERATURE 3.0 units
CAN ENGL 10
CAN ENGL SEQ B (ENGL 005A + 005B)
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of English literature, beginning with the Romantic Period of the nineteenth century and continuing into the Modern Period of the twentieth century; includes authors from Wordsworth to James Joyce. Credit/No Credit Option.

006A • WORLD LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A summary of World literature from the early Greeks to the 17th century. Credit/No Credit Option.

006B • WORLD LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
World Literature (English 6B) is the study of masterpieces of western civilization from Neo-Classical period of the seventeenth century to the present. Representative works from European Neoclassical literature, Romanticism, Realism and modern literature will be studied along with the historical and cultural background of those periods. Examples of American literature in these styles and comparative examples from India, Asia, Africa and South America will be included. Credit/No Credit Option.

007A • AMERICAN LITERATURE 3.0 units
CAN ENGL 14
CAN ENGL SEQ C (ENGL 007A + 007B)
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of major American writers from the Colonial through the Civil War periods, beginning with William Bradford’s works and ending with the works of Walt Whitman. Credit/No Credit Option.

007B • AMERICAN LITERATURE 3.0 units
CAN ENGL 16
CAN ENGL SEQ C (ENGL 007A + 007B)
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A study of major American writers from 1865 to the present. This course is a continuation of English 7A. Credit/No Credit Option.

012 • AFRICAN AMERICAN LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of African American literature during the periods of slavery, Reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz and the relationship between music and African American writing; the performance of literary texts on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influence of African American writing on American literature. May be repeated three times. Credit/No Credit Option.

014 • NATIVE AMERICAN LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores the history and development of Native American literature from the pre-colonial oral and written traditions to late twentieth century writing. Students will examine traditional folklore and mythology from a diverse range of Native American literary traditions, eighteenth and nineteenth century autobiographies and novels, and poetry, novels and nonfiction essays from the more recent Native American writing Renaissance. Students will discuss issues such as: colonization and responses in literature, the translation of the oral tradition into written poetry and prose, the relationship between culture and literature, sacred texts, and identity formation in Native American autobiographies. Credit/No Credit Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as HUMAN 15) Credit/No Credit Option.

018 • ASIAN AMERICAN LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of Asian American literature from the nineteenth through the twenty-first centuries. Among the literary forms covered in this course are: poetry, immigrant narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: Asian oral traditions, music, poetry and performance, racial categorization and mixed-race, the literatures of internment, gender and Asian American writing, first and second generation autobiographies and the influences of Asian American writing on American literature. Credit/No Credit Option.

043 • CLASSICAL MYTHOLOGY 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major classical myths of Western heritage for an appreciation of their literary value and their influence on modern life and culture. Credit/No Credit Option.

044 • THE BIBLE AS LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

045 • POPULAR FICTION IN AMERICA 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A study of types of popular fiction, including the detective story, the Western, and science fiction, with an analysis of their merits and shortcomings as literary art and their sources of reader appeal. Credit/No Credit Option.

047 • INTRODUCTION TO POETRY 3.0 units
CAN ENGL 20
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A study of the elements of poetry through reading, analysis, and discussion of selected poems; writing of analytical papers. Credit/No Credit Option.

048 • INTRODUCTION TO SHAKESPEARE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill graduation requirements for the Associate degree. Credit/No Credit Option.

049 • MODERN FICTION 3.0 units
CAN ENGL 18
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Reading, analysis, and discussion of the modern short story and novel in order to enhance an appreciation of literature and gain insight into the “human condition.” Credit/No Credit Option.

059 • WRITING IN THE WORKPLACE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
Concentration is on writing technical abstracts, reports and manuals. This course will include a review of diction, syntax, punctuation, and spelling, but the emphasis will be on technical writing skills. Not a baccalaureate level course. Credit/No Credit Option.

059A • WRITING IN THE WORKPLACE/Writing Abstracts 1.0 unit
Advisory: READ 53
Prerequisite: ENGL 905 or qualifying score on placement test.
This course is the same as English 59, except that the units are modularized. English 59A focuses on the skills needed to write abstracts based on observation and reading. The spelling, punctuation, grammar, and sentence structure essential to effective communication are reviewed. Successful completion partially fulfills the AA or AS degree requirement. Credit/No Credit Option.

059B • WRITING IN THE WORKPLACE/Writing Reports 1.0 unit
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
This course is the same as English 59, except that the units are modularized. English 59B focuses on skills needed to write informal reports. The spelling, punctuation, grammar, and sentence structure essential to effective communication are reviewed. Successful completion partially fulfills the AA or AS degree requirement. Credit/No Credit Option.

059C • WRITING IN THE WORKPLACE/Writing Documents 1.0 unit
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
This course is the same as English 59, except that the units are modularized. English 59C focuses on the skills needed to write formal documents. The spelling, punctuation, grammar, and sentence structure essential to effective communication are reviewed. Successful completion partially fulfills the AA or AS degree requirement. Credit/No Credit Option.

059D • WRITING IN THE WORKPLACE/ADVANCED 1.0 unit
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/presentation 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
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
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.

076 • CREATING AND MANAGING TECHNICAL PUBLICATIONS, TRAINING MATERIALS, AND VISUALS 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: California State University
This course introduces students to the principles and use of visual design and formatting as they relate to technical documents as well as to the visual presentation of technical data through charts, graphs, drawings, and tables. (Also listed as GDES 77) Credit/No Credit Option.

099A • OREGON SHAKESPEARE FESTIVAL TOUR (NON-ASSOCIATE DEGREE COURSE) 1.0 unit
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
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.

099C • ESL FOR LANDSCAPING (NON-ASSOCIATE DEGREE COURSE) 2.0 units
This course develops basic English language skills necessary for success in workplace landscaping. The student will practice those tasks necessary for the listening, speaking, reading, and writing activities that are typically required in landscaping work. Credit/No Credit Option.
108A • EFFECTIVE WRITING 3.0 units
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
Concentration is on the writing process, academic essays, and introduction to research skills. This course qualifies students for English 001A. Credit/No Credit Option.

900 • ENGLISH COMPUTER LAB 0.5 units
(Formerly ENGL 700)
Corequisite: Concurrent enrollment in an English course.
This lab provides students with the opportunity to facilitate the writing process. Students will work independently on writing assignments, including paragraph exercises, essays, and business writing tasks. Topics range from introduction to word processing software to various strategies for brainstorming, drafting, revising, editing, proofreading, formatting, and layout. May be repeated three times. Credit/No Credit Only.

903 • BASIC GRAMMAR AND SENTENCE STRUCTURE 3.0 units
(Formerly ENGL 103)
Prerequisite: Qualifying score on English placement test
Corequisite: ENGL 900
A first level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. Not a course for students with English as a second language. This course does not fulfill the English requirement for the Associate degree nor is it a baccalaureate level course. Credit/No Credit Only.

905 • ENGLISH FUNDAMENTALS 3.0 units
(Formerly ENGL 105)
Prerequisite: ENGL 903, ESL 970LS, ESL 970G and ESL 970RW (or ESL 125), READ 961 (READ 961 can be taken concurrently) or qualifying score on English placement exam.
Corequisites: READ 961
Concentration is on the writing of basic expository paragraphs and essays having grammatically correct sentences and clear organization of ideas. There are no final letter grades for the course. The course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level class. Credit/No Credit Only.

940A, B, C, D, E, F • ENGLISH LAB 0.5 units each
(Formerly ENGL 40A, B, C, D, E, F)
This course is designed to provide students with experience in practicing their writing (and related) skills. When appropriate, students will be assisted by instructors, instructional aides and associates, and/or tutors. May be taken for a total of 3 units. Credit/No Credit Only.

966 • APPLIED GRAMMAR/PUNCTUATION 2.0 units
(Non-Associate Degree Course)
Advisory: Eligibility for READ 053
Prerequisite: Eligibility for ENGL 108A
This course reviews the application of grammar, usage and punctuation in writing assignments for students writing at the English 108A, 1A, 1B, and 1C levels. Students will develop critical thinking, analytical and editing skills to apply concepts and rules of grammar, including appropriate parts of speech, phrases and clauses, punctuation, mechanics, commonly confused words, and usage. Credit/No Credit Option.
ENGLISH AS A SECOND LANGUAGE

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.

English As a Second Language - Certificate

Core courses: .......................................................... 3.0

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

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

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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 498-855-5099.

061 • BASIC ESL IN THE WORKPLACE 3.0 units

Prerequisite: A qualifying score on ESL placement test

This course develops basic level oral and written communication skills of standard written English using content from the workplace. Students study and practice grammatical components of English phrases and sentences while speaking and listening skills are emphasized. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Credit/No Credit Option.

900 • ESL COMPUTER LAB (NON-ASSOCIATE DEGREE COURSE) 0.5 unit

Corequisite: Concurent 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

Prerequisite: This course is limited to non-native speakers of English who are taking ESL courses to improve English language skills.

This laboratory course facilitates skills development for ESL learners at any level. Students receive individualized assessment and self-paced instruction in English as a second language in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture.

Students are provided the opportunity to develop and improve their skills with print, audiotape, and videotape materials assigned by the ESL classroom or lab instructor. May be taken for a total of 3 units. Credit/No Credit Only.

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

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

This is the first semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. This course may also be offered by telecourse. Credit/No Credit Option.
920 • BEGINNING ESL  
(NON-ASSOCIATE DEGREE COURSE)  
9.5 units  
Prerequisite: ESL 910 or ESL placement test  
This course develops basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for low beginning level ESL students. It also provides preparation for placement into Level One ESL classes. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologues, 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  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
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)  
3.0 units  
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 • LOW INTERMEDIATE GRAMMAR AND WRITING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
Prerequisite: ESL 930GW or a qualifying score on the ESL Placement Test. 
This class emphasizes vocabulary expansion and comprehension of short paragraphs. The focus is on work forms, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940CC • ESL FOR STUDENTS OF CHILD DEVELOPMENT  
3.0 units 
Prerequisite: ESL 930GW, ESL 930LS and ESL 930RV, or an appropriate placement on the ESL Placement Test 
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. May be repeated three times. Credit/No Credit.

940GW • LOW INTERMEDIATE GRAMMAR AND WRITING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940RV 
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.

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

940WP • INTERMEDIATE ESL IN THE WORKPLACE  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
Prerequisite: ESL 940RV or ESL 940GS with a C or better. 
Prerequisite: ESL 940GW or a qualifying score on the ESL Placement test 
This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologues, 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  
Advisory: ESL 940GW and ESL 940GS with a C or better. 
Prerequisite: ESL 940GW or a qualifying score on the ESL Placement test. 
This course focuses on the necessary intermediate grammar skills to support the development of speaking, reading and writing skills. The main focus will be on compound and complex sentence development in both oral and written form. Topics to be addressed include adjective, adverb, and noun phrases and clauses, conditionals, infinitives, gerunds, sentence boundaries, punctuation, and the functions of parts-of-speech. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
950LS • INTERMEDIATE LISTENING AND SPEAKING 3.0 units
Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test
Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950PL • INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 units
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, dialogues, 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 5.0 units
Advisory: Completion of ESL 940LS, ESL 950G, and CA 010A with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 940RV and ESL 940GW
This intermediate level course develops students’ writing fluency and reading skills through the study of a variety of fiction and nonfiction reading materials. Students will increase their ability to write effective, grammatically correct sentences and short compositions. Writing skills focus on the use of participial, gerund, and infinitive phrases and adverbial, adjective and noun clauses in complex sentences to express ideas related to reading content. Reading skills focus on the acquisition and use of new vocabulary; the strategies to understand and interpret content, reading a novel and completing a library project. This course may also be offered online. Credit/No Credit Option.

960G • HIGH INTERMEDIATE GRAMMAR 3.0 units
Prerequisite: ESL 950G, ESL 950RW and ESL 950LS, or a qualifying score on the ESL placement test.
The course for students at a high-intermediate level of ESL develops sentence variety in standard written English and accuracy in spoken English to support the refinement of speaking, reading and writing skills. Among elements the course focuses on are the study and practice of complex sentence structures, varied placement of sentence elements, participles, conditionals, and error correction. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

960LS • HIGH INTERMEDIATE READING AND SPEAKING 3.0 units
Prerequisite: ESL 950LS, ESL 950RW and ESL 950G, or a qualifying score on the ESL Placement Test.
This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. The course emphasis is on the development of oral fluency and the appropriate use of conversational strategies and conversation management techniques (interaction skills) to exchange ideas in small and large group communication. May be repeated three times. Credit/No Credit Option.

960RW • HIGH INTERMEDIATE READING AND WRITING 5.0 units
Advisory: Completion of CA 010A, ESL 950LS, and ESL 960G with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 950RW and ESL 950G.
This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students will develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students will also develop the ability to write cohesive, well-organized, grammatically correct paragraphs in a variety of rhetorical patterns about both concrete and abstract topics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

966 • APPLIED GRAMMAR AND EDITING 2.0 units
Advisory: READ 961.
Prerequisite: Eligibility for ENGL 905.
In this course, students will edit non-native language errors in edited grammar, usage and punctuation using editing assignments from other courses. Grammar application includes sentence patterns and boundaries; punctuation; verb tenses; modals; conditionals; passive voice; articles; prepositional, adjectival and adverbial phrases; word order; word forms; word usage; and subject-verb-pronoun agreement. The course is designed for students at the English 905 level and above whose primary language is not English. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

970A • ACCENT REDUCTION 3.0 units
Advisory: Completion of CA 010A, ESL 960LS, and ESL 960RW with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a grade of C or better in ESL 960G.
Students review English grammar and learn to edit grammatical, mechanical and word usage errors in their writing. This includes intensive review and editing of verb tenses; modals; conditionals; active and passive voice; articles and nouns; prepositional, adjectival and adverbial phrases; word forms; word usage; and subject-verb-pronoun agreement. Sentence parts; sentence patterns; sentence boundaries; and mechanics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

970G • ADVANCED GRAMMAR REVIEW AND EDITING 3.0 units
Advisory: Completion of ESL 960LS, and ESL 960RW with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a grade of C or better in ESL 960G.
Students review English grammar and learn to edit grammatical, mechanical and word usage errors in their writing. This includes intensive review and editing of verb tenses; modals; conditionals; active and passive voice; articles and nouns; prepositional, adjectival and adverbial phrases; word forms; word usage; and subject-verb-pronoun agreement. Sentence parts; sentence patterns; sentence boundaries; and mechanics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

970LS • ADVANCED LISTENING AND SPEAKING 3.0 units
Advisory: ESL 950RW and ESL 960G
Prerequisite: A qualifying score on the ESL placement test or a grade of C or better in ESL 960LS.
Advanced level ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas and supporting details through audio taped, videotaped and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. May be repeated three times. This course may also be offered via distance learning. 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.

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

FIRE PROTECTION TECHNOLOGY (FPT)
DIVISION: Applied Science
DEPARTMENT: Fire Protection Technology
DEPT CHAIR: Rod Pavao
PHONE: 408-855-5391
MAIN: 408-855-5374
INFO: 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 firefighting and fire prevention technology.

Student Learning Outcomes:
The Fire Protection Technology program at Mission College has two areas of emphasis. Fire Protection Technology is designed to provide skills necessary for success in the fire protection field, from Firefighter, Fire Engineer, Fire Captain, and Fire Marshal to Chief Fire Officer. The Emergency Medical Technician area is focused on advanced emergency medical skills necessary to effectively use in the medical technology field to support and sustain life. Upon successful completion of courses in Fire Protection Technology students will be able to:

1. Critically analyze and classify hazardous and catastrophic events into appropriate categories (fire, medical, hazardous materials, and weapons of mass destruction incidents)
2. Explain the elements of critical assessment for fire and medical emergencies.
3. Analyze, assess, and demonstrate the knowledge and appropriate fire extinguishing methods to suppress fires and response to hazardous situations.
4. Analyze, assess, and demonstrate the appropriate medical treatment that is a solution to a given medical problem.
5. Demonstrate in written and oral presentation, or lab exercises, knowledge and application of firefighting and medical equipment.
6. Demonstrate in written and oral presentation, or practical exercises, knowledge and application of firefighting safety clothing and survival techniques.
7. Demonstrate knowledge of building components, fire suppression systems, hazardous materials classifications, fire behavior and combustion, and rescue techniques.
8. Achieve eligibility for certification on the State Fire Training Certification Tracks as a Firefighter I (Educational Requirements) from the California State Fire Marshal Office’s through the completion of at least 24.5 units Fire Protection Technology coursework.
9. Achieve eligibility for certification on the State Fire Training Certification Tracks as an Emergency Medical Technician from the California State Fire Marshal Office’s through the completion of at least 8 units Fire Protection Technology coursework.

Students will be assessed through examinations, quizzes, observation reports, and case studies, demonstration of skills, oral presentation, discussions, research papers and practicum evaluation.

Fire Protection Technology AS Degree:
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.

Career Options:
• Firefighter
• Inspector
• Investigator
• Plan Checker
• Supervisor
• Manager

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.
## FIRE PROTECTION TECHNOLOGY

**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:**
- Fire Technology

**Certificates:**
- Emergency Medical Technician - I
- Emergency Medical Technician - II

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.

### Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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<tr>
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<tr>
<td>FPT 054</td>
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<tr>
<td>FPT 180</td>
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</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

**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:

**Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 051 Fire Protection Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 061 Introduction to Fire Suppression</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 052 Fundamentals of Fire Behavior and Control</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 057 Rescue Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 060* Wildland Control Technology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

*May be completed collaboratively while serving in the internship.

**Internship Requirements**

In addition to the Firefighter I certification requirements listed above, the following classes are required to enter the internship offered by Mission College through the cooperating fire departments.

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

Manipulative experience required for completion of the Firefighter I certification program may be completed by any combination of the following that results in 1100 hours of emergency service:

1. Six months as a paid full time firefighter with a recognized fire agency.
2. Completion of a volunteer training program and sufficient hours in emergency response to satisfy the State Fire Marshal’s requirements.
3. Completion of 1100 hours of volunteer firefighting through the Mission College Internship program. Completion of the Educational Requirements for Firefighter I with a C grade or better in each class, qualifies a student to apply for this Internship program. The Internship program requires a commitment of one 24 hour period per week for one full year. As part of a Work Experience program, students in the Internship earn units while enrolled in this program.

**Fire 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 030A Fundamentals of Chemistry</td>
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<tr>
<td>FPT 051 Fire Protection Organization</td>
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<tr>
<td>FPT 052 Fire Behavior and Combustion</td>
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<tr>
<td>FPT 053 Fire Equipment and Systems</td>
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<td>FPT 054 Building Construction For Fire Protection</td>
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<td>FPT 055 Fire Prevention Technology</td>
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<td>MATH 000C Intermediate Algebra</td>
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Plus 6 units from the following:

**Units**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>FPT 057 Rescue Practices</td>
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<tr>
<td>FPT 058 Fire Apparatus and Equipment</td>
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<tr>
<td>FPT 059 Firefighting Tactics &amp; Strategy</td>
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<tr>
<td>PE 004D Fitness</td>
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<td>FPT 060 Wildland Fire Control Technology</td>
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<tr>
<td>FPT 061 Fundamentals of Fire Suppression</td>
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<td>FPT 065L EMT I Lab</td>
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<td>FPT 075 Emergency Response Training</td>
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<tr>
<td>FPT 180 Emergency Medical Technician I Recertification</td>
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<tr>
<td>FPT 180B EMT Recertification Part II (MCTV)</td>
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Total Program A.S. Degree Requirements: 31.0

### Emergency Medical Technician Certification

FPT 65, FPT 65C and FPT 65L meet the educational requirements for certification as an EMT-I as specified in the regulations of the State of California Emergency Medical Services. Eligibility for this course requires successful completion of CPR for the Professional Rescuer available through the American Red Cross, Healthcare Provider CPR through the American Heart Association or Mission College. Students must show proof of CPR certification in the first two weeks of their EMT class.

**FIRE PROTECTION TECHNOLOGY (FPT)**

*051 • FIRE PROTECTION ORGANIZATION 3.0 units
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
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
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.
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.

054 • BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 units
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
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
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
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; improving and providing transportation; extrication procedures; various rescue techniques. Safety equipment required. Credit/No Credit Option.

058 • FIRE APPARATUS AND EQUIPMENT 2.0 units
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 evolution; apparatus testing. Credit/No Credit Option.

059 • FIREFIGHTING TACTICS AND STRATEGY 2.0 units
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; 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
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
Prerequisite: AH 011, or American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065L and FPT 065C
Acceptable for credit: California State University
This EMT-I training program is designed to prepare individuals to renderprehospital 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
Corequisite: Concurrent enrollment in or completion of FPT 065 and FPT 065L or FPT 180
May be repeated three times. Credit/No Credit Option.

065L • EMERGENCY MEDICAL Technician I LAB 1.5 units
Advisory: MATH 903
Corequisite: PE 004D
May be repeated three times. Grade Only.

065L • EMERGENCY MEDICAL Technician I LAB 1.5 units
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
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
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 renderprehospital 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
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 renderprehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the skills laboratory requirements at the mandated instructor student ratio of 1:10 for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority 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 • FIREGROUND HYDRAULICS 2.0 units
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

075 • EMERGENCY RESPONSE TEAM TRAINING  3.0 units
Acceptable for credit: California State University
A course designed to meet Federal, State and Local laws and regulations that require industry personnel to be trained to respond to incipient on-site incidences involving hazardous production materials. The students in this course will be trained in the Incident Command System, Fire Behavior and Control, Personal Protective Equipment and Hazardous Materials identification, response and control. Credit/No Credit Option.

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

180A • EMT I REFRESHER COURSE PART I(MCTV)  1.0 unit
Advisory: MATH 903
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent. Current certification as an EMT-I or a certification that will have been lapsed less than 24 months at the time of application for recertification. For lapses between 6 and 24 months there are educational requirements in addition to the refresher course. Please contact your local EMS Agency for details.
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to renderprehospital 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.

180B • EMT I REFRESHER COURSE PART II(MCTV)  1.0 unit
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 renderprehospital 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.

FOREIGN LANGUAGES

- Arabic
- Italian
- Portuguese
- Vietnamese

DIVISION: Cultural and Technical Arts
DEPARTMENT: Foreign Languages
DEPT CHAIR: Anna Brichko
PHONE: 408-855-5222
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:
The Foreign Language Department offers courses in Chinese, French, Italian, Japanese, Portuguese, Spanish, and Vietnamese. Emphasis is placed on practical application of the language for effective communication.

Learning Outcomes:
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 the 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 the 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, and projects.

Career Options:
- Airlines/Travel
- Social Security Officer
- Police Work
- Tourism
- International Business
- Teacher's Aide
- Bilingual Education
- Consular/Janitor Foreign Service
- Translator/Interpreter
- Foreign Language Teacher
- RS/State Franchise Tax Board
- Banker
- Import & Export
- Intelligence/Military Service
- Social Service
- Armed Forces
- Linguist
- Business
- Consular/Foreign Service
- Interpreter
- Criminal Justice
- Import/Export
- Intelligence
- Legal
- Military
- Foreign

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

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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<td>CHIN 050A</td>
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(Continued...)
FOREIGN LANGUAGES

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

<table>
<thead>
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<th>COURSE</th>
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<td>D= DAY CLASSES; E= EVENING CLASSES</td>
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ARABIC (ARAB)

050A • BEGINNING CONVERSATIONAL ARABIC AND CULTURE 3.0 units
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
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
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
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
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
Prerequisite: FRNCH 001L or its equivalent
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.

002L • FRENCH LABORATORY 0.5 unit
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the cultures of French-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in FRNCH 002, and is designed to further enhance class material. FRNCH 002L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated one time for credit. Credit/No Credit Option.

003 • THIRD SEMESTER FRENCH (INTERMEDIATE LEVEL) 5.0 units
Prerequisite: FRNCH 002L or its equivalent
Acceptable for credit: University of California, California State University
French 003 is a continuation of French 002. The student will continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Credit/No Credit Option.

004 • FOURTH SEMESTER FRENCH (INTERMEDIATE LEVEL) 5.0 units
Prerequisite: FRNCH 003L or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 004 is a continuation of FRNCH 003. The student will continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Credit/No Credit Option.

005 • FIFTH SEMESTER FRENCH (ADVANCED LEVEL) 5.0 units
Prerequisite: FRNCH 004L or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 005 is a continuation of FRNCH 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

006 • SIXTH SEMESTER FRENCH (ADVANCED LEVEL) 5.0 units
Prerequisite: FRNCH 005L or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 006 is a continuation of FRNCH 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.
FOREIGN LANGUAGES

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

042 • FRENCH CULTURAL EXPERIENCE  3.0 units
Acceptable for credit: California State University
French 42 is a two-part course consisting of preparation for and including a study tour of France. In the orientation part of the course, students learn the fundamentals of French pronunciation and receive an introduction to the French language, geography, and culture. Students will research contemporary customs and the locations to be visited. On-location instruction will include lectures on French history and art and French language practice. Credit/No Credit Option.

050A • BASIC CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language. Emphasis is on conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Advisory: FRNCH 050A
Acceptable for credit: California State University
This course is a continuation of French 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

051A • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Advisory: FRNCH 051B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Credit/No Credit Option.

051B • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Advisory: ITAL 051A
Acceptable for credit: California State University
This course is a continuation of French 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. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

058A • IMMERSSION FRENCH  3.0 units
Prerequisite: FRNCH 001A or demonstrate appropriate competency
Acceptable for credit: California State University
French 58A is designed to give students the opportunity to be in a French-speaking environment for a prolonged period of time, (i.e. Friday pm through Sunday pm) at an off-campus site that has appropriate facilities. Students are required to speak only French during this extended period. Students pay Mission College tuition and fees as well as an additional fee to cover food, lodging, and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the immersion weekend and a post-immersion assignment. There will be a mandatory Saturday or weekday-evening meeting early in the semester. Credit/No Credit Option.

062 • INTRODUCTION TO THE CULTURE OF FRANCE  2.0 units
Acceptable for credit: California State University
A multi-disciplinary introduction to the culture of France (taught in English). Topics include the regions of France, French food and wines, a brief introduction to the French language, Paris, French art, the French character, and business customs. Of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Credit/No Credit Option.

ITALIAN (ITAL)

001 • FIRST SEMESTER ITALIAN (ELEMENTARY LEVEL)  3.0 units
Corequisite: ITAL 001L
Acceptable for credit: California State University
The student will acquire the basic skills for communication in Italian: listening, speaking, reading, and writing. The student will be exposed to a general overview of Italian civilization and culture. May be repeated one time. Credit/No Credit Option.

001L • ITALIAN LABORATORY  0.5 unit
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of Italy through a variety of media. The student will be exposed to the Italian culture through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in Italian 001, and is designed to further enhance course material. Italian 001L is not taken independently by students who have not enrolled in a foreign language course. May be repeated once for credit. Credit/No Credit Option.

050A • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE  3.0 units
Advisory: ITAL 050A
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. This course 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, food, 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
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
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 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
Advisory: ITAL 051A
Acceptable for credit: California State University
This course is a continuation of Italian 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. 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.

JAPANESE (JPNS)

001 • JAPANESE 1 5.0 units
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
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
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
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
Acceptable for credit: California State University
This is a separate lab course, offered by arrangement at the student's convenience, which aims to present the culture of Japan through a variety of media. The student will review the customs and culture of Japan through slides, filmstrips, audio and videotapes, films, books, and current publications. Students may also use the Japanese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides an excellent supplement to Japanese 1A. It may be taken independently, however, by students not enrolled in a foreign language course as many cultural materials have texts in both English and Japanese. May be repeated one time for credit. Credit/No Credit Option.

011B • JAPANESE LAB 0.5 unit
Acceptable for credit: California State University
This course is a continuation of Japanese 1A, although Japanese 11A is not a prerequisite. The student will expand his/her knowledge of the culture or language of Japan through further use of slides, filmstrips, audio and video tapes, films, books, and current publications. Tapes and programs providing Japanese language and pronunciation drills are also available. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 1B. Like Japanese 11A, it may be taken independently by students not studying Japanese who are interested in travel or expanding their knowledge of the culture and customs of Japan. May be repeated one time for credit. Credit/No Credit Option.

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

099W • SECOND YEAR JAPANESE LANGUAGE 3.0 units
(Experimental Course)
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
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
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
Advisory: PORTG 049A
Acceptable for credit: University of California, California State University
A continuation of PORTG 49A. This course is designed for those whose first language is Portuguese. Emphasis is on more comparison between Azorean, Peninsular, and Brazilian Portuguese. Included will be additional study of the accomplishments of the Portuguese in the United States, some translations from Portuguese to English, and readings in Portuguese and Brazilian literature. Credit/No Credit Option.

050A • BASIC CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
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.
### FOREIGN LANGUAGES

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

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**Credit/No Credit Option.**

Advisory: PORTG 050A
Acceptable for credit: California State University

This course is a continuation of Portuguese 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. 

Advisory: PORTG 051A
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.

Acceptable for credit: University of California, California State University

Students will be exposed to a general overview of Hispanic civilization and culture.

Corequisite: SPAN 002L

Acceptable for credit: University of California, California State University

This course is a continuation of Spanish 001. Students will acquire the basic skills for communication in Spanish: listening, speaking, reading, and writing. Students will be exposed to a general overview of Hispanic civilization and culture.

Corequisite: 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 001, and is designed to further enhance class material. Spanish 001L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated one time for credit.

Prerequisite: SPAN 003 or its equivalent
Acceptable for credit: University of California, California State University

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.

Prerequisite: SPAN 004 or its equivalent
Acceptable for credit: University of California, California State University

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.

Prerequisite: SPAN 005 or its equivalent
Acceptable for credit: University of California, California State University

Designed for those desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life today in Spanish-speaking countries (food, customs and traditions, the family, etc.). A variety of audio-visual aids will be used in the presentation of this course.

For further information, please visit the Foreign Language department's website or contact the department directly.
050B • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 units
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
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.

051B • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Advisory: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Spanish 51A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Credit/No Credit Option.

052A • BASIC MEDICAL SPANISH 3.0 units
Acceptable for credit: California State University
This course provides students with instruction in Spanish language medical terminology which may be needed by hospital, police, and/or fire personnel. It is designed for those desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. A variety of audio-visual aids will be used in the presentation of this course. Credit/No Credit Option.

053A • IMMERSION SPANISH 3.0 units
Acceptable for credit: California State University
Spanish 53A is designed to give students the opportunity to be in a Spanish-speaking environment for a prolonged period of time, (i.e. Friday pm through Sunday pm) at an off-campus site that has appropriate facilities. Students are required to speak only Spanish during this extended period. Students pay Mission College tuition and fees as well as an additional fee to cover food, lodging, and other related expenses. There will be a mandatory Saturday or weekday-evening meeting early in the semester, before the Immersion weekend and another mandatory Saturday or weekday-evening meeting following the Immersion weekend. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the immersion weekend and complete an assignment to be handed in at the post-weekend meeting. Credit/No Credit Option.

VIETNAMESE (VIET)

001 • FIRST SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units
Corequisite: VIET 001L
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of Vietnamese grammar, pronunciation, and be able to converse and write on a limited scale on topics of everyday importance. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities both in and out-of-class which will encourage him/her to use the language creatively in meaningful situations and will be exposed to various aspects of the culture of the Vietnamese speaking world. Credit/No Credit Option.

001L • VIETNAMESE LABORATORY 0.5 unit
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides an excellent supplement to Vietnamese 001. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Credit/No Credit Option.

002 • SECOND SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units
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
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides a supplement to Vietnamese 002. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Credit/No Credit Option.

049A • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 units
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
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

050A • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE  
3.0 units  
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  
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:  Wen-Xlan 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>
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</thead>
<tbody>
<tr>
<td>GEOG 001</td>
<td>X</td>
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<tr>
<td>GEOG 002</td>
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<td>X</td>
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</tbody>
</table>

GEOGRAPHY (GEOG)

CAN GEOG 2  
001 • INTRODUCTION TO PHYSICAL GEOGRAPHY  
3.0 units  
Acceptable for credit: University of California, California State University  
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. Credit/No Credit Option.

002 • INTRODUCTION TO CULTURAL GEOGRAPHY  
3.0 units  
CAN GEOG 4  
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

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

GLOBAL STUDIES (GLOBL)

DIVISION: Social Sciences
PROGRAM: Global Studies
COORDINATOR: Joan Powers
PHONE: 408-855-5298
COUNSELING: 408-855-5030

Global Studies is an interdisciplinary approach to increasing knowledge and understanding of modern global society and events. An understanding of the world's social, political, economic and natural systems, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as global citizens.

Student Learning Outcomes:

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

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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<td>(CROSSLISTED AS SOCSC 1)</td>
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<tr>
<td>GLOBL2</td>
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<td>(CROSSLISTED AS SOCSC 2)</td>
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<td>(CROSSLISTED AS SOCSC 2)</td>
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<td>D= DAY CLASSES; E= EVENING CLASSES; TV=TELECOURSE</td>
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Academic Preparation and Career Options:

Global Studies is designed to help students comprehend diverse global perspectives and values so that they will be better prepared to deal with the problems and issues facing the human race. Although it is a fairly new concentration of study, more and more colleges and universities are establishing departments and making global literacy a mandatory requirement for an undergraduate degree. Being globally literate and competent allows students flexibility in deciding career opportunities in many areas, some of which include:

• Administration
• Design
• Education
• International News
• Global Technologies
• International Business
• Management
• Politics
• Social Services
• Trade
• World Health

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

Global Studies and Academic Requirements:

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

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

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

Global Studies - Certificate

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GLOBL/SOC SC 001Global Perspectives</td>
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<tr>
<td>GLOBL/SOC SC 002Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>5.0 - 6.0</td>
</tr>
<tr>
<td>BUS 010</td>
<td>3.0</td>
</tr>
<tr>
<td>People and Culture - Choose one:</td>
<td>Units</td>
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<tr>
<td>ANTHR 003</td>
<td>3.0</td>
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<tr>
<td>GEGO 002</td>
<td>3.0</td>
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<tr>
<td>COMM 012</td>
<td>3.0</td>
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<tr>
<td>History &amp; Humanities - Choose one:</td>
<td>Units</td>
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<tr>
<td>HIST 004B</td>
<td>3.0</td>
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<tr>
<td>HIST 033</td>
<td>3.0</td>
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<tr>
<td>HUMAN 001B</td>
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<tr>
<td>ENGL 006B</td>
<td>3.0</td>
</tr>
<tr>
<td>Politics - Choose one:</td>
<td>Units</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>3.0</td>
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<tr>
<td>POLIT 004</td>
<td>3.0</td>
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<tr>
<td>Plus 3 units from the following:</td>
<td>Units</td>
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<tr>
<td>Anth 003</td>
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<tr>
<td>Art 001AB</td>
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<td>Art 001C</td>
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<tr>
<td>BIOSC 030</td>
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<tr>
<td>Comm 012</td>
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<tr>
<td>Econ 001AB</td>
<td>3.0 each</td>
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<tr>
<td>Engl 006AB</td>
<td>3.0 each</td>
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<tr>
<td>Engl 043</td>
<td>3.0</td>
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<tr>
<td>Foreign Language</td>
<td>3.0 - 5.0</td>
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<tr>
<td>GEGO 001</td>
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<tr>
<td>GEGO 002</td>
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<tr>
<td>HIST 006</td>
<td>3.0</td>
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</tbody>
</table>

Continued in next column.
GLOBAL STUDIES

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

HIST 018 ..........Introduction to Latin American History ............ 3.0
HIST 030 ..........History of Southeast Asia ................................ 3.0
HIST 033 ..........Women's Issues Past & Present .......................... 3.0
HUMAN 001AB .Human Values in and from the Arts .................. 3.0 each
HUMAN 016A ....Hispanic Roots and Culture .............................. 3.0
HUMAN 018 ....African-American Culture & Humanities ............. 3.0
HUMAN 020 ....Asian Roots and Culture .................................... 3.0
MGMT 116 ......Global Management ......................................... 3.0
MKT 060 ....International Marketing ........................................ 3.0
MKT 062 ....Global Exporting and Importing ............................ 3.0
MKT 066 ....Global Finance Strategies ...................................... 3.0
MKT 068 ....Global Distributors and Agents ............................... 3.0
MKT 070 ....Global Marketing Research .................................... 3.0
MKT 072 ....Marketing Ethics ................................................ 3.0
MKT 074 ....Global Purchasing .............................................. 3.0
MKT 082 ....Global Advertising ............................................. 3.0
MKT 088 ......How to Sell Your Products and Services in Mexico ......... 3.0
PHIL 003 ....Introduction to Problems in Ethics .......................... 3.0
PHIL 004 ....Patterns in Comparative Religions .......................... 3.0
PHIL 005 ....Intro. to Political and Social Philosophy ..................... 3.0
PHIL 008 ....Intro. to Asian Philosophy .................................... 3.0
POLIT 002 ....Comparative Government .................................... 3.0
POLIT 004 ....International Relations ....................................... 3.0
SOC 046 ......Marriage Customs and Sexual Behavior: A Global Perspective .................................................. 3.0
WRKEX 301-304 Occupational Cooperative Work Experience Education .................................................. 3.0
WRKEX 301G-303G General Work Experience Education .................. 3.0
Total Program Certificate Requirements: 29.0 - 30.0

Global Studies - A.A. Degree

The Global Studies Program will provide the student with a knowledge of critical issues which affect their lives and community, as well as the affairs of other cultures and countries. An understanding of the world's social and natural systems, coupled with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as a global citizen. Note: Most of the courses in the program also satisfy General Education requirements.

Core Curriculum Courses (Required) Units
GLOBL/SOC SC 001Global Perspectives ........................................ 3.0
GLOBL/SOC SC 002Global Issues ............................................... 3.0
Foreign Language 5.0 - 6.0
BIOG 025 ....Environmental Biology ...................................... 3.0
BUS 010 ....Global Business .................................................. 3.0
People and Culture - Choose One: Units
ANTHR 003 ....Cultural Anthropology ...................................... 3.0
GEOG 002 ....Cultural Geography ........................................... 3.0
COMM 012 ....Intercultural Communication ................................ 3.0
History and Humanities- Choose One: Units
HIST 004B ....History of Western Civilization ............................ 3.0
HIST 033 ....Women's Issues Past & Present .............................. 3.0
HUMAN 001B ....Human Values in and from the Arts .................. 3.0
ENGL 006B ..World Literature .............................................. 3.0
Politics - Choose one: Units
POLIT 002 ....Comparative Government .................................... 3.0
POLIT 004 ....International Relations ....................................... 3.0
Plus 9 units from the following: Units
ANTHR 003 ....Cultural Anthropology ...................................... 3.0
ART 001AB ....Survey of Western Art ....................................... 3.0 each
ART 001C ....Survey of Asian, African American and Ocean Art .... 3.0
BIOG 030 ....Rainforest Ecology ............................................ 3.0
COMM 012 ....Intercultural Communication ............................... 3.0
ECON 001A ..Principles of Macroeconomics .............................. 3.0
ECON 001B ..Principles of Microeconomics .............................. 3.0
ENGL 006AB ..World Literature .............................................. 3.0 each
ENGL 043 ....Classical Mythology ......................................... 3.0

Foreign Language 3.0 - 5.0
GEOG 001 ....Physical Geography .......................................... 3.0
GEOG 002 ....Cultural Geography .......................................... 3.0
GLOBL 003 ....Intro to Peace Studies ....................................... 3.0
GLOBL 004 ....The Developing World ..................................... 3.0
HIST 004B ....History of Western Civilization ............................ 3.0 each
HIST 006 ....The Middle East .............................................. 3.0
HIST 018 ....Introduction to Latin American History .................... 3.0
HIST 030 ....History of Southeast Asia .................................... 3.0
HIST 033 ....Women's Issues Past & Present .............................. 3.0 each
HUMAN 001AB Human Values in and from the Arts .................. 3.0 each
HUMAN 016A ....Hispanic Roots and Culture .............................. 3.0
HUMAN 018 ....African-American Culture and Humanities ............ 3.0
HUMAN 020 ....Asian Roots and Culture .................................... 3.0
MGMT 116 ......Global Management ......................................... 3.0
MKT 060 ....International Marketing ........................................ 3.0
MKT 062 ....Global Exporting and Importing ............................ 3.0
MKT 066 ....Global Finance Strategies ...................................... 3.0
MKT 068 ....Global Distributors and Agents ............................... 3.0
MKT 070 ....Global Marketing Research .................................... 3.0
MKT 072 ....Marketing Ethics ................................................ 3.0
MKT 074 ....Global Purchasing .............................................. 3.0
MKT 082 ....Global Advertising ............................................. 3.0
MKT 088 ......How to Sell Your Products & Services in Mexico ......... 3.0
PHIL 003 ....Introduction to Problems in Ethics .......................... 3.0
PHIL 004 ....Patterns in Comparative Religions .......................... 3.0
PHIL 005 ....Intro. to Political and Social Philosophy ..................... 3.0
PHIL 008 ....Intro. to Asian Philosophy .................................... 3.0
POLIT 002 ....Comparative Government .................................... 3.0
POLIT 004 ....International Relations ....................................... 3.0
POLIT/HUMAN 007 ....Film and the International Community ........... 3.0
SOC 046 ......Marriage Customs and Sexual Behavior: A Global Perspective .................................................. 3.0
WRKEX 301-304 Occupational Cooperative Work Experience Education .................................................. 3.0
WRKEX 301G-303G General Work Experience Education ............ 3.0
Total Program A.A. Degree Requirements: 35.0 - 36.0

GLOBAL STUDIES (GLOBL)

001 • GLOBAL PERSPECTIVES 3.0 units
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.

002 • GLOBAL ISSUES 3.0 units
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 resources depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence and international inequality. This course is also listed as Social Science 2 (SOC SC 2). Credit/No Credit Option.

003 • INTRODUCTION TO PEACE STUDIES 3.0 units
Advisory: GLOBL 001 or GLOBL 002
Acceptable for credit: University of California, California State University
Peace Studies introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered online. Credit/No Credit Option.
GLOBAL STUDIES • GRAPHIC ARTS

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

004 • THE DEVELOPING WORLD  3.0 units
Advisory: GLOBL 001 or GLOBL 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 online. Credit/No Credit Option.

005 • GLOBAL FOCUS  3.0 units
Advisory: GLOBL 001 or GLOBL 002, and 1 yr. of study of foreign language of target country; eligibility for ENGL 108A and READ 053
Acceptable for credit: California State University
Students in this class will study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the US with those of at least one other country. The in-country part of the course concentrates on discovering and defining what it means to be “American.” Students will then undergo intensive immersion in a foreign culture to learn about similarities and differences in perspectives, values, beliefs, systems, and behaviors. In so doing, students will develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. Credit/No Credit Option.

006 • THE GLOBAL ECONOMY  3.0 units
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.

GRAPHIC ARTS (GRART)

DIVISION:  CULTURAL AND TECHNICAL ARTS
DEPARTMENT:  GRAPHIC ARTS
DEPT CHAIR:  JIM DELONGCHAMP
PHONE:  408-855-5291
COUNSELING:  408-855-5030

The Graphic Arts industry is one of the most exciting and challenging industries in the world today. Due to technological changes that occur in the industry daily, Graphic Arts has a fast growing job market. Mission College offers the only Graphic Arts curriculum in the South Bay Area that includes all aspects of the industry from an introduction to the field to the completion of a printed project. We offer classes in the latest software programs used to design and produce one color to full color work. Our curriculum includes a digital pre-press component using the latest version of industry accepted software.

Mission College’s Graphic Arts Technology courses are transferrable to 4-year colleges such as Cal Poly in San Luis Obispo. Additionally, faculty actively assist students to find part time work while in the program and full time employment upon graduation. The program offers students career opportunities in a high energy fields that is driven by creative challenges, fascinating technology and a desire to do quality work.

Career Options:
Enter 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:

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<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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Graphic Arts - A.S. Degree

The increasing demand for the dissemination of information and communication promises to keep the graphic arts field expanding with a wealth of job, career, and creative opportunities. Opportunities range from electronic page makeup, illustration, design, photography, image manipulation, off press proofing, presswork, and bindery. Continual advances in technology contribute to new and unexplored avenues for the creative arts. Because of the rising call for skilled graphics persons and because of the very few training opportunities available, Mission College has created a graphics program in order to meet the varying needs of this industry.

The Graphic Arts Program includes an internship program that is available to advanced level students. This program allows students to work within the industry while attending classes, earn an hourly wage, and gain valuable on-the-job experience.

Core Curriculum Courses (Required)  Units
GRART 050...Introduction to Graphic Arts..........................3.0
GRART 062...Production Illustration.................................3.0
GRART 064...Photoshop: Digital Imaging.............................3.0
GRART 065...Desktop Color..............................................3.0
GRART 066...Advanced Production Illustration......................3.0
GRART 067...Advanced Desktop Publishing..........................3.0
OR
GRART 070...Web Production.............................................3.0
GRART 068...Advanced Photoshop: Digital Imaging................3.0
GRART 075...Offset Press...............................................3.0
GRART 063...Introduction to Desktop Publishing:In Design........3.0
OR
GRART 063...Introduction to Desktop Publishing:Pagemaker.....3.0
Total Program A.S. Degree Requirements: ........................27.0
066 • ADVANCED ADOBE ILLUSTRATOR 3.0 units
Advisory: GRART 062 and MATH 903
Acceptable for credit: California State University
This is an advanced level course using Adobe Illustrator software. Designed for the student who wishes to continue with techniques and methods beyond the GRART 062 beginning course, students will produce a variety of sophisticated illustrations. Emphasis will be on technique as well as methodology for creating effects found in a wide array of print publications. Students may work on either Mac OS or Windows platforms. May be repeated one time. Credit/No Credit Option.

067 • ADVANCED ADOBE INDESIGN: PORTFOLIO 3.0 units
Advisory: GRART 062 and GRART 064
Prerequisite: GRART 063
Acceptable for credit: California State University
This is an advanced level course for graphics students wishing to enhance their page layout skills. Students will produce a variety of printed pieces to be included into a portfolio suitable for presentation during job interviews. Projects will be based on actual pieces produced for clients by industry professionals and will emphasize production techniques used by professionals to enhance skill level. Students may work on either Mac OS or Windows platforms. May be repeated one time. Credit/No Credit Option.

068 • ADVANCED ADOBE PHOTOSHOP 3.0 units
Prerequisite: GRART 064
Acceptable for credit: California State University
This is an advanced level course using Adobe Photoshop software. This course is designed for those who have completed the GRART 064 course or have sufficient experience to produce advanced level work. The course will include a wide variety of enhancements and manipulation of photographic images such as: advanced color enhancement and color replacement, color matching, advanced photo montage images, advanced photo repair and restoration, working with spot and process color, and creating duotones, tritones and quadtones. Students may work on either Mac OS or Windows platforms. May be repeated one time. Credit/No Credit Option.

070 • WEB PRODUCTION & PDF PUBLISHING (Formerly GRART 099C) 3.0 units
Prerequisite: GRART 063
Advisory: GDES 045
Acceptable for credit: California State University
This is an advanced level course that focuses on web production, PDF publishing and preflighting files for print publication. Students will learn how to problem solve a variety of issues: using type, using color, selecting the appropriate file format, distilling files, publishing across platforms, preparing files for a variety of electronic and print venues. May be repeated one time. Credit/No Credit Option.

075 • PRINTING GRAPHIC FILES ON THE PRESS 3.0 units
Advisory: GRART 050
Acceptable for credit: California State University
This is a beginning level course in preparing graphics files and running them on a commercial printing press. Students will perform all steps in prepress to prepare a file for printing on the press including creating film separations, image assembly, offset-proofing, and platemaking. Files created by students are run on printing presses in the graphic arts lab. Students may work on either Mac OS or Windows platforms. May be repeated one time. Credit/No Credit Option. Lab fee of $5.00.
### Graphic Design & Multimedia (GDES)

**Division:** Cultural and Technical Arts  
**Department:** Graphic Design & Multimedia  
**Dept Chair:** Dr. Anna Szabados  
**Phone:** 408-855-5289  
**Counseling:** 408-855-5030

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 55 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 provide 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  
- Graphic Designer  
- Illustrator  
- Jr. Art Director

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

**A.S. Degree:**

- Graphic Design

**Certificates:**

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

**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>GDES 029</td>
<td>D</td>
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<tr>
<td>GDES 035</td>
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<td>GDES 037</td>
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<td>GDES 050</td>
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<td>GDES 055A</td>
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<td>GDES 055B</td>
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<tr>
<td>GDES 060</td>
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<tr>
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<td>GDES 074</td>
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<td>GDES 077</td>
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<td>GDES 080</td>
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<tr>
<td>GDES 082</td>
<td>E</td>
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<td></td>
</tr>
<tr>
<td>GDES 085</td>
<td>E</td>
<td></td>
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<td></td>
</tr>
</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)**

- ART 034A..............Introduction to Digital Art............................3.0
- GRART 062..............Production Illustration.........................3.0
- GRART 064..............Photoshop Digital Imaging......................3.0
- GDES 085..............Professional Portfolio & Design Career Preparation..................2.0

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

- ART 034B..............Advanced Digital Art.................................3.0
- ART 037A..............Introduction to Computer Animation...............3.0
- GRART 068..............Advanced Digital Imaging.......................3.0
- GRART 066..............Advanced Production Illustration...............3.0
- GDES 050..............Graphic Design Presentation and Illustration Techniques..........................3.0
- GDES 035..............Introduction to Computer Graphic Design..........3.0
- DRAFT 055A.............Illustration 3D-CAD..............................3.0
- GDES 037..............Intermediate Computer Graphic Design.........3.0
- GDES 073..............Digital Photography and Quicktime VR............3.0

**Total Program Certificate Requirements:**........................................20.0

**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)**

- MKT 084..............Marketing Using the Internet..........................3.0
- BUS 021..............Intro to Business Computing..........................4.0
- BUS 027..............e-Business..............................................4.0
- GDES 045..............Webpage Design......................................3.0
- GDES 046..............Intermediate Webpage Design.......................3.0
- GDES 083..............Design for e-Commerce...............................3.0
- GDES 085..............Portfolio & Professional Career Preparation.........2.0

**Select a minimum of two additional course electives:**

- BUS 028A..............Business Law............................................3.0
- CIT 113..............Database Programming for the Web................3.0
- COMM 015..............Career Communication...............................3.0
- GDES 047..............Web Animation........................................3.0
- GDES 055A.............Image and Promotion.................................3.0
- GDES 072..............Information Architecture..........................3.0
- GDES 073..............Digital Photography & QTVR........................3.0
- GDES 074..............Digital Video............................................3.0
- MKT 056A.............Marketing Principles..................................3.0
- MKT 060..............Global Distributors & Agents........................3.0
- MKT 82..............Global Purchasing........................................3.0
- MUS 083..............Digital Audio.............................................3.0

**Total Program Certificate Requirements:**........................................28.0

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.
Graphic Design - A.S. Degree and Certificate

This award winning design program provides opportunities for the student to develop sensitivity to and an understanding of contemporary graphic design issues. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to computer generated and traditional design techniques, to provide the basic skills necessary to enter this growing, professional field. Opportunities exist in advertising, corporate communication, retail businesses, publishing, etc. Typical careers include: graphic design, packaging design, marketing communication, and display design, cartooning, illustration, typography, web page design, etc.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031A ......Drawing ........................................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A ......Basic Design: Two-Dimensional ....................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 029 ......Careers in Visual Communication ...................................</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 035 ......Introduction to Computer Graphic Design .......................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045 ......Web Page Design ........................................................</td>
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<tr>
<td>GDES 055A ......Graphic Design - Image and Promotion ...........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055B ......Advanced Topics in Graphic Design - The Agency .............</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 050 ......Introduction to Graphic Art Technology ........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062 ......Production Illustration Adobe Illustrator .....................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060 ......Electronic Page Layout and Typography ..........................</td>
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<td>GDES 085 ......Professional Portfolio and Design Prep ..........................</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
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<tbody>
<tr>
<td>GDES 073 .........Digital Photography &amp; Quicktime VR ..........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072 ..........Graphic Design &amp; Illustration Techniques .....................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037 ......Inter. Computer Graphic Design .....................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075 ......Graphic Arts Offset Press Assembly ..............................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070 ......Web Production &amp; PDF Publishing ...................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 ......Photoshop Digital Imaging .........................................</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

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 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 communication, along with a working knowledge of appropriate software packages used in multimedia content development.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A ......Basic Design: Three-Dimensional ...................................</td>
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</tr>
<tr>
<td>ART 034A ......Computer Aided Art ..................................................</td>
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<tr>
<td>GDES/ART 011 The History of Modern Design .......................................</td>
<td>3.0</td>
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<tr>
<td>GDES 040 ......Applied Typography ..................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047 ......Web Animation ..........................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072 ......Info. Architecture &amp; Interface Design ...........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 080 ......Packaging Design .....................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 087 ......Tradeshow Exhibit Design ...........................................</td>
<td>3.0</td>
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<tr>
<td>GDES/ENGL 077 Technical Communication ...........................................</td>
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</tr>
<tr>
<td>GDES 050 ......Graphic Design &amp; Illustration Techniques .........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037 ......Inter. Computer Graphic Design .....................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075 ......Graphic Arts Offset Press Assembly ..............................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070 ......Web Production &amp; PDF Publishing ...................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 ......Photoshop Digital Imaging .........................................</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 22.0

Multimedia - Certificate

Multimedia is in most basic definition can be thought of as applications that bring together multiple types of media: text, illustrations, photos, sounds, voice in an interactive manner. The potentials for our students are great. Multimedia is visual, and designers are needed to organize the information effectively, to guide the reader through the information, and to create a distinct overall business image. This is an interdisciplinary program created to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. This program will prepare students to enter the multimedia design field as entry level animators, graphic designers, content developers, and game designers. Some examples where students might find employment using their creative problem-solving, design, and illustration skills might include design and illustration of electronic magazines and books, design of interactive marketing presentations, interactive learning products, interactive game developers, scientific visualizations, architectural renderings and walkthroughs, information management for multimedia data bases and presentations, etc. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication, along with a working knowledge of appropriate software packages used in multimedia content development.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033 ......Basic Design .............................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A ......Introduction to Computer Aided Art ...............................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035 ......Introduction to Computer Graphic Design ........................</td>
<td>3.0</td>
</tr>
<tr>
<td>OR GDES 037 ......Intermediate Computer Graphic Design ..........................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045 ......Web Page Design ........................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070 ......Introduction to Multi-Media Design ..................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075 ......Macromedia Director Studio .........................................</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 083 ......Music for Multimedia ................................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085 ......Professional Portfolio and Design Prep ..........................</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:  

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES/ENGL 107 Technical Communication ...........................................</td>
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</tr>
<tr>
<td>GDES 050 ......Graphic Design &amp; Illustration Techniques .........................</td>
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<tr>
<td>GDES 037 ......Inter. Computer Graphic Design .....................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075 ......Graphic Arts Offset Press Assembly ..............................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070 ......Web Production &amp; PDF Publishing ...................................</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 ......Photoshop Digital Imaging .........................................</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 25.0

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

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

Web Graphic Design - Certificate Program

This is an interdisciplinary program created to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. This program will prepare students to enter the web graphic design field as an entry level web page designers, graphic designers, content developers, and information architects. 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, scientific visualizations, visual information management for multimedia databases and presentations, website development, 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 interactive Web design and content development, which is a specialized aspect of multimedia design.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>Basic Design - 2D                                                           3.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design                                      3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design                                                              3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Web Page Design                                                3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography                                        3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>Introduction to Multi-Media Design                                           3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design Career Preparation                         2.0</td>
</tr>
</tbody>
</table>

Plus an additional course(s) required from the following to bring your total to a minimum of 24 units: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART 034A</td>
<td>Introduction to Computer Aided Art                                           3.0</td>
</tr>
<tr>
<td>ART 037A</td>
<td>Introduction to Computer Animation                                           3.0</td>
</tr>
<tr>
<td>GDES/ART 011</td>
<td>The History of Modern Design                                                  3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation                                                                3.0</td>
</tr>
<tr>
<td>GDES 048</td>
<td>Intermediate Web Animation                                                   3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design-Image and Promotion                                           3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Production Illustration-Adobe Illustrator                                    3.0</td>
</tr>
<tr>
<td>GDES 037</td>
<td>Intermediate Computer Graphic Design                                          3.0</td>
</tr>
<tr>
<td>GDES 075</td>
<td>Macromedia Director Studio                                                   3.0</td>
</tr>
<tr>
<td>CIS 043A</td>
<td>Introduction to Java                                                         1.0</td>
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<tr>
<td>BUS 086</td>
<td>Internet for Business Users                                                  4.0</td>
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<tr>
<td>GDES 073</td>
<td>Digital Photography &amp; Quicktime VR                                            3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture &amp; Interface Design                                  2.0</td>
</tr>
<tr>
<td>GDES 074</td>
<td>Digital Video and Multimedia                                                  3.0</td>
</tr>
<tr>
<td>MKTG 084</td>
<td>Marketing on the Internet                                                    3.0</td>
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</table>

Total Program Certificate Requirements: 24.0 units

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.

Webmaster - Certificate

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

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design                                                              3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Web Page Design                                                3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Servlets &amp; JSP                                                              3.0</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Advanced Web Programming                                                    3.0</td>
</tr>
<tr>
<td>CIT 113</td>
<td>Database Programming for the Web                                             3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Professional Portfolio and Design                                            3.0</td>
</tr>
<tr>
<td>GDES 47</td>
<td>Web Animation                                                                3.0</td>
</tr>
<tr>
<td>GDES 48</td>
<td>Intermediate Web Animation                                                  3.0</td>
</tr>
<tr>
<td>GDES 74</td>
<td>Digital Video and Multimedia                                                 3.0</td>
</tr>
<tr>
<td>GDES 75</td>
<td>Macromedia Director Studio                                                   3.0</td>
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<tr>
<td>BUS 86</td>
<td>Internet for Business Users                                                  4.0</td>
</tr>
<tr>
<td>GDES 83</td>
<td>Design for e-Commerce                                                       3.0</td>
</tr>
<tr>
<td>GDES 73</td>
<td>Digital Photography &amp; Quicktime VR                                           3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 72</td>
<td>Information Architecture &amp; Interface Design                                  2.0</td>
</tr>
<tr>
<td>GDES 70</td>
<td>Introduction to Multimedia Design                                            3.0</td>
</tr>
<tr>
<td>GRART 68</td>
<td>Advanced Photoshop                                                          3.0</td>
</tr>
<tr>
<td>MUS 83</td>
<td>Digital Audio                                                                3.0</td>
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<tr>
<td>GDES 60</td>
<td>Electronic Page Layout and Typography                                        3.0</td>
</tr>
<tr>
<td>CIS 45A</td>
<td>Introduction to the UNIX Operating System                                    1.0</td>
</tr>
<tr>
<td>COMM 15</td>
<td>Career Communications                                                        3.0</td>
</tr>
<tr>
<td>CIT 12</td>
<td>Networking Hardware &amp; Software                                               4.0</td>
</tr>
<tr>
<td>CIT 41</td>
<td>Microsoft Professional 2000                                                  4.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 25.0 units

GRAPHIC DESIGN (GDES)

011 • THE HISTORY OF MODERN DESIGN 3.0 units

Acceptable for credit: University of California, California State University

This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work. This course may also be offered online. Credit/No Credit Option.

013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units

Acceptable for credit: California State University

This course focuses on the changes that took place in the past 75 years in visual communication both conceptually and technologically. The seminar will include the examination of what makes a message effective and memorable, along with the study of cultural differences and comparisons between universal message solutions.


022 • SELF PROMOTION FOR CREATIVE PROFESSIONALS 1.5 units

In this short course the students learn principles and techniques of self-promotion with a special emphasis on the needs of creative professionals. This course is useful for freelancers, independent visual artists of all types, as well as musicians and writers. This course may also be offered via distance learning. Credit/No Credit Option.

023 • MONEY AND THE CREATIVE PROFESSIONAL 1.0 units

This course is designed to provide basic financial information for creative professionals or students interested in freelance work or setting up a studio. This course is useful for artists working in the areas of fine art, the many arts of design, photography, film, music, advertising and writing. This course may also be offered via distance learning. Credit/No Credit Option.

025 • COPYRIGHTS FOR CREATIVE PROFESSIONALS 1.0 units

This introductory course focuses on the U.S. copyrights given to creative individuals who produce visual, musical or literary works of art. Students develop an understanding of their legal rights including the sale, protection and licensing of creative work. This course may also be offered via distance learning. Credit/No Credit Option.

029 • CAREERS IN VISUAL COMMUNICATION 2.0 units

Acceptable for credit: California State University

Introduction to a variety of professional experiences in visual communications. Lectures, guest speakers, and field trips, etc, will serve to expose the student to a variety of professional experiences in visual communications. This course may also be offered online. Credit/No Credit Option.

MISSION COLLEGE 2007–2008
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

035 • INTRODUCTION TO COMPUTER GRAPHIC DESIGN  3.0 units
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 be repeated one time. Credit/No Credit Option.

037 • INTERMEDIATE COMPUTER GRAPHIC DESIGN  3.0 units
Advisory: Recommend GDES G35
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
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 WITH XHTML  3.0 units
Advisory: ART033A
Acceptable for credit: California State University
This introductory course focuses on the creative design skills required to create effective web page designs using XHTML, CSS and a variety of software packages. The basic principles of type, color, illustration and layout are explored. The students develop an understanding of the Internet and the World Wide Web in a series of hands on exercises. Grade/Credit/No Credit

046 • INTERMEDIATE WEB PAGE DESIGN WITH DREAMWEAVER & CSS  3.0 units
Advisory: GDES045
Acceptable for credit: University of California, California State University
This intermediate level course focuses both on the creative design and the appropriate software skills required to create effective web page designs using a variety of software packages, including Adobe Dreamweaver. This course provides an intermediate level content continuation of the GDES 045 Web Page Design course. Advanced design principles of type, color, illustration and layout are explored along with CSS, Javascript and other relevant software issues. The students use the Internet and the World Wide Web in a series of hands on exercises and project research. A basic understanding of computer system operation is required. May be repeated one time. Credit/No Credit Option.

047 • WEB ANIMATION  3.0 units
Advisory: GDES 045
Acceptable for credit: California State University
This introductory course focuses on the creative design skills required to create effective web page animation using a variety of software packages. The basic principles of animation technologies and their applications in cyberspace will be explored. The student will develop an understanding of the role of animation on the Internet and the World Wide Web in a series of hands on exercises. A basic understanding of computer system is assumed. May be repeated one time. Credit/No Credit Option.

048 • INTERMEDIATE WEB ANIMATION  3.0 units
Advisory: GDES 045 and GDES 047
Acceptable for credit: California State University
This intermediate level course focuses on the creative design skills required to create effective web page animation using a variety of software packages and appropriate basic scripting languages. This course builds on knowledge acquired in the introductory Web animation class. Principles of animation technologies and their applications in cyberspace will be explored. The student will develop a working knowledge of animation on the Internet and the World Wide Web in a series of hands on exercises. Credit/No Credit Option.

050 • GRAPHIC DESIGN PRESENTATION AND ILLUSTRATION TECHNIQUES  3.0 units
Advisory: ART 031A, ART 033A and ART 034A
Acceptable for credit: California State University
This course will introduce the students to a variety of illustration techniques using traditional techniques such as pen and ink, colored pencils, watercolor, mixed media, etc. along with computer generated visual solutions using a variety of software packages. The course will also deal with presentation skills and shortcuts for graphics designers. May be repeated one time. Credit/No Credit Option.

055A • GRAPHIC DESIGN - IMAGE AND PROMOTION  3.0 units
Advisory: ART 033A, ART 034A and GDES 050
Acceptable for credit: California State University
This course is designed to increase the student’s awareness of the various skills needed in the graphic design area, with an emphasis on promotion, including print, Web, direct mail and public relations. The course will include exploration of creative ideas in logo types, concept and layout work, package design, corporate identity etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving. This course may also be offered online. Credit/No Credit Option.

055B • ADVANCED TOPICS IN GRAPHIC DESIGN - THE AGENCY  3.0 units
Prerequisite: GDES 055A
Acceptable for credit: California State University
This course will increase the student’s skills and awareness required in the field of graphic design. The students, with the active involvement and supervision of faculty will work on actual projects responding to actual design needs with a special emphasis on non-religious, non-profit organizations in our community. Credit/No Credit Option.

060 • ELECTRONIC PAGE LAYOUT AND TYPOGRAPHY  3.0 units
Advisory: ART 033A
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course will be on developing an understanding of the basic principles of page layout and typography along with a working knowledge of supporting computer equipment, and creating artwork for inclusion in a portfolio. Practical design projects will examine the interaction of form and message, with emphasis on fundamental theory, i.e., the elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. This course may be repeated one time. This course may be offered online. Credit/No Credit Option.

070 • INTRODUCTION TO MULTIMEDIA DESIGN  3.0 units
Advisory: GDES 055A
Acceptable for credit: California State University
In this course students are introduced to the field of Multimedia through demonstrations of Graphic, Web, Video and Audio software as well as the fundamental issues concerning designers in the development of highly sophisticated interactive experiences. Students will demonstrate their knowledge of the Software and Multimedia Principles through a series of hands-on exercises and projects. Credit/No Credit Option.
071 • INTERMEDIATE MULTIMEDIA DESIGN 3.0 units
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
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 3.0 units
Advisory: GRART064 or ART034A
Acceptable for credit: California State University
This introductory course focuses on photography as a creative medium. Emphasis will be placed on aesthetics, composition, content and the technical and creative design skills required to create effective digital images using digital cameras and a variety of software packages. The basic principles of creating spatial illusion and the practical applications of using Quicktime VR are also explored. The students 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 PRODUCTION WITH FINAL CUT PRO 3.0 units
Advisory: ART033A, ART034A, GDES070
Acceptable for credit: California State University
This introductory multimedia course focuses on the use of video equipment and software. The students 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, special effects, the basic principles of motion graphics, and video editing with Final Cut Pro are explored. A basic understanding of computer system operation is required. Credit/No Credit Option.

075 • MACROMEDIA DIRECTOR STUDIO 3.0 units
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
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: California State University
An introductory course for students interested in the principles and use of design and formatting as they relate to technical documentation. Emphasis is placed on skills required to present technical information creatively, and the ability to design appropriate visuals for a given audience, purpose and set of data. Topics addressed will include principles of page layout, typography, and the design of visuals used in technical publications and presentations. There is strong emphasis on creative problem solving using traditional techniques and computer generated solutions. Credit/No Credit Option.
HEALTH EDUCATION • HEALTH OCCUPATIONS

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

HEALTH EDUCATION (H.ED)

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

The following Health Education courses satisfy the State Board of Education requirements for certification of Elementary and Secondary Teaching Credentials in the areas of personal, family, and community health, including the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body and thus are transferable to state colleges and universities to meet the above-mentioned teaching credential requirements.

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

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

HEALTH EDUCATION (H.ED)

002 • HEALTH AND LIFESTYLE  3.0 units
(2 A,B,C,D,E,F • HEALTH & LIFESTYLE)  (0.5 unit each)
Total lecture 54.4 (10.4) hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University
This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in class are: understanding behavior and change, cardiovascular health, fitness, nutrition and weight control, stress, drug and alcohol abuse, self-care and the use of the health care system. NOTE: This course may also be taken in modules. Credit/No Credit Option.

004 • STANDARD FIRST AID  0.5 unit
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
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.

HEALTH OCCUPATIONS

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

Mission College Health Occupations department provides a variety of opportunities to learn about healthy lifestyles. Programs are offered to develop specific careers in the health care fields listed on the following pages.

Student Learning Outcomes:
• Provide experiences to develop specific health care careers.

A.S. Degrees:
• Community Health Worker
• Community Health Worker for Developmentally Disabled
• Psychiatric Technician
• Vocational Nursing

Certificates:
• Nurse Assistant
• Home Health Aide
• Acute Care Nursing Assistant
• Community Health Worker
• Community Health Worker for Developmentally Disabled
• Psychiatric Technician
• Vocational Nursing

HEALTH OCCUPATIONS 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, PT 067 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.

Areas Of Study:
• Allied Health .................................................................pg. 30
• Community Health Worker ..............................................pg. 30
• Health Education............................................................pg. 111
• Licensed Vocational Nurse to Registered Nurse ...............pg. 120
• Psychiatric Technician......................................................pg. 144
• Vocational Nurse.............................................................pg. 159

MISSION COLLEGE 2007–2008
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;
• Identify the main participants in historical events of the culture under study;
• Analyze major historical events either verbally or in writing;
• Define and be able to compare and contrast key historical issues and cultural assumptions; and,
• Become familiar with values of different cultures and societies and learn to appreciate them.

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

Career Options:
• Administrator
• Pre-Law/Lawyer
• Foreign Service
• Teacher
• Journalist

• Museum Curator
• Business Consultant
• State Park Historian
• Historian
• Librarian

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

Highlights:
• Faculty includes widely traveled scholars, authors and active historians.
• Courses also fulfill general education and global education requirements.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES
HISTORY • HOSPITALITY MANAGEMENT

030 • HISTORY OF SOUTHEAST ASIA 3.0 units
Acceptable for credit: University of California, California State University
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient. Credit/No Credit Option.

031 • HISTORY OF EAST ASIA 3.0 units
Acceptable for credit: University of California, California State University
This course is a survey of the history of China, Japan, Korea, Vietnam and related countries in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region. Credit/No Credit Option.

033 • WOMEN’S ISSUES PAST AND PRESENT 3.0 units
Acceptable for credit: University of California, California State University
Examines the significant issues, personal, political, social, economic and ethnic that women face today. Topics will be first be set in a historical context and then discussed as they appear in modern societies around the world. Globalization of economies as well as differences in cultural expectations as they apply to women and affect choices open to women will be reviewed. Credit/No Credit Option.

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 for 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.

Student Learning Outcomes
Students who complete the Hospitality Management Program will:

• Adapt food production and service principles to virtually any industry market segment
• Direct a diverse staff in meeting established operational objectives
• Define the concept of “service” and train others to meet and exceed guest expectations, in any hospitality industry environment
• Train workers in the proper and safe use of standard food service equipment
• Demonstrate the ability to effectively select, train, and motivate a multicultural staff
• Ensure that a food service establishment is operating within current safety and sanitation codes, and train workers in proper safety and sanitation procedures
• Read, create, and analyses accounting statements as they apply to hospitality operations; identify costing standards and communicate profit objectives in common industry language
• Describe and analyze the relationship between menu development, food purchasing, cost control, and be able to make profitable operational decisions based upon that understanding
• Perform necessary food and labor calculations, profit and loss statement development and analysis; periodic and perpetual inventory summaries and calculations
• Evaluate and react to a fluid market environment and make sound fiscal decisions regarding product selection, product storage, preparation and service.
• Describe the main departments within a full service Hotel and their functions, and describe how each department works together to ensure the overall objective is met
• Describe the nature of, and be able to effectively function in, this dynamic physically demanding environment

Student will be assessed through a combination of performance evaluations, written assignments, and written tests and quizzes.

Career Options:

• Travel Planning
• Chef
• Restaurant Manager
• Front Desk Supervisor
• Conference Centers
• Cruise Lines
• Health Care
• Hotel Management
• Meeting Planning
• Food Service
• 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.

Continued on next page.

MISSION COLLEGE 2007–2008
HOSPITALITY MANAGEMENT

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

Highlights Continued

• Support Services of Job Placement Center.
• Industry sponsored Internships and Work Experience environments.
• Job placement directly through program directors office.

A.S. Degree:

• Hospitality Management

Certificate:

• Food Services and Restaurant Management
• Fundamental Food Service Skill

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Hospitality Management - A.S. Degree

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

Total Program A.S. Degree Requirements: .................................. 48.0

Recommended Electives:

FDRST 073 ......Beginning Baking and Confectionery .......................... 2.0
FDRST 074 ......Intermediate Baking and Confectionery ...................... 2.0
FDRST 900** ......Chocolate Creations ............................................ 2.0
FDRST 901** ......Wines and Spirit ............................................... 2.0
HM 075 ......Housekeeping Operations ......................................... 2.0
HM 076 ......Hotel and Motel Front Office Management .................... 3.0
INFDS 053A ......Human Relations .................................................. 2.0

** 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 services industry. The required courses are offered both fall and spring semesters and provide a solid foundation in theory. *The 5 units of work experience are composed of 400 hours (minimum) of actual hands-on experience in various food service operations. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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

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

* 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 an advised assistant.

Recommended Electives:

FDRST 070A ......Professional Table Service ...................................... 2.0
FDRST 071A ......Beginning Cuisine ............................................... 2.0
FDRST 072 ......Intermediate Cuisine ............................................. 2.0
FDRST 073 ......Beginning Baking and Confectionery ...................... 2.0
FDRST 074 ......Intermediate Baking and Confectionery ...................... 2.0
FDRST 900** ......Chocolate Creations ............................................ 2.0
FDRST 901** ......Wines and Spirit ............................................... 2.0
HM 075 ......Housekeeping Operations ......................................... 2.0
HM 076 ......Hotel and Motel Front Office Management .................... 3.0
INFDS 053A ......Human Relations .................................................. 2.0

** Non Associate Degree Level Courses

FOOD SERVICE & RESTAURANT MANAGEMENT

(505A • INTRODUCTION TO THE HOSPITALITY INDUSTRY 2.0 units

Acceptable for credit California State University

Designed to present to all students an overview of the hospitality industry with all its segments. Lectures by guest speakers, field trips, and audio-video material are highlights of this course. Information on the Hospitality Management Program will be presented. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. Grade Only:

051 • BASIC FOOD PREPARATION 5.0 units

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.
HOSPITALITY MANAGEMENT

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

052 • QUANTITY FOODS OPERATION 5.0 units
Advisory: MATH 903 and FDRST 051
Acceptable for credit: California State University
The students engage in a real cafeteria operation, and are rotated through all jobs. The emphasis is on management, quantity food preparation and teamwork. Menu planning, purchasing, organization, cost accounting and scheduling are reinforced. Uniform required. Grade Only.

053 • RESTAURANT OPERATIONS 5.0 units
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 catering and services are introduced. Cost accounting, purchasing, supervision, and sanitation and safety are reinforced. Uniforms are required. Grade Only.

054 • HOTEL AND RESTAURANT ACCOUNTING 3.0 units
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
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
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 American Hotel/Motel Association's Educational Institute. Grade Only.

059 • HOSPITALITY MANAGEMENT 3.0 units
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. Grade Only.

060A • FOOD SERVICE FACILITIES PLANNING 3.0 units
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
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
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
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
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
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
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
Light and health cuisine is introduced as practiced by the professional chef. The emphasis is on the preparation and presentation of appetizers, soups, salads, fish, poultry, lean meats, meatless dishes and light desserts which please the palate while contributing to a healthy life style. The student will have the opportunity to observe the correct preparation method and participate in the production of healthy gourmet dishes. A uniform is required and a fee is charged for food supplies. Please check the schedule of classes for the correct amount. Credit/No Credit Option.

099G • A PRACTICAL GUIDE TO OPENING A RESTAURANT 3.0 units
This course presents an in depth, practical study of what it takes to open a successful restaurant. Students who take this class must be familiar with restaurant operations, accounting, cost control, equipment layout, and hiring practices. Participant in this class will create an operations manual designed specifically for the restaurant they have in mind.Credit/No Credit Option.

105 • CATERING MANAGEMENT AND OPERATIONS 3.0 units
Advisory: MATH 900
Corequisite: FDRST 050A, FDRST 051
This course will provide an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students will learn about the physical and mental challenges of managing a full service catering operation, safety and sanitation, identifying the market and managing the client. Students will become familiar with the primary business segments of the catering market, specialty markets, and on and off premise events. Operational aspects including menu details and design, service styles, food production, staffing, and recognizing service limits, will be discussed. Course may be repeated, credit/no credit option available. Lab fee and uniform requirements apply. May be repeated 2 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.
013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units
This survey course focuses on the changes that took place in the past 75 years in visual communication both conceptually and technologically. The seminar will include the examination of what makes a message effective and memorable, along with the study of cultural differences and comparisons between universal message solutions.

The seminar will examine the historical framework of the study of creative human potential and examine the work of some of the major researchers. Participants will identify, discuss and compare the many different theories including the definitions, stages of creativity, the creative process, and creative personality studies. In depth examination of the creative process and its’ application to the field of visual communication will be discussed along with teaching and learning techniques of creative problem-solving. The course will examine the effects of technology on visual communication, including the effective use of Web and new media techniques. This course may also be offered via distance learning. Credit/No Credit Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as ENGL 15). Credit/No Credit Option.

016A • HISPANIC ROOTS AND CULTURE 3.0 units
Acceptable for credit: University of California, California State University
This course undertakes a chronological study of Hispanic culture beginning with the Pre-Colombian civilizations and continuing to the present. Emphasis will be placed on understanding today’s Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature and music will be examined. Credit/No Credit Option.

018 • AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 units
Acceptable for credit: University of California, California State University
This course is designed to provide the student with an overview of the humanities through the culture and life experiences of African-Americans. Content focuses on significant themes such as literary expression, folklore and vernacular, visual arts, music, dance, theatre, religion, and philosophical thought. An examination of the historic, economic, and social forces that have inspired creativity among African-American writers, artists, philosophers and orators is conducted. Credit/No Credit Option.

020 • ASIAN ROOTS AND CULTURE 3.0 units
Acceptable for credit: University of California, California State University
This course provides an introduction and overview to the lands, peoples, languages and cultures of Asia beginning with the prehistoric times and continuing to the present. Emphasis will be placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy/religion, and music will be examined. Credit/No Credit Option.

022 • INTRODUCTION TO ISLAM 3.0 units
Acceptable for credit: University of California, California State University
This course provides an introduction to Islam as a religious system focusing on its origins, basic sources, history, culture and values. Credit/No Credit Option.
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.  

950 • ACADEMIC ACHIEVEMENT  units  

Total lecture 0.0 hours Total lab 0.0 hours  

Corequisite: Students must be enrolled in a Mission College or Community Education course.  

This open entry/open exit course is designed for students who need to build academic skills from co-curricular courses in order to be successful. The course instructor meets individually with students to determine areas of need and develop a study plan for each student. The purpose of the course is to enhance skills in one or more areas, including learning strategies, writing, reading, oral/aural skills, logic and computational skills for science and engineering, and/or study skills. May be repeated six times.  

960 • ACADEMIC STRATEGIES  0.5 - 1.0 units  

Total lecture 10.4 hours Total lab 27.2 hours  

This open entry/open exit course is designed for students who need to build academic skills from co-curricular courses in order to be successful. The course instructor meets individually with students to determine areas of need and develop a study plan for each student. The purpose of the course is to enhance skills in one or more areas, including learning strategies, writing, reading, oral/aural skills, logic and computational skills for science and engineering, and study skills. Students meet regularly with the course instructor and complete lab hours in the learning assistance center. May be repeated three times. Credit/No Credit Option.  

**LEARNING SERVICES** (LS)  

**DIVISION:**  Student Development  

**COORDINATOR:**  Helen Ostrander  

**PHONE:**  408-855-5274  

**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.  

**Student Learning Outcome**  

Upon completion of the Learning Services courses, students with disabilities will:  

- Describe the compensating strategies that relate to their disability  
- Demonstrate the use of the appropriate assistive technology that applies to their needs  

Students will be assessed through written tests, quizzes, projects, and demonstrations.  

**Schedule Matrix:**  

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<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
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(SEE PE LISTINGS)  

D= DAY CLASSES; E= EVENING CLASSES  

**LEARNING SERVICES** (LS)  

**099E • ADA LAW AND WORKPLACE ACCOMMODATIONS**  1.0 unit  

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  

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  

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**  
(NON-ASSOCIATE DEGREE COURSE)  0.5 unit  

This course is designed to assess those students who suspect that they may be eligible for support services through the Disability Instructional Support Center (DISC) due to a learning disability. Once their eligibility is determined, a Student Educational Contract (SEC) is developed which addresses the specific needs of the student. May be repeated two times. Credit/No Credit Only.
902 • ASSISTIVE TECHNOLOGY ASSESSMENT  
(NON-ASSOCIATE DEGREE COURSE)  
0.5 unit
This course provides a means for evaluating the abilities, limitations and skills of students with disabilities, in conjunction with individual academic or vocational goals, for the purpose of selecting appropriate adaptations for computer access. Assistive technology options include programs and devices such as screen readers, screen enlargement, speech recognition, word prediction, and others. May be repeated two times. Credit/No Credit Only.

903 • ASSISTIVE TECHNOLOGY SKILLS  
(NON-ASSOCIATE DEGREE COURSE)  
0.5 unit
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 • ORIENTATION TO LEARNING SERVICES  
(Formerly LS 099G)  
(NON-ASSOCIATE DEGREE COURSE)  
No Credit
This course provides students with disabilities with an overview of Mission College and detailed information about the Disability Instructional Support Center (DISC), the services, and courses available through the Center. DISC courses consist of incorporating instruction in compensating strategy techniques within specific content such as spelling, word process, and basic mathematics. Services for mainstream classes are identified and the process for accessing these services is explained.

940 • LEARNING STRATEGIES FOR EXPRESSIVE LANGUAGE  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units
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
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 needed 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
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
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
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
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
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 • LICENSED VOCATIONAL NURSE TO REGISTERED NURSE

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

LIBRARY SKILLS (LIB)
DIVISION: Commercial Services
DIRECTOR: Tim Karas
DEPT CHAIR: Elaine Wong
PHONE: 408-855-5162
HTTP://WWW.MISSIONCOLLEGE.ORG/LIB/LIB.HTML

The Library is designed to help students succeed in their college classes. The course provides students with the opportunities to develop and strengthen their research skills and learn the core concepts of information retrieval. 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, problem-solving exercises and activities.

Schedule Matrix:

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<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
<th>ONLINE</th>
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<td>D= DAY CLASSES; E= EVENING CLASSES</td>
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LIBRARY SKILLS (LIB)

006 • USING THE INTERNET FOR RESEARCH 1.0 unit
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. Credit/No Credit Option.

010 • BASIC INFORMATION COMPETENCY 1.0 unit
Advisory: CA 070
Acceptable for credit: California State University; University of California

This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, presenting information, and the legal and ethical aspects of research. Students will be introduced to a variety of informational resources including print, media, electronic formats and the World Wide Web. Credit/No Credit Option.

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE (LVNRN)

DIVISION: Health Occupations
PROGRAM: Licensed Vocational Nurse to Registered Nurse
DIRECTOR: Susan Carreron, MM, PH.D.
PHONE: 408-855-5016
COUNSELING: 408-855-5030

021 • ROLE TRANSITION LVN TO RN 2.0 units
Advisory: Completion of ENGL 001A and READ 053, or equivalent
Prerequisite: Acceptance into the LVN to RN program
Corequisite: LVNRN 021A
Acceptable for credit: California State University

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program. Grade Only.

021A • ROLE TRANSITION CLINICAL 1.0 unit
Advisory: Completion of ENGL 001A and READ 053, or equivalent
Prerequisite: Acceptance into the LVN to RN program
Corequisite: LVNRN 021 Acceptable for credit: California State University

This course involves directed clinical experiences in acute hospitals and agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student will provide care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis will be upon the role of the registered nurse caring for clients with acute and chronic problems. Credit/No Credit Only.

031 • COMMUNITY MENTAL HEALTH NURSING 3.0 units
Prerequisite: ENGL001A, LVNRN021. Students must pass with a 75% average and LVNRN021A. Students must pass with a 75% average.
Corequisite: LVNRN031A, LVNRN032A, LVNRN032. Students must attain the minimum grade of 75% average and LVNRN 033, Students must attain the minimum grade of 75% average. Acceptable for credit: California State University

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade Only.

031A • COMMUNITY MENTAL HEALTH CLINICAL 2.0 units
Total lab 108.8 hours
Prerequisite: LVNRN021, LVNRN021A Students are required to have a 75% average, and LVNRN021A
Corequisite: LVNRN031, Students must attain at least a 75% average, LVNRN032, Students will maintain a 75% average, LVNRN032A, and LVNRN033, Acceptable for credit: California State University

Clinical experiences are offered in private, public and community psychiatric agencies where psychiatric care is provided to a culturally diverse population with an emphasis on a holistic, collaborative model approach to providing nursing care. In addition, nursing care is provided in the community, in the client’s home, where they work and where they play. Clinical thinking skills are emphasized and outcomes are measured using the Nursing Process. Credit/No Credit Only.
032A • INTERMEDIATE MEDICAL-SURGICAL NURSING CLINICAL 3.0 units
Prerequisite: LVNRN021, Students will be required to have at least 75% average.
and LVNRN023A.
Corequisite: LVNRN031 Students must maintain a 75% average. LVNRN031A,
LVNRN032, Students must maintain a 75% average. and LVNRN032A Students
must maintain a 75% average. Acceptable for credit: California State University
Students participate in directed clinical experiences in hospitals, community
health agencies and agencies that provide services to the acutely ill adult,
the elderly or those persons having disabilities/chronic conditions. Using the
nursing process, the student provides care, teaching, support and rehabilitation
to individuals who have acute or chronic illness, disabilities, or are emotionally
stressed. Credit/No Credit Only.

032 • INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY 3.0 units
Prerequisite: LVNRN021, Students will be required to have at least 75% average.
and LVNRN021A
Corequisite: LVNRN031 Students will be required to have at least 75% average.
LVNRN031A, LVNRN033, Students will be required to have at least 75% average.
and LVNRN032A.
Acceptable for credit: California State University
This course provides the student with the opportunity to synthesize and correlate
nursing knowledge and skills necessary in the provision of care to multiple
patients who have complex, multi-system illnesses. The focus is for the students
to learn to predict patient needs and priorities, and evaluate outcomes of care.
The nursing care of adult and geriatric clients with acute and chronic illnesses
is addressed, in addition to integrating and practicing associated psycho-motor
skills. Grade Only.

033 • INTRODUCTION TO CLINICAL JUDGMENT 2.0 units
Prerequisite: LVNRN021, Students will be required to have at least 75% average.
and LVNRN021A
Corequisite: LVNRN031 Students will be required to have at least 75% average.
LVNRN031A, LVNRN032, Students will be required to have at least 75% average.
and LVNRN032A.
Acceptable for credit: California State University
This course integrates theory and clinical learning experiences through the
use of case studies, evaluation, and class discussion. Students use clinical
narratives and clinical simulation situations with manikins including descriptions
of factors beyond the immediate focus, providing the complex situations actually
seen in clinical practice. This course challenges the novice nurse with excellent
learning opportunities because there is more than one correct response and the
students are challenged to consider many aspects of a situation. In addition,
real-life scenarios, reasoning questions, and mind mapping will be introduced as
visual tools that help the student identify important elements in a situation and
understand their relationship with one another. 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 promotability and can be used by non-manager/supervisors
to enhance current job performance.
Graduates are trained to understand the functions of management and leadership,
effectiveness; develop problem solving and decision-making skills; apply the principles
of Total Quality Management; and increase abilities to negotiate successfully, build
teams, manage projects, apply listening skills, resolve conflicts, manage meetings,
manage time and handle difficult people.

Student Learning Outcomes:
The Management Department has developed curriculum based on advice 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
• Grocery stores
• Healthcare organizations
• Public agencies
• Retail stores
• Small, mid, and large-sized businesses
Some career options require more than two years of college study.

A.S. Degree:
• Management and Supervision

Certificate:
• Human Resource Management
• Management and Supervision (Levels I and II)

Schedule Matrix:

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MANAGEMENT & SUPERVISION

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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Management and Supervision - A.S. Degree

A.S. Management and Supervision Associate of Science

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

Required course curriculum: Units

ACCTG 001A Principles of Accounting 4.0
BUS 037 Fundamentals of Project Management 3.0
BUS 038 Applied Project Management 3.0
BUS 078B Business Communications 3.0
MKT 079 Human Relations Applied in Business 3.0
MGMT 110 Problem and Decision Analysis 3.0
MGMT 111 Management in Practice 3.0
MGMT 115 Operations Management 3.0
MGMT 117 Total Quality Management 3.0
MKT 066A Marketing Principles 3.0
MKT 074 Global Purchasing 3.0
Total Units 39.0 - 40.0

Management and Supervision Certificate - Management Level I Certificate

The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management. 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.

Required course curriculum: Units

MGMT 101 Interpersonal Effectiveness 3.0
MGMT 102 Leadership 3.0
MGMT 103 Functions of Management 3.0
MGMT 111 Problem and Decision Analysis 3.0
MGMT 113 Management in Practice 3.0
Choose 2 of the following courses: Units

MGMT 009 Skills for New Managers 0.5
MGMT 012 Managing Quality 0.5
MGMT 015 Managing Change 0.5
MGMT 016 Conflict Management 0.5
MGMT 017 Conducting Performance Appraisals 0.5
MGMT 018 Effective Supervisory Communications 0.5
MGMT 020 Building Teams 0.5
Total Units 16.0

Management Level II Certificate

The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management. 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.

Required course curriculum: Units

BUS 037 Fundamentals of Project Management 3.0
BUS 038 Applied Project Management 3.0
BUS 078B Business Communications 3.0
MKT 074 Purchasing 3.0
MGMT 115 Operations Management 3.0
MGMT 117 Total Quality Management 3.0
WRKEX 301-304, Cooperative Work Experience 1.0 - 4.0
Total Units 15.0

Human Resource Management Certificate

Mission College offers a 16-unit Human Resource Management Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct human resource management. 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 human resource management.

Required course curriculum: Units

MGMT 101 Interpersonal Effectiveness 3.0
MGMT 118 Human Resources Management 3.0
Choose a minimum of 9 units from the following courses: Units

BUS 028A Business Law I 3.0
BUS 079 Business Writing for Human Resources 1.0
BUS 079 Human Relations Applied in Business 3.0
MGMT 010 Negotiation Skills 0.5
MGMT 014 Interviewing Skills 0.5
MGMT 018 Effective Supervisory Communications 0.5
MGMT 016 Conflict Management 0.5
MGMT 019 Dealing With Difficult People 0.5
MGMT 020 Building Teams 0.5
MGMT 021 Human Resources Internship 1.0
Total Units 15.0

MANAGEMENT AND SUPERVISION (MGMT)

009 • SKILLS FOR NEW MANAGERS 0.5 unit

This course provides an overview of the functions managers and supervisors perform and the essential skills involved. Emphasis will be placed on the leadership skills necessary to succeed as a first level manager or supervisor. Credit/No Credit Option.

010 • NEGOTIATION SKILLS 0.5 unit

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

This course teaches students how to plan, frame, and research decisions. Students learn how to define decisions, apply appropriate decision frames, generate options, and select the best one. Credit/No Credit Option.

012 • MANAGING QUALITY 0.5 unit

This course explores the major facets of a successful quality management program. It includes an overview of the major quality management philosophies and approaches. A wide range of quality management tools and techniques are reviewed. Credit/No Credit Option.
013 • JOB STRESS MANAGEMENT 0.5 unit
This course helps students develop the knowledge and skills necessary to successfully manage stress on the job. Topics discussed include 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
This course explores the various types of job-related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will practice a variety of interviewing techniques. Credit/No Credit Option.

015 • MANAGING CHANGE 0.5 unit
This course explores managing change in the workplace. Topics discussed will include changes taking place in organizations today, discovering how organizations can prepare for change, understanding human reactions to change and how to deal with them, and exploring team involvement and visionary leadership. Credit/No Credit Option.

016 • CONFLICT MANAGEMENT 0.5 unit
This course explores the causes and impacts of conflict as well as the best ways to manage conflict in the workplace. Learning to resolve disagreements constructively is the key to maintaining healthy work relationships and fostering a productive work environment. Course will help students improve their interpersonal communication and mediation skills. Credit/No Credit Option.

017 • CONDUCTING PERFORMANCE APPRAISALS 0.5 unit
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 to develop an ability to design and implement basic performance appraisal systems. Grade/Credit/No Credit

018 • EFFECTIVE SUPERVISORY COMMUNICATIONS 0.5 unit
This course explores communication concepts which can be important to successful supervisory performance. Topics covered include 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
This course examines the nature of difficult people, six different kinds of difficult people and suggested strategies for effective coping. Credit/No Credit Option.

020 • BUILDING TEAMS 0.5 unit
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. Teams are increasingly 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. Credit/No Credit Option.

021 • PROJECT MANAGEMENT 0.5 unit
This course focuses on the principles, practices and methods of effective project management which are applicable to any level of an organization. Topics covered include the project life cycle, planning for quality, time, and cost to make the best use of resources and bringing a project to a successful conclusion. Credit/No Credit Option.

022 • FINANCIAL MANAGEMENT AND BUDGETING IN THE PUBLIC SECTOR 0.5 unit
Acceptable for credit: California State University
This survey course explores major financial and budget concepts relevant to the public sector. Emphasis will be given to such topic areas as public financial management, budgeting trends; preparation, justification and presentation of budgets and the development of budget strategies and controls. Credit/No Credit Option.

023 • PERSONAL EFFECTIVENESS 0.5 unit
Acceptable for credit: California State University
This course explores lateral and horizontal managerial communication principles and techniques. The course is based on Stephen R. Covey’s Seven Habits of Highly Effective People. Understanding those principles and general principles of effective managerial communications can result in improved goal setting, listening and verbal/nonverbal communication skills. Credit/No Credit Option.

024 • MANAGING FOR CREATIVITY 0.5 unit
This course focuses on allowing students to uncover their creative potential as well as become innovative problem solvers. Many tools and techniques will be discussed. Strategies for developing a creative work environment will be reviewed. Credit/No Credit Option.

025 • DIVERSITY IN THE WORKPLACE 0.5 unit
This course focuses on the business case for putting diversity to work as well as best practices for bringing the best out of all kinds of people. Utilizing diversity is a key component of an organization’s success today. Credit/No Credit Option.

026 • MOTIVATING AT WORK 0.5 unit
This course explores how to become a manager who inspires and rewards employees to give their best. Students will learn how to raise expectations and performance while creating a motivating workplace. Credit/No Credit Option.

101 • INTERPERSONAL EFFECTIVENESS 3.0 units
Acceptable for credit: California State University
This course will explore communications theory and techniques to make an individual a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop a greater interpersonal effectiveness through understanding the causes of effective and ineffective personal interaction, and learn new interactive skills through group experiences. This course is useful to all whose job and personal lives require successful interaction with other people. This course may also be offered via distance learning. Credit/No Credit Option.

102 • LEADERSHIP 3.0 units
Acceptable for credit: California State University
This course is designed to increase managerial effectiveness through an understanding of leadership. The essential leadership roles and commitments necessary for the empowerment of self and others are presented. Topics discussed include envisioning, inspiring, motivating as well as the effective use of power. This course may also be offered via distance learning. Credit/No Credit Option.

103 • FUNCTIONS OF MANAGEMENT 3.0 units
Acceptable for credit: California State University
This course covers the basic concepts and the major techniques of management. Major management functions addressed include planning, organizing, leading and controlling. Extensive use of exercises, case studies and recent articles permit students to experience the concepts involved. This course may also be offered via distance learning. Credit/No Credit Option.

111 • PROBLEM AND DECISION ANALYSIS 3.0 units
Acceptable for credit: California State University
This course allows the student to develop the ability to define problems, gather necessary information, determine causes, generate solutions, and determine optimum solutions. Emphasis is placed on preparing managers who can deal with a dynamic workplace. This course also equips students with decision making skills that will allow them to identify and solve organizational problems. This course may also be offered via distance learning. Credit/No Credit Option.
MANAGEMENT & SUPERVISION • MANUFACTURING TECHNOLOGY

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

113 • MANAGEMENT IN PRACTICE 3.0 units
This course allows students to apply management skills and theories. Students are actively engaged in putting concepts into practice _ thinking and acting like real managers through the integration of various assignments. Course will provide opportunities for real-world application of management skills. This course may also be offered via distance learning. Credit/No Credit Option.

115 • OPERATIONS MANAGEMENT 3.0 units
Acceptable for credit: California State University
This course is an introduction and analysis of the basic concepts, processes and methods in operations management. Topics covered include applied forecasting, aggregate planning, scheduling, total quality management, personnel management, inventory management, facility layout and project management. Concepts are illustrated by using abundant real world examples, articles, illustrations, problems and cases. This course may also be offered via distance learning. Credit/No Credit Option.

116 • GLOBAL MANAGEMENT 3.0 units
Acceptable for credit: California State University
Students will achieve an operational understanding of similarities and differences of the basic concepts and techniques of management as practiced in the United States and major European and Asian economics. Major functions addressed are planning, organizing, leading and controlling. Credit/No Credit Option.

117 • TOTAL QUALITY MANAGEMENT 3.0 units
Acceptable for credit: California State University
This course will examine the key elements of Total Quality Management (TQM) in business organizations. Students are exposed to the broad range of TQM philosophies and techniques. Both qualitative and quantitative methods are involved in TQM implementation. This course may also be offered via distance learning. Credit/No Credit Option.

118 • HUMAN RESOURCES MANAGEMENT 3.0 units
Acceptable for credit: California State University
This course surveys contemporary human resources management topics and offers a balance of practical and applied material. Examples of topics covered include workforce diversity, recruitment, selection, employee downsizing, training and development, performance appraisals, compensations, benefits, and labor relations. Other current topics of global competition, rapid technological advances, outsourcing and just-in-time training are incorporated. This course may also be offered via distance learning. Credit/No Credit Option.

132 • STYLES OF LEADERSHIP 1.0 units
Acceptable for credit: California State University
This course explores styles of leadership to determine the strengths and techniques of each style so that the student can improve their own leadership performance. Credit/No Credit Option.

136 • CONDUCTING EFFECTIVE MEETINGS 0.5 units
Total lecture 10.4 hours
Acceptable for credit: California State University
This course examines various types of meetings, their functions, reasons for failure and success, forces at play within the group, and strategies to make the meeting accomplish goals. This course may also be offered via distance learning. Credit/No Credit Option.

150 • TIME MANAGEMENT 0.5 units
Acceptable for credit: California State University
This course explores practical techniques for making better use of time. Topics covered include organizing and scheduling work, curbing procrastination, avoiding interruptions, streamlining paperwork, delegating effectively, and valuing time. This course may also be offered via distance learning. Credit/No Credit Option.

201 • HUMAN RESOURCES INTERNSHIP 1.0 units
Total lecture 20.8 hours
This course is intended for students who will complete a certificate in Human Resources. In this class, the student is introduced to the workplace, the workload and environment of human resources. The student will be able to use information provided from other class work and develop a foundation for future employment. This course may also be offered via distance learning Credit/No Credit Option.

MANUFACTURING TECHNOLOGY (MFG)

DIVISION: Technology
DEPARTMENT: Manufacturing Technology
DEPT CHAIR: Chris Martin
PHONE: 408-855-5356
COUNSELING: 408-855-5030

Program Information:
Developed through a partnership with major semiconductor industry firms, Mission College’s Semiconductor Manufacturing Technician Program is designed to prepare students for entry level positions in this rapidly growing, high skill, high wage industry. The program provides “hands-on” training in semiconductor fabrication including classroom procedures, monitoring manufacturing processes, and maintaining and troubleshooting manufacturing tool sets (equipment).

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

Student Learning Outcomes:
The Manufacturing Technology Department has developed its curriculum based upon the needs of industry. The department maintains industry-school partnerships and advisory committees with large corporations and smaller businesses that enables students to have a successful school-to-career experience. Students in manufacturing technology courses develop the ability to converse, work, and understand the technological environment they live in.

Manufacturing Technology objectives include:
• Bringing technology to the forefront of a student's living and working lifestyle.
• Establishing some fundamentals and principles in a student's life for technological problem solving and troubleshooting.
• Enhancing the ability for students to contend with the strife of a technological environment.
• Instructing students in specific areas of technology that are related to the needs of industry.

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

A.S. Degrees:
• Semiconductor Manufacturing Technician

Certificates:
• Mecha-Tronic Training
• Nano-Technology Process
• Semiconductor Manufacturing Technician

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Semiconductor Manufacturing Technician - Mecha-Tronic Training Certificate

The Certificate of Mecha-Tronic Training is based on courses in fundamental electronics and mechanics leading to a more advanced study of industry robots, home robots, and "battle-bots." This certificate focuses on areas within the electronics ecosystem, which is driving today's economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units

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<th>COURSE</th>
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<td>MFG 050</td>
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<tr>
<td>MFG 080</td>
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Total Program Certificate Requirements 14.0
Semiconductor Manufacturing Technician - Nano-Technology Process Certificate

The Certificate of Nano-Technology Process is based on courses in fundamental, intermediate, and the advanced study of semiconductor manufacturing leading to advanced semiconductor process and toolsets. The manufacture of semiconductors is a growing field that has already encompassed one-third of the electronics industry ($80 Billion) and is one of the drivers of today’s economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)..........................Units
MFG 020..........Statistical Process Control.................3.0
MFG 050..........DC/AC Principles........................4.0
MFG 061..........Electromech Systems....................3.0
MFG 062..........Robotics (Vac/Pneum/Hyd)..............3.0
MFG 080..........Intro to SMT ................................4.0
Total Program Certificates Requirements................17.0

Semiconductor Manufacturing Technician - A.S. Degree and Certificate

Core Curriculum Courses (Required)........................Units
MFG 020..........Statistical Process Control.................3.0
MFG 050..........DC/AC Principles........................4.0
MFG 061..........Electromech Systems....................3.0
MFG 062..........Robotics (Vac/Pneum/Hyd)..............3.0
MFG 080..........Intro to SMT ................................4.0
SMT 081..........Internm SMT ...............................4.0
SMT 082..........SMT Tool Sets ................................4.0
CET 063..........Digital Principles..........................4.0
CET 071..........Devices & Circuits .........................4.0
MATH 000C........Intermediate Algebra ........................4.0
CHEM 030A........Fundamentals of Chemistry(or CHEM 1A)....3.0
PHYS 045..........Technical Physics ........................3.0
CA*...............Word, Excel, Powerpoint .................2.0
Total Program Cert. Requirements.........................45.0
Core Curriculum Courses (Required)........................Units
ENGL 001A.......English Composition......................3.0
ENGL 059..........Writing in the Workplace ...............3.0
COMM 004..........Small Group Communication..............3.0
Humanities and Social Studies.................................9.0
Total Program A.S. Requirements.........................63.0

*Any individual or combination totalling two units of Microsoft classes.

MANUFACTURING TECHNOLOGY (MFG)

020 • STATISTICAL PROCESS CONTROL 3.0 units
Advisory: MATH 000C
Acceptable for credit: California State University

This course offers students the tools and techniques to monitor the quality of parts produced in manufacturing operations. Students will use measurement tools and devices to gather data and statistical quality control techniques to measure performance of an operation and express it in numerical values. Using the numerical values, the student will evaluate the operational efficiency and make compensating manufacturing adjustments. Following the critical thinking evaluation process, the student will be able to predict future operational efficiency. May be repeated one time. Credit/No Credit Option.

050 • DC/AC PRINCIPLES 4.0 units
Advisory: MATH 003
Acceptable for credit: California State University

This is a comprehensive introductory course in DC/AC theory and practice. Electrical components are studied individually and while combined in resistor inductor and capacitor, (RLC) series and parallel circuits. This is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators. Includes sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. May be repeated three times. Credit/No Credit Option.

050A • DC ELECTRONIC PRINCIPLES 2.0 units
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. May be repeated one time. Credit/No Credit Option.

050B • AC ELECTRONIC PRINCIPLES 2.0 units
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
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
Advisory: CET 050 and MATH 003
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
Advisory: DRAFT 091
Acceptable for credit: California State University

This course is a study of the evolution of robotics and a variety of robotic systems designed for specific automated applications. Student will study robotic control systems, arm geometry, and power systems. They will experience assembly, disassembly, operation and troubleshooting of small-scale electrical, hydraulic and pneumatic robotic systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

MISSION COLLEGE
2007–2008

063 • VACUUM SYSTEMS 2.0 units
Advisory: CET 050
Acceptable for credit: California State University
This course is a study of vacuum technology and vacuum systems. Topics include gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. Students will experience assembly, disassemble, operation and troubleshooting of small-scale vacuum power systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Credit/No Credit Option.

080 • INTRODUCTION TO SEMICONDUCTOR MANUFACTURING TECHNOLOGY 4.0 units
Acceptable for credit: California State University
Equivalent to SMT 80 at San Jose City College. Student is introduced to semiconductor industry, including systems and processes for producing semiconductor wafers. Student will learn “cleanroom” procedures and prepare for advanced courses on processes and tool sets. Credit/No Credit Option.

081 • INTERMEDIATE SEMICONDUCTOR MANUFACTURING 4.0 units
Prerequisite: MFG 80
Acceptable for credit: California State University
This course studies the intermediate level processes, materials and equipment used in semiconductor manufacturing. A more focused study on implant, diffusion, photolithography, etch, and thin films will be explored. Students will be introduced to inventory control and flow. Credit/No Credit Option.

082 • ADVANCED SEMICONDUCTOR MANUFACTURING 4.0 units
Advisory: MFG 081
Prerequisite: MFG 080
Acceptable for credit: California State University
This course is a study of the advanced level processes, materials and equipment used in semiconductor manufacturing. Emphasis is placed on the equipment used in implant, diffusion, photolithography, etch, and thin films, based on one’s previous study of semiconductor processes. Credit/No Credit Option.

BUSINESS: MARKETING

DIVISION: Commercial Services
DEPARTMENT: Marketing
DEPT CHAIR: Melanie Meyer
PHONE: 408-855-5019
COUNSELING: 408-855-5030

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

Certificate:
• Customer Service
• Marketing (Levels I and II)
• Marketing Communication (See Index of this catalog for page listing.)
• Purchasing
• Sales

Schedule Matrix:

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<th>COURSE</th>
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D= DAY CLASSES; E= EVENING CLASSES O= ONLINE
Marketing - A.S. Degree

The Marketing Program is designed to provide a realistic learning experience in acquiring the knowledge and skills necessary for a successful career in Marketing. Many of the skills taught in the program can also be used to improve one's promotability and can be used to enhance current job performance.

Required course curriculum: Units
ACCTG 001A ...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 I ............................................... 3.0
BUS 051 ........Introduction to American Business .................... 3.0
BUS 064B ........Business Mathematics Using Calculators ........... 4.0
MKT 040 ........Professional Selling ......................................... 3.0
MKT 056A .......Marketing Principles ........................................ 3.0
MKT 056B .......Marketing Strategies ........................................ 3.0
MKT 061A .......Advertising Principles ....................................... 3.0

Plus any 3 from the following: Units
ACCTG 001B ...Principles of Accounting .................................... 4.0
BUS 055 ........Business Strategy for Success ......................... 3.0
BUS 078B .......Business Communications .......................... 3.0
BUS 079 ........Human Relations Applied in Business .......... 3.0
MGMT 103 .......Functions of Management .............................. 3.0
MKT 042 ........Sales Force Management ............................... 3.0
MKT 057 .......Retailing Principles ........................................ 3.0
MKT 058 .......Marketing Research ......................................... 3.0
MKT 059 ......Effective Public Relations ................................ 3.0
MKT 060 .......International Marketing .................................... 3.0
MKT 066 .......Business-to-Business Marketing ..................... 3.0
MKT 068 .......Marketing Channels ......................................... 3.0
MKT 070 .......Product Management Essentials .................... 3.0
MKT 081 .......Direct Marketing ........................................... 3.0
MKT 082 .......Consumer Behavior ........................................ 3.0
Total Units ............................................................................ 39.0 - 40.0

Marketing - Certificate

Marketing Level I Certificate

The Marketing Certificate program focuses on the skills and attitudes necessary for successful marketing. 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.

Complete a minimum of 16 units from the following courses: Units
BUS 055 ........Business Strategy for Success ......................... 3.0
BUS 078B .......Business Communications .......................... 3.0
MKT 042 ........Sales Force Management ............................... 3.0
MKT 057 .......Retailing Principles ........................................ 3.0
MKT 058 .......Marketing Research ......................................... 3.0
MKT 059 ......Effective Public Relations ................................ 3.0
MKT 066 .......Business-to-Business Marketing ..................... 3.0
MKT 068 .......Marketing Channels ......................................... 3.0
MKT 070 .......Product Management Essentials .................... 3.0
MKT 074 .......Purchasing .................................................... 3.0
MKT 081 .......Direct Marketing ........................................... 3.0
MKT 082 .......Consumer Behavior ........................................ 3.0
MKT 201 .......Sales Internship ............................................. 3.0
MKT 202 .......Customer Service Internship ......................... 1.0
MKT 203 .......Purchasing Internship ..................................... 1.0
Total Units ............................................................................ 16.0

Customer Service Certificate

Mission College offers a 16-unit Customer Service Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to provide excellent customer service. This certificate 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 customer service.

Required course curriculum: Units
BUS 077 .......Quality Customer Service ................................ 3.0
MKT 056A .......Marketing Principles .................................... 3.0
MKT 082 .......Consumer Behavior ........................................ 3.0

Choose a minimum of 7 units from the following: Units
BUS 077A ...Customer Relationship Management ................ 1.0
BUS 078B .......Business Communications .......................... 3.0
BUS 079 .......Human Relations Applied in Business .......... 3.0
COMM 012 .......Introduction to Intercultural ........................ 3.0
MGMT 102 .......Leadership ................................................. 3.0
MKT 202 .......Customer Service Internship ......................... 1.0
Total Units ............................................................................ 16.0
Global Marketing, Management and Business - A.S. Degree

This new program is both challenging and exciting, offering an endless chain of new experiences and opportunities. The program has a romantic sound that is irresistible to many of us—rather like an adult career dream. For many thousands, it has proven to be an achievable dream either as an exciting career or as a relatively easy route for starting their own business.

The Global Marketing, Management and Business Program, provides the “know-how” that is necessary right from the start; all options are explored and developed for the successful global business venture. Do not hesitate, get started today.

Core Curriculum Courses (Required) | Units
--- | ---
BUS 010 Global Business | 3.0
BUS 028A Business Law | 3.0
GEOG 002 Cultural Geography | 3.0
MGMT 116 Global Management | 3.0
MKT 060 International Marketing | 3.0
MKT 062 Global Exporting and Importing | 3.0
MKT 066 Global Finance Strategies | 3.0
GLOBL/SOC SC 1 Global Systems | 3.0
GLOBL/SOC SC 2 Global Issues | 3.0

Total Program A.S. Requirements | 33.0 - 35.0

Global Marketing, Management and Business - Certificate

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

Core Curriculum Courses (Required) | Units
--- | ---
BUS 010 Global Business | 3.0
MGMT 116 Global Management | 3.0
MKT 060 International Marketing | 3.0

Plus three of the following: | Units
--- | ---
BUS 028A Business Law | 3.0
MGMT 115 Global Manufacturing Management | 3.0
MKT 062 Global Exporting and Importing | 3.0
MKT 066 Global Finance Strategies | 3.0
MKT 068 Global Distributors and Agents | 3.0
MKT 070 Global Marketing Research | 3.0
MKT 072 Marketing Ethics | 3.0
MKT 074 Global Purchasing | 3.0
MKT 082 Global Advertising | 3.0
MKT 084 Marketing Using the Internet | 3.0

Total Program A.S. Requirements | 18.0

Choose a minimum of 7.5 units from the following: | Units
--- | ---
ACCTG 001A Principles of Accounting | 4.0
BUS 028A Business Law I | 3.0
BUS 037 Fundamentals of Project Management | 3.0
BUS 078B Business Communications | 3.0
BUS 082A Business Spreadsheets Using Excel | 3.0
MGMT 021 Project Management | 0.5
MGMT 111 Problem and Decision Analysis | 3.0
MGMT 115 Introduction to Manufacturing Management | 3.0
MKT 056A Marketing Principles | 3.0

Total Units | 16.0

Sales Certificate Certificate

Mission College offers a 16-unit Sales Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to sell. 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 sales.

Required course curriculum: | Units
--- | ---
MKT 040 Professional Selling | 3.0
MKT 042 Sales Force Management | 3.0
MKT 201 Sales Internship | 1.0

Choose a minimum of 9 units from the following: | Units
--- | ---
BUS 028A Business Law I | 3.0
BUS 077 Quality Customer Service | 3.0
BUS 077A Customer Relationship Management | 1.0
BUS 078E Persuasive Business Writing | 1.0
BUS 079 Human Relations Applied in Business | 3.0
COMM 001 Public Speaking | 3.0
COMM 010 Persuasive Speaking | 3.0
MGMT 010 Negotiation Skills | 0.5
MGMT 019 Dealing With Difficult People | 0.5
MKT 034 Networking for Success | 0.5

Total Units | 16.0

MARKETING (MKT)

030 • PRODUCT STRATEGIES 0.5 unit

Acceptable for credit California State University

This course outlines how to determine product strategies based on market needs. 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.

031 • PRICING STRATEGIES 0.5 unit

Acceptable for credit California State University

This course provides a composite of pricing strategies. Each strategy is examined for its underlying assumptions and relevance in specific situations. The application of different strategies is illustrated with the help of examples from pricing literature. The course will summarize each strategy by giving its deﬁnition, objectives, requirements, and expected results. Credit/No Credit Option.

032 • DISTRIBUTION/PLACE STRATEGIES 0.5 unit

Acceptable for credit California State University

This course is concerned with the channels a firm may employ to make its goods and services available to customers. Channels are organized structures of buyers and sellers that bridge the gap of time and space between the manufacturer and the customer. Other strategy-related matters discussed in this course include scope of distribution, use of multiple channels to serve different segments, alignment of channels to accommodate environmental shifts, resolution of conﬂict among channels, and use of vertical systems to institute control over channels. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

033 • PROMOTIONAL STRATEGIES 0.5 unit
Acceptable for credit: California State University
This course is concerned with the planning, implementation, and control of persuasive communication with customers. These strategies may be designed around advertising, personal selling, sales promotion, or any combination of these. In addition to the strategic issues mentioned above, this course discusses strategies in advertising and personal selling. The advertising strategies examined are media strategy and copy strategy. The formulation of each strategy is illustrated with reference to examples from the literature in class. Credit/No Credit Option.

036 • THE MARKETING PLAN 0.5 unit
This course will allow students to learn the elements of a business plan, how to write a good marketing plan and methods for implementing and evaluating the marketing plan. Credit/No Credit Option.

037 • PROFESSIONAL EVENT PLANNING 0.5 unit
This course will provide basic skills for being a professional event planner. Credit/No Credit Option.

040 • PROFESSIONAL SELLING 3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course includes the nature and concept of sales principles; personal qualifications of the salesperson; evaluating the needs of the prospective buyer; locating prospects; securing interviews; types of selling; analyzing the customer; motivation of buyer; sales demonstration and handling of objections, and closing the sale. During the latter part of each semester, each student is to make a sales presentation to the class. Credit/No Credit Option.

042 • SALESFORCE MANAGEMENT 3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This is a course for the student who has had some sales experience and is considering entering the field of sales management. Topics to be covered in this course include organizing the sales force, developing high sales morale within the work force, developing bonus and salary plans, and handling specific case type problems in sales. Grade/Credit/No Credit.

053 • PROMOTIONAL STRATEGIES 0.5 unit
Acceptable for credit: California State University
This course is designed to aid the student in the integration of marketing knowledge previously acquired in MKT 056A, 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. Marketing exercises, reading and case studies will actively involve students with the newest marketing concepts and practices. This course may also be offered via distance learning. Credit/No Credit Option.

055 • SALESFORCE MANAGEMENT 3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course covers the areas and various activities involved in the transfer of goods from producer to ultimate customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. This course may also be offered via distance learning. Credit/No Credit Option.

058 • EFFECTIVE PUBLIC RELATIONS 3.0 units
This course provides an introduction to the basic principles, components and techniques of effective public relations. Topics include media, employee, consumer, community and government relations as well as crisis management. Students will also gain an in-depth understanding of how the Internet is changing communications worldwide. This course may also be offered via distance learning. Credit/No Credit Option.

059 • PUBLIC RELATIONS BASICS 0.5 unit
This course provides an overview of public relations including a step by step approach to developing a PR campaign. Credit/No Credit Option.

060 • INTERNATIONAL MARKETING 3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course focuses on marketing management problems, techniques, and strategies necessary to incorporate the marketing concept when doing business in international markets. The challenges of competing in markets of different cultures and political environments are also reviewed. This course may be offered via distance learning. Credit/No Credit Option.

062 • GLOBAL EXPORTING AND IMPORTING 1.0 unit
Acceptable for credit: California State University
This course provides the student with an opportunity to examine the techniques of export/import. Students will become familiar with terminology, payment requirements, custom regulations, insurance, warehousing, offshore manufacturing, and documentation with the U.S. Department of Commerce. This course may be offered via distance learning. Credit/No Credit Option.

066 • BUSINESS-TO-BUSINESS MARKETING 3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of business-to-business marketing, the marketing of goods, services and ideas to businesses. The course will emphasize strategy development and management decision making in marketing to businesses as well as the unique aspects of marketing to organizational buyers. This course may be offered via distance learning. Credit/No Credit Option.
MARKETING

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

068 • MARKETING CHANNELS  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course provides an overview of the structure and behavior of marketing channels. There is a strong emphasis on understanding marketing institutions and agencies and on dissecting behavioral aspects of channel relations, roles of members, use of power, and resolution of conflicts. This course may be offered via distance learning. Credit/No Credit Option.

070 • PRODUCT MANAGEMENT ESSENTIALS  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course provides an in-depth understanding of the requirements, issues, and tools involved in marketing products and services. Topics include new product development, branding, packaging, product line extensions, and strategic change over the product life cycle. This course may be offered via distance learning. Credit/No Credit Option.

072 • MARKETING ETHICS  3.0 units
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 • PURCHASING  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/prrice analysis and value analysis, in a global environment. This course may be offered via distance learning. Credit/No Credit Option.

081 • DIRECT MARKETING  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of direct marketing and focuses on practical application of direct marketing concepts. Students will discover how to plan, execute and evaluate a direct-marketing campaign. Each of the direct-marketing media such as direct mail, e-mail, online and print will be discussed. This course may be offered via distance learning. Credit/No Credit Option.

081A • ADVERTISING PRINCIPLES  3.0 units
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. Grade/Credit/No Credit.

082 • CONSUMER BEHAVIOR  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course allows students to become better at understanding, predicting and influencing consumer behavior. Emphasis is placed on the economic, psychological and sociocultural factors that affect consumer behavior and the consumer decision process. An analysis of the prevailing consumer behavior theories in the marketplace is also presented. This course may be offered via distance learning. Credit/No Credit Option.

084 • MARKETING USING THE INTERNET  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course will introduce students to the marketing applications of developing information and communication technologies, especially the Internet. It will also examine how advanced technologies affect marketing functions. Consideration will be given to the development of an organization's marketing strategies in this dynamic environment. This course may also be offered via distance learning. Credit/No Credit Option.

084A • SEARCH ENGINE MARKETING  0.5 unit
This course provides an overview of search engine marketing including both advertising and optimization strategies. Credit/No Credit Option.

084B • E-MAIL MARKETING  0.5 unit
This course provides an overview of e-mail marketing including how to design an e-mail campaign and evaluate its effectiveness. Credit/No Credit Option.

088 • HOW TO SELL YOUR PRODUCTS AND SERVICESIN MEXICO  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course presents an opportunity to study the Mexican market, find the information of need, build your team of experts, establish your sales and Distribution System, move your products and services, and take care of the legal requirements. Credit/No Credit Option.

201 • SALES INTERNSHIP  1.0 units
This course is intended for students who will complete a certificate in Sales. In this class, the student is introduced to the workplace, the workload and environment of sales. The student will be able to use information provided from other class work and develop a foundation for future employment. Credit/No Credit Option.

202 • CUSTOMER SERVICE INTERNSHIP  1.0 units
This course is intended for students who will complete a certificate in Customer Service. In this class, the student is introduced to the workplace, the workload and environment of customer service. The student will be able to use information provided from other class work and develop a foundation for future employment. Credit/No Credit Option.

203 • PURCHASING INTERNSHIP  1.0 units
This course is intended for students who will complete a certificate in Purchasing. In this class, the student is introduced to the workplace, the workload and environment of purchasing. The student will be able to use information provided from other class work and develop a foundation for future employment. Credit/No Credit Option.
MATHEMATICS (MATH)

DIVISION/DEPT:  Mathematics
DEPT CHAIR:  Dr. Clement Lam
PHONE:  408-855-5320
E-MAIL:  clement_lam@wvm.edu
TUTORIAL LAB:  408-855-5320
COUNSELING:  408-855-5030
HTTP://WWW.MISSIONCOLLEGE.ORG/DEPTS/MATH/

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 process; and value mathematical ways of thinking.

Students will be assessed through written homework, quizzes, tests, and/or oral and written projects.

Career Options:
- Actuary
- Appraiser
- Assessor
- Auditor
- Biometrical
- Budget Analyst
- Casualty Rater
- Controller
- Computer Programmer
- Demographer
- Econometrician
- Engineering Analyst
- Epidemiologist
- Financial Analyst
- Investment Analyst
- Management Scientist
- Mathematician
- Operations Researcher
- Public Opinion Analyst
- Statistician
- Surveyor
- Systems Analyst
- 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

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
<th>ONLINE</th>
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Mathematics - A.A. Degree

Core Curriculum Courses (Required)  Units
MATH 003A .... Analytic Geometry and Calculus ....... 5.0
MATH 003B .... Analytic Geometry and Calculus .......... 5.0
MATH 004A .... Intermediate Calculus .................. 4.0
MATH 010 ...... Elementary Statistics .................. 4.0
and
MATH 004B .... Differential Equations .................. 4.0
or
MATH 004C .... Linear Algebra ............................ 4.0

Plus one of the following:  Units
ASTRO 001* .... Astronomy .................................. 3.0
BIOG 001* .... General Biology-Cells .................. 3.0
CHEM 001A* .... General Chemistry ..................... 5.0
PHYS 002A* .... General Physics .......................... 5.0

Plus one of the following:  Units
CIS 004A* ..... Computer Programming I (PASCAL) .... 3.0
CIS 031* ...... Programming in BASIC .................. 3.0
CIS 031A ...... Fundamentals of Microsoft Visual Basic .. 3.0
CIS 037A ...... "C" Programming .......................... 3.0
ENGR 030 ...... Introduction to Computing for Engineers ... 4.0
MATH 019 .... Discrete Math .............................. 4.0

Total A.A. Requirements ................................... 28.0 - 31.0

* Or a more advanced course in that department
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

MATHEMATICS Map

Courses with Prerequisites

MATH 900 Mathematical Functions (no prerequisite)
MATH 902 Pre-Algebra
MATH 903 Elementary Algebra
MATH 904 Preparation for Intermediate Algebra (Review Course)
MATH B Plane Geometry
MATH C Intermediate Algebra
MATH D Intermediate Algebra (Review Course)
MATH 906 Pre-Calculus Algebra
MATH 908 Pre-Calculus Algebra and Trigonometry
MATH 909 Trigonometry
MATH 910 Analytic Geometry and Calculus I
MATH 911 Analytic Geometry and Calculus II
MATH 912 Elementary Statistics
MATH 913 Intermediate Calculus
MATH 914 Mathematics for Elementary School Teachers

00CM • INTERMEDIATE ALGEBRA (MAPS) 5.0 units
Prerequisite: MATH 903 or MATH 903M or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor.
Corequisite: Concurrent enrollment in MATH 091
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. MATH 00CM is the second course in the MATH 903M sequence that will prepare students to meet the math requirement for the associate degree. The course is designed for the student who has had difficulty in mathematics. Extended classroom hours will allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention will be used to present the material in various modalities to meet the needs of the students. Credit/No Credit Option.

00CP • PREPARATION FOR TRIGONOMETRY, FINITE MATH OR STATISTICS 2.0 units
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 010), 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 • TRIGONOMETRY 3.0 units
CAN MATH 8
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: California State University
The student will study and demonstrate knowledge of trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. Credit/No Credit Option.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 units
CAN MATH 2
Advisory: MATH 000B, MATH 000C, and ENGL 108A
Acceptable for credit: California State University
This course is intended to fulfill the general education requirement in mathematics. It introduces the student to creative mathematical thinking using fascinating examples, topics and problem solving. Range of topics may include applications of set theory, functions and graphs, linear programming, infinity, different geometries and topology, symmetry, calculus, logic, probability and statistics, history of math and math in other cultures. There is an emphasis on general problem solving techniques and how to communicate mathematics. It is intended to provide a sample of current mathematical techniques for the non-specialist. Credit/No Credit Option.

001 • PRE-CALCULUS ALGEBRA 3.0 units
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: University of California, California State University NOTE: UC credit may be limited. See a counselor.
This course is part of the preparation for the MATH 003A Calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, inequalities, functions, theory of equations, exponential and logarithmic functions, sequence and series, induction and the binomial theorem. Credit/No Credit Option.
002 • PRE-CALCULUS ALGEBRA AND TRIGONOMETRY 5.0 units
CAN MATH 16
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: University of California (4 units only), California State University.
NOTE: UC credit may be limited. See a counselor.
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra (MATH 001) and trigonometry (MATH 000D). This course is designed for the honor student in mathematics who desires to fulfill the requirements of MATH 000D and MATH 001 in one semester. It prepares the student for the Calculus 003A sequence. Credit/No Credit Option.

003A • ANALYTIC GEOMETRY AND CALCULUS I 5.0 units
CAN MATH 18
CAN MATH SEQ B (MATH 003A + 003B)
CAN MATH SEQ C (MATH 003A + 003B + 004A)
Advisory: MATH 000B
Prerequisite: Math 002, or Math 000D and Math 001, or satisfactory score on an appropriate Mathematics Placement Exam
Acceptable for credit: University of California, California State University
NOTE: UC credit is limited if MATH 12 also taken.
NOTE: Completion of MATH 3A, 3B and 4A is equivalent to San Jose State University sequence of MATH 29, 30, 31 and 32, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all courses in the sequence at one college.
This is the first part of the three-semester calculus sequence for math, physics and engineering majors. The student will study and demonstrate knowledge and understanding of 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)
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 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.

004A • INTERMEDIATE CALCULUS 4.0 units
CAN MATH 22
CAN MATH SEQ C (MATH 003A + 003B + 004A)
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
Advisory: MATH 003B
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace Transforms, Fourier Series, power series and numerical solutions. Emphasis will be placed on applications. Credit/No Credit Option.

004C • LINEAR ALGEBRA 4.0 units
CAN MATH 26
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
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
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
Advisory: MATH 008
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 patterns; develop and extend relationships among number patterns; present mathematical models and real-world applications of them; and provide different algorithms for estimating and finding exact answers when adding, subtracting, multiplying, and dividing. Where appropriate, there will be an emphasis on problem solving, critical thinking, and communication. This course is designed for students who intend to become elementary school teachers. Credit/No Credit Option.

019 • DISCRETE MATHEMATICS 4.0 units
Advisory: MATH 001
Prerequisite: MATH 000C
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
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

**901 • ARITHMETIC REVIEW (NON-ASSOCIATE DEGREE COURSE)**
1.0 unit
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
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
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
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
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)**
5.0 units
Prerequisite: MATH 900 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.

**903M • ELEMENTARY ALGEBRA (MAPS) (NON-ASSOCIATE DEGREE COURSE)**
5.0 units
Prerequisite: MATH 900 or satisfactory score on an appropriate Mathematics Placement Test and an interview with the MAPS counselor.
Corequisite: Concurrent enrollment in MATH 091
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 difficulty in mathematics. Extended classroom hours will allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention will be used to present the material in various modalities to meet the needs of the students. Credit/No Credit Option.

**904 • PREPARATION FOR INTERMEDIATE ALGEBRA (NON-ASSOCIATE DEGREE COURSE)**
1.5 units
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
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 later 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.
MILITARY SCIENCE • MUSIC

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

MILITARY SCIENCE (MILSC)

SANTA CLARA UNIVERSITY: 408-554-6836/5211
SJSU: 408-924-2960

ARMY R.O.T.C.(MILSC) &
AEROSPACE STUDIES (ROTC)

Mission College students may enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.

Army ROTC courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. For more information contact the Santa Clara University Military Science Office at 408-554-6836.

Air Force ROTC courses acquaint students with the role of the Air Force officer as a professional, Air Force doctrine, structure of the Air Force, development of air power through the jet age, and employment of air power in peacetime relief missions and civic action programs. Mandatory laboratory sessions provide development of leadership and management skills. For more information contact the SJSU Aerospace Studies Department at 408-924-2960.

Any student interested in enrolling in either program, please contact the Office of Instruction for enrollment procedures.

MILITARY SCIENCE (MILSC)

MILSC 001A, 002A • 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, 002B • 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 teamwork and motivate individuals. Be introduced to methods of counseling employees in the workplace. 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 course 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 rigorous 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 • Soloist • Composer
• Private Teaching • Music Librarian • Music Therapy
• Music Criticism • Music Publishing • Opera
• Piano Performance • Public Teaching • Producer
• Guitar Performance • Accompanist •安排
• Vocal Performance • Recreation Specialist • Copyist
• Studio Performer • Music Instructor • Vocal Instructor
• Instrumental Instructor • Music Director • Choir Director
• Organist

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

Highlights:

• Interactive music instruction.
• State of the Music Computer Facility with Macintosh G5 Computers, Opcode Vision, Protools, Encore, Finale and VST Plugins.
• Chamber Orchestra, Chorus, Jazz Ensemble, Steel Drum, Drum and Bugle Corp (part of the World Famous Santa Clara Vanguard).
• Performances and audition opportunities for various community and industry positions.

Certificate:

• Digital Music Certificate
### MUSIC

#### 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>Schedule Matrix:</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
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<tr>
<td>MUSIC 005</td>
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<tr>
<td>MUSIC 005A</td>
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<td>MUSIC 010</td>
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<td>MUSIC 083</td>
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<td>MUSIC 090</td>
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D = DAY CLASSES; E = EVENING CLASSES; X = WEEKEND

#### Digital Music - Certificate

As part of the continued growth in the Music Department, the following certificate in Digital Music has been created. With recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, such a course of study is of great interest to many students with backgrounds in music, music technology, and/or multimedia design. This curriculum provides students with hands-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization within other media. The certificate will help prepare students for 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>MUSIC 005</td>
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<tr>
<td>MUSIC 016</td>
<td>3.0</td>
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<td>MUSIC 080</td>
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<tr>
<td>MUSIC 083</td>
<td>3.0</td>
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<tr>
<td>MUSIC 090</td>
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**Total Core Units:** 14.0

#### Plus any one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 010</td>
<td>3.0</td>
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<tr>
<td>DES 070</td>
<td>3.0</td>
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<tr>
<td>GDES 075</td>
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<tr>
<td>HUMAN 001</td>
<td>3.0</td>
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<tr>
<td>HUMAN 015</td>
<td>3.0</td>
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<tr>
<td>ART 001D</td>
<td>3.0</td>
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<tr>
<td>ART 034</td>
<td>3.0</td>
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</tbody>
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**Total Program Certificate Requirements:** 17.0

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<th>MUSIC</th>
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**NOTE:** Maximum UC credit allowed for MUSIC 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

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**001 • MUSIC HISTORY AND LITERATURE** 3.0 units

**Advisory:** COURS 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.**

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**002 • MUSIC HISTORY AND LITERATURE** 3.0 units

**Advisory:** COURS 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.**

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**005 • FUNDAMENTALS OF MUSIC** 4.0 units

**Advisory:** Recommend concurrent enrollment in MUSIC 090

Acceptable for credit: University of California, California State University

A course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in rhythm performance, sight singing, and techniques of listening to music. **Credit/No Credit Option.**

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**005A • FUNDAMENTALS OF MUSIC LECTURE** 3.0 units

**Advisory:** Recommend concurrent enrollment in MUSIC 090

Acceptable for credit: University of California, California State University

A course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as an introduction to rhythm performance, sight singing, and techniques of listening to music. This course differs from MUSIC 5 in that there is no practice lab; MUSIC 5A is lecture only. **Credit/No Credit Option.**

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**006A • HARMONY AND MUSICIANSHIP I** 4.0 units

**Prerequisite:** Music 005, 005A or equivalent experience

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and musicianship I is intended for music students who want to develop the essential musical knowledge and skills required as preparation for music majors, professional musicians, electronic musicians, and all musicians desiring to acquire greater musical understanding, skill, and creativity. Students study the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, instrumentation, orchestration, arrangement, form, and music production. Aural skills are gained through extensive ear-training, sight-singing, rhythmic dictation, performance, improvisation, and basic piano keyboard skills. Students will work both as a class and individually utilizing computer-assisted music instruction software. **Credit/No Credit Option.**

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**006B • HARMONY AND MUSICIANSHIP II** 4.0 units

**Prerequisite:** Music 006A or equivalent experience

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and musicianship II is an intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. **Credit/No Credit Option.**

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**007A • HARMONY AND MUSICIANSHIP III** 4.0 units

**Prerequisite:** Music 006B

Corequisite: Music 090

Acceptable for credit: University of California, California State University

Harmony and musicianship III is an advanced- intermediate course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. **Credit/No Credit Option.**
007B • HARMONY AND MUSICIANSHP IV 4.0 units
Prerequisite: Music 007A
Corequisite: Music 090
Acceptable for credit: University of California, California State University
Harmony and Musicianship IV is an advanced course in the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by advanced level ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

010 • MUSIC APPRECIATION 3.0 units
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
Basic introductory course for the student without previous training in music. Development of enjoyment and appreciation through active and guided discussion and listening to such musical forms as symphony, opera, tone poem, sonata, and concerto, from the Middle Ages to the present. Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present). Credit/No Credit Option.

015A, B, C, D • SONG WRITING 3.0 units each
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
This course is designed as a follow-up to Fundamentals of MUSIC (MUSIC 5 or 5A), with the student applying skills developed in MUSIC 5 to the writing of song melodies, harmonization, and simple song arrangements. The student will also learn basic principles of lyrics writing. Credit/No Credit Option.

016 • HISTORY OF ROCK 3.0 units
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
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
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
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
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
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
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 taped accompaniment. Credit/No Credit Option.

033A, B • INTERMEDIATE VOICE 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of Music 32A,B. Designed for those who wish to improve their vocal singing skills through a continued study and development skills in vocal technique, interpretation, presentation (including critical analysis), history of singing and vocal music, and style in the works of various composers from different musical periods and cultures. Practice is provided with both live piano and recorded taped accompaniment. Credit/No Credit Option.

036A, B, C, D • BEGINNING GUITAR 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: 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 composers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. Credit/No Credit Option.
037A • GUITAR ENSEMBLE 1.0 unit
Advisory: MUSIC 0390
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
Prerequisite 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
Advisory: MUSIC 90
Acceptable for credit: California State University
This course focuses on the study and performance of percussion music from West Africa, Cuba, Brazil, Trinidad and the Western European musical tradition. Emphasis will be placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. May be repeated three times. Credit/No Credit Option.

041A, B, C, D • MIXED CHORUS 1.0 unit each
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A singing group of mixed voices open to those with or without previous experience in group singing. Part songs, motets, anthems, and other types of choral music, in a variety of styles, will be learned. Music reading may be covered as well as the basic elements of music. Credit/No Credit Option.

048A • SYMPHONY ORCHESTRA 1.0 unit
Advisory: Recommend concurrent enrollment in MUSIC 090
Prerequisite: Audition for demonstration of skill
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 schedule performances required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

048B • SYMPHONY ORCHESTRA 1.0 unit
Advisory: MUSIC 090
Prerequisite: MUSIC 048A
Acceptable for credit: University of California, California State University
This is a continuation course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

048C • SYMPHONY ORCHESTRA 1.0 unit
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.

048D • SYMPHONY ORCHESTRA 1.0 unit
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
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
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. Open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art-form within an accurate historical and contemporary framework. May be repeated three times. Credit/No Credit Option.

065A, B, C, D • DRUM AND BUGLE CORPS 2.0 units each
Advisory: Recommend concurrent enrollment in MUSIC 090
Prerequisite: Admission to this ensemble is by audition. Entering ensemble members need the ability to read, interpret and perform music and movement in field marching routine.
Acceptable for credit: University of California, California State University
Students will be a part of a performing drum and bugle corps, marching in preconceived and free-form visual formations and routines, playing brass and percussion instruments, with accompanying visual units appropriate to the ensemble. Credit/No Credit Option.

066A • DRUM AND BUGLE CORPS II 2.0 units
Advisory: MUSIC 090
Prerequisite: Audition for demonstration of skill
Acceptable for credit: University of California, California State University
Students will be part of an advanced level performing drum and bugle corps, marching in preconceived and free-form visual formations and routines of an advanced level, playing brass and percussion instruments with accompanying visual units appropriate to the ensemble. Admission is by audition only. May be repeated three times. Credit/No Credit Option.

080 • INTRODUCTION TO MIDI 3.0 units
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.

081 • DIGITAL MUSIC PRODUCTION I 3.0 units
Acceptable for credit: California State University
This course is a hands-on survey of audio recording techniques using ProTools software and hardware. Specific subject areas include tracking, basic mixing and mastering, use of EQ, compression and effects. Students will complete a series of projects designed to develop recording, editing and mixing skills. Credit/No Credit Option.
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 a 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.

087 • MUSIC BUSINESS 3.0 units
Acceptable for credit: University of California, California State University

This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandising; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes 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
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 their other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student's other music course(s). May be repeated three times. Credit/No Credit Option.

094 • MUSIC DEGREE JURY 1.0 unit
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 a 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)
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:
Most career options require more than two years of college study.

• Nutrition Educator (R.D. advised)
• Dietetic Technician (Registered)
• Food Manufacturing (test kitchens)
• Food Service Inspector (R.D. advised)
• Nutrition Counselor (R.D. advised)
• Hospital Dietetcis (R.D. advised)
• Private Practice Consultant (R.D. advised)
• Sports Nutrition (R.D. advised)

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.
• Demand for healthcare professionals

015 • HUMAN NUTRITION 3.0 units
CAN FCS 2
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
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.

052 • NUTRITION FOR CHILDREN 3.0 units
Acceptable for credit: California State University

This course provides students with a basic understanding of scientific principles as they apply to nutrition for children. Emphasis is placed on the prenatal through school aged child. Nutrients and their affect on a child's physical and mental development are discussed. This course analyzes cultural, environmental, physical and economic factors affecting nutritional status. Federal and State regulations for child feeding programs are included. Grade Only.
PHILOSOPHY

PHILOSOPHY (PHIL)

DIVISION: Social 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's central aim is to inculcate in students a rational outlook and an appreciation of the role of philosophy in human history. Upon completion of the Department's core courses, students will be able to:
1. analyze, research, and write a thesis defense paper;
2. construct and apply different types of argument in clarifying, defending, and refuting a philosophical position;
3. identify and evaluate both the connections between some concepts in epistemology, metaphysics, and ethics, and the implications these concepts entail for human existence;
4. test for validity of quantificational and truth functional arguments, construct elementary formal proofs in truth functional logic, and reconstruct the logic of a scientific experiment;
5. state and discuss the fundamental relations between different philosophical traditions and the world's enduring civilizations (Western, East-Asian, and South-Asian).

Students will be assessed through written exercises, written exams, quizzes, oral presentations and papers.

Academic Preparation and Career Paths:
Undergraduate training in philosophy seeks to inculcate and develop higher-level cognitive abilities that are excellent preparation for graduate and professional study. In GRE exams, philosophy undergraduates, when compared with undergraduates from other disciplines, have consistently obtained the highest verbal scores.

Training in philosophy also enables students to pursue numerous career paths. Below are some career options open to philosophy students:
- Administrator
- Author/Lecturer
- Cryanalyst
- Editorial Assistant
- High School Teacher
- Lawyer
- News Editor
- Priest
- Rabbi
- Tour Guide
- Anthropologist
- Business
- Drama Critic
- Editorial Writer
- Foreign Correspondent
- Information Scientist
- Management
- Personnel Manager
- Psychologist
- Scientific Researcher
- Archivist
- Columnist
- Editor
- Educator
- Foreign Service Officer
- Journalist
- Museum Curator
- Playwright
- Publisher
- Social Worker

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 006.............. Introduction to Symbolic Logic
  PHIL 017.............. Logic and Critical Thinking

  Continued in next column.

PHILOSOPHY

001 • INTRODUCTION TO PHILOSOPHY 3.0 units
Acceptable for credit: University of California, California State University
This course is an introduction to some philosophical problems and the various approaches to their solutions. The student is exposed to selected traditional philosophical systems with emphasis upon how these systems are relevant to solving the problems of contemporary existence. Among the questions explored in the course are: What is reality? What is the nature of human beings? What makes an act right or wrong? Are human actions free or determined? What is knowledge? Can we distinguish science from pseudo-science? Is suffering compatible with the existence of God? This course may be offered via distance learning. Credit/No Credit Option.

002 • INTRODUCTION TO LOGIC 3.0 units
CAN PHIL 6
Acceptable for credit: University of California, California State University
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and void common fallacies in reasoning, to test for validity of truth functional arguments and categorical syllogisms, to construct proofs of validity in truth functional logic and quantificational logic and to understand the nature of inductive reasoning and its relationships to the sciences. Credit/No Credit Option.

003 • INTRODUCTION TO PROBLEMS IN ETHICS 3.0 units
CAN PHIL 4
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course critically examines questions of value and obligation. The course will explore the ethical theories of Aristotle, Confucius, Buddha, Kant, and the utilitarians. The student will apply these ethical theories to case studies in bioethics, sexism, racism, and environmental ethics. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write at least one essay and one paper, which are evaluated for both quality of analysis and English composition skills. Credit/No Credit Option.

004 • PATTERNS IN COMPARATIVE RELIGIONS 3.0 units
Acceptable for credit: University of California, California State University
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by various religions to perennial problems of human life with emphasis upon the relevance of religious experience to contemporary existence. Credit/No Credit Option.
PHILOSOPHY • PHYSICS

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

005 • INTRO TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 units
Acceptable for credit: University of California, California State University
This course will introduce students to a critical study of some major social and political problems: What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? Credit/No Credit Option.

007 • INTRODUCTION TO PHILOSOPHY OF SCIENCE 3.0 units
Acceptable for credit: University of California, California State University
This course is of special interest to students of the sciences. The course will introduce the student to a critical examination of some problems in the philosophy of science: (1) What is causality? (2) What counts as an explanation in science? (3) How is explanation different from prediction? (4) What is the nature of evidence? (5) What are the relationships between a scientific theory and the world? Credit/No Credit Option.

008 • INTRODUCTION TO ASIAN PHILOSOPHY 3.0 units
Acceptable for credit: University of California, California State University
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option.

009 • INTRODUCTION TO SYMBOLIC LOGIC 3.0 units
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both sentential and quantificational logic, construct advanced formal proofs of validity in both sentential and quantificational logic, and explore the metalogical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Option.

010 • INTRODUCTION TO THE PHILOSOPHY OF ART 3.0 units
Acceptable for credit: University of California, California State University
This course investigates the following questions: 1) What, if any, constitutes a work of art? 2) What are the relationships, if any, between art and life? 3) Is there any rational procedure, if any, for evaluating a work of art? The student will be invited to investigate these questions as they relate to various forms such as poetry, music, drama, and the like. Other questions in the philosophy of art may also be considered to respond to students' interests. Credit/No Credit Option.

017 • LOGIC AND CRITICAL THINKING 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course is an introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: analytical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common fallacies in reasoning (both formal and informal). Analytical reading strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. Credit/No Credit Option.

PHYSICS (PHYS)

DIVISION: Natural Sciences
DEPARTMENT: Physics
DEPT CHAIR: Clint Poe
PHONE: 408-855-5262
COUNSELING: 408-855-5030

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>
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<tr>
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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:

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
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<tr>
<td>CHEM 030AB</td>
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<tr>
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</table>

Total Program A.S. Requirements: 18.0
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. Numerical problem solutions are emphasized.

**COURSE INFORMATION**

- **Course Code:** PHYSICS 004C
- **Title:** INTRODUCTION TO PHYSICS
- **Units:** 5.0
- **Description:**
  - This course may also be taught as an online course. Grade Only.
  - Acceptable for credit: University of California, California State University
  - Advisory: MATH 903
  
- **Corequisite:** CAN PHYS 8
- **Prerequisite:** CAN PHYS 7

This course is designed for students who have completed the first two semesters of calculus and who are interested in gaining a deeper understanding of physics concepts. It covers topics such as mechanics, electricity, magnetism, and optics, with a focus on problem-solving skills.

- **Course Code:** PHYSICS 004D
- **Title:** ATOMIC PHYSICS
- **Units:** 2.0
- **Description:**
  - 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.

- **Course Code:** PHYSICS 004E
- **Title:** SEMICONDUCTOR PHYSICS
- **Units:** 3.0
- **Description:**
  - This course is designed for the Technician level, based on the fundamental principles of physics. It covers topics such as electricity and magnetism, optics, atomic and nuclear physics.

- **Course Code:** PHYSICS 004F
- **Title:** ENGINEERING PHYSICS-MECHANICS AND MAGNETISM
- **Units:** 5.0
- **Description:**
  - Electrically and magnetically, second 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.

**COURSE INFORMATION**

- **Course Code:** PHYSICS 004G
- **Title:** ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM
- **Units:** 5.0
- **Description:**
  - 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 determinate 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.

- **Course Code:** PHYSICS 004H
- **Title:** ENGINEERING PHYSICS-LIGHT AND HEAT
- **Units:** 5.0
- **Description:**
  - 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.

**COURSE INFORMATION**

- **Course Code:** PHYSICS 004I
- **Title:** SEMICONDUCTOR PHYSICS
- **Units:** 3.0
- **Description:**
  - 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.

- **Course Code:** PHYSICS 004J
- **Title:** TECHNICAL PHYSICS LABORATORY
- **Units:** 1.0
- **Description:**
  - 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.

**COURSE INFORMATION**

- **Course Code:** PHYSICS 004K
- **Title:** INTRODUCTION TO PHYSICS
- **Units:** 4.0
- **Description:**
  - This course is designed for the Technician level, based on the fundamental principles of physics. It covers topics such as electricity and magnetism, optics, atomic and nuclear physics.

- **Course Code:** PHYSICS 004L
- **Title:** TECHNICAL PHYSICS LABORATORY
- **Units:** 1.0
- **Description:**
  - This course is 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.
Talking 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 objections, 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.
- Differeniate and classify political systems, their historical context development, and the social and economic systems with which they interact.
- Explain and assess the ideas of the salient political thinkers, and how those ideas might apply in contemporary practice.
- Trace how public policy gets formulated, legislated, implemented and evaluated and assess how democratic and accessible the process is.
- Compare the U.S. political system to those elsewhere in the world in nations in Europe, Asia, Africa, Latin America, and the Middle East.
- Explain and critique the political relations among nations, and the transnational relations increasingly practiced by peoples, organizations, and local institutions across national boundaries.

Students will demonstrate their progress and mastery through written and oral quizzes, exams, individual and/or group projects, and reports.

Career Options:
- Public Relations Specialist
- Public Opinion Surveyor
- Government Researcher
- Government Worker
- Occupational Analyst
- Public Information Officer
- Political Economist
- Foreign Service Officer

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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D= DAY CLASSES; E= EVENING CLASSES

POLITICAL SCIENCE (POLIT)

001 • AMERICAN GOVERNMENT  3.0 units
Acceptable for credit: University of California, California State University
This course is an introduction to the structure and functions of the American national government, with consideration of state and local governments. The emphasis is on development of democratic institutions through historical and contemporary studies. This course helps satisfies the state requirement in U.S. History, Constitution, and state and local government. This course may be offered via distance learning. Credit/No Credit Option.

002 • COMPARATIVE GOVERNMENT  3.0 units
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
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
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.

007 • INTERNATIONAL FILMS  3.0 units
Acceptable for credit: University of California, California State University
This film course represents a humanistic and interdisciplinary approach to studying the major and evolving concepts vital to the international community: sovereignty, nationalism, balance of power, dominance, and deterrence. International films explore the impact of abstract clashes of interests and ideologies on individuals and their communities, and emphasize specifically how resolutions are complicated by cultural conflicts. This course is cross-listed as HUMAN 1. Credit/No Credit Option.
**010 • INTRODUCTION TO LAW AND THE LEGAL SYSTEM**  
3.0 units  
Acceptable for credit: University of California, California State University  
An introduction to law and the American legal system. Focus will be on establishing a basic understanding of the legal system including those institutions, public and private, that enact, interpret, and implement the law. Attention will also be given to the role law plays in society and its interaction with the political, social and economic spheres. Topics to be considered will variously include the nature and sources of law, the judicial system, including courts and procedure, judges and juries, litigants and attorneys, and the penal system. The major branches of law and methods of alternative dispute resolution are also surveyed. Credit/No Credit Option.

**PSYCHIATRIC TECHNICIAN**  
(PT)

**DIVISION:** Applied Science  
**DEPARTMENT:** Health Occupations  
**DEPT CHAIR:** Marsha Oliver  
**PHONE:** 408-855-5427  
**MAIN:** 408-855-5374  
**INFO:** 408-855-5375  
**COUNSELING:** Dr. Carol Beck  
**PHONE:** 408-855-5035  

All students accepted into the Psychiatric Technician program must provide evidence of a high school diploma/GED, current CPR, and a current physical exam that includes specific immunizations. All courses must be taken in 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:**

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<thead>
<tr>
<th>COURSE</th>
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</tbody>
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D= DAY CLASSES  E=EVENING 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:

**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, PT 067 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 - A.S. Degree and Certificate

The Licensed Psychiatric Technician is a member of the mental health services team and works under the direction of a Psychiatrist, Registered Nurse or other mental health personnel. The Psychiatric Technician Program offers both a Certificate of Proficiency and an AS Degree. Students desiring an AS Degree must complete the college graduation requirements for an Associate of Science Degree in Psychiatric Technology.

Certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 15 hours per week. Between 16 and 21 hours per week are spent in clinical experiences (PT 69, PT19A, and PT19B). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
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<tbody>
<tr>
<td>Semester I</td>
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<tr>
<td>BIOCSC 022, Anatomy and Physiology for AH Workers</td>
<td>4.0</td>
</tr>
<tr>
<td>NS 015, Human Nutrition</td>
<td>3.0</td>
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<tr>
<td>PT 067, Intro to the Psychiatric Technician Program</td>
<td>1.0</td>
</tr>
<tr>
<td>PT 068, Medical Surgical Nursing Theory</td>
<td>7.0</td>
</tr>
<tr>
<td>PT 069, Medical Surgical Nursing Clinical</td>
<td>5.0</td>
</tr>
<tr>
<td>PT 070A, Pharmacodynamics</td>
<td>1.0</td>
</tr>
<tr>
<td>Semester II</td>
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</tr>
<tr>
<td>PSYCH 012, Human Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 013A, Developmental Disabilities, Etiologies and Classifications</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 013B, Care of the Developmentally Disabled Client</td>
<td>3.0</td>
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<tr>
<td>PT 019A, Clinical Experience</td>
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<tr>
<td>PT 070B, Pharmacodynamics</td>
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<tr>
<td>Semester III</td>
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<tr>
<td>PT 011, Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 017A, Introduction to Abnormal Psychology</td>
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<tr>
<td>PT 017B, Care of the Mentally Disabled</td>
<td>2.0</td>
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<tr>
<td>PT 017C, Care of the Mentally Disabled (Group Process)</td>
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</tr>
<tr>
<td>PT 018, Preparation for Paraprofessional Practice</td>
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<tr>
<td>PT 019B, Clinical Experience</td>
<td>7.0</td>
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<tr>
<td>PT 070C, Pharmacodynamics</td>
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<td>Total Program Cert. Requirements</td>
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### PSYCHIATRIC TECHNICIAN (PT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>011</td>
<td>INTRO. AND APPL. OF GENERAL PSYCHOLOGY-PT</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Advisory: MATH 903</td>
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<td></td>
<td>Acceptable for credit: California State University</td>
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<td></td>
<td>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.</td>
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<tr>
<td>013A</td>
<td>DEVELOPMENTAL DISABILITIES: ETIOLOGIES &amp; CLASSIFICATIONS-PT</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Advisory: MATH 903</td>
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<td>Acceptable for credit: California State University</td>
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<td></td>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>013B</td>
<td>CARE OF THE DEVELOPMENTALLY DISABLED CLIENT-PT</td>
<td>3.0</td>
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<tr>
<td></td>
<td>Prerequisite: Successful completion of PT 067, PT 068, PT 069, PT 070A, and NS 015</td>
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<td></td>
<td>Corequisite: PT 013A, PT 013B, PT 019A, and PSYCH 012</td>
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<td></td>
<td>Advisory: Eligibility for ENGL 108A and READ 053</td>
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<td>Acceptable for credit: California State University</td>
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<td>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.</td>
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<tr>
<td>017A</td>
<td>INTRODUCTION TO ABNORMAL PSYCHOLOGY</td>
<td>3.0</td>
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<tr>
<td></td>
<td>Prerequisite: PSYCH012, and PT013A, PT013B, PT019A and PT070B</td>
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<td></td>
<td>Students must pass all PT courses with grade of 75% or higher;</td>
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<td></td>
<td>Corequisite: PSYCH001, PT017B, PT017C, PT018, PT019B, and PT070C</td>
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<td></td>
<td>This course focuses on understanding abnormal or maladaptive behavior, including corrected misconceptions, accepted definitions, and DSM IV classifications. The course also examines contemporary biological, psychosocial, and sociocultural viewpoints of abnormal behavior. A brief overview of assessment and current therapies is included.</td>
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<tr>
<td>017B</td>
<td>CARE OF THE MENTALLY DISABLED CLIENT</td>
<td>2.0</td>
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<tr>
<td></td>
<td>Prerequisite: PSYCH012, PT013A students must pass with grade of 75% or higher</td>
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<td></td>
<td>Corequisite: PSYCH001, PT017B, PT017C students must pass with grade of 75% or higher</td>
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<td>This course focuses on skills which constitute critical thinking as utilized in clinical practice. Among these skills are objective and subjective observations, data collection, assessment of problems and strengths, formulation of interventions which allow for cultural differences, establishment of goals, evaluation, and the use of oral and written communication needed to put critical thinking into action. These skills contribute to the establishment of group process theory. Students identify problems in behavior and develop appropriate plans of care for mentally disabled persons in acute, long term, and community mental health settings, utilizing selected conceptual frameworks. Grade Only.</td>
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<tr>
<td>017C</td>
<td>GROUP PROCESS TECHNIQUES FOR USE WITH MENTALLY HEALTH CLIENTS</td>
<td>1.0</td>
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<tr>
<td></td>
<td>Prerequisite: PT013A, PT013B, PT019A and PT070B</td>
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<td></td>
<td>Corequisite: PSYCH001, PT017A, PT017B, PT019B and PT070C</td>
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<td>This course provides instruction and an experience in which students can be a group member, lead a group as co-facilitator, and interpret the theoretical issues of a group. Credit/No Credit Only.</td>
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<tr>
<td>018</td>
<td>PREPARATION FOR PARAPROFESSIONAL PRACTICE</td>
<td>1.0</td>
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<tr>
<td></td>
<td>Prerequisite: PSYCH012 Admission to Psych Tech Program &amp; satisfactory completion of all courses in first and second semesters, PT013A, PT013B, PT019A, and PT070B students must pass all PT courses with grade of 75% or higher</td>
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<td></td>
<td>Corequisite: PSYCH001, PT017A, PT017B, PT019B and PT070C</td>
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<tr>
<td></td>
<td>students must pass all PT classes with grade of 75% or higher</td>
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<td></td>
<td>Acceptable for credit: California State University</td>
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<td></td>
<td>The focus of this course is to prepare the student to transition to entry level professional practice. Course content includes a history of health care; legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles. Grade Only.</td>
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</tbody>
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**PSYCHIATRIC TECHNICIAN**

**Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.**
019A • CLINICAL EXPERIENCE-PT  7.0 units
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 WITH MENTAL HEALTH CLIENTS  7.0 units
Prerequisite: PT013A, PT013B, PT070B, PT019A Students must pass all PT courses with grade of 75% or better.
Corequisite: PSYCH001, PT017A, PT017B, PT017C, PT018 and PT070C students must pass all PT courses with grade of 75% or higher
Acceptable for credit: California State University

In this course, students observe and assess clients, formulate a psychiatric nursing problem list; plan and set nursing goals; implement nursing care interventions; evaluate plan of care for effectiveness and renew the plan of care as needed for the care of the mentally ill person, accordingly in the acute inpatient, long term and community settings. Students focus on developing appropriate therapeutic interventions, maintaining daily journals of their clinical experience, giving direct care to the mentally ill patient/resident/client, planning and leading a variety of group activities, reviewing and administering medications, participating in a teamwork effort as a clinical group, and facilitating a self evaluation. Grade Only.

067 • INTRO TO THE PSYCHIATRIC TECHNICIAN PROGRAM  1.0 unit
Advisory: MATH 903
Prerequisites: Acceptance into the Psychiatric Technician Program

This course helps acquaint incoming psychiatric technician students with Mission College and its services and the Psychiatric Technician Program. It covers college orientation and information regarding the Psychiatric Technician Program policies and procedures, career opportunities, stress management, study skills and self awareness exercises. Grade Only.

068 • MEDICAL SURGICAL NURSING  7.0 units
Advisory: MATH 903
Prerequisite: BIOSC 022; Admission to Psychiatric Technician program
Corequisite: PT 069, PT 070A, NS 015
Acceptable for credit: California State University

A basic course which focuses on the care of the medically-surgically ill patient. It is designed for, but not limited to, psychiatric technician students. Grade Only.

069 • MEDICAL SURGICAL NURSING CLINICAL  5.0 units
Advisory: MATH 903
Prerequisite: BIOSC 022; Acceptance to the Psychiatric Technician Program
Corequisite: PT 068, PT 070A, NS 015 and AH 011 (or equivalent)
Acceptable for credit: California State University

This is a foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in long term care facilities. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of clients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Grade Only.

070A • PHARMACODYNAMICS  1.0 unit
Advisory: MATH 903
Prerequisite: BIOSC 022; Acceptance to Psychiatric Technician Program
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.

070 B • PHARMACODYNAMICS  1.0 unit
Advisory: MATH 903
Prerequisite: Completion of first semester of Psychiatric Technician program
Corequisite: PT 013A, PT 013B, PT 019A, and PSYCH 012
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.

070C • PHARMACODYNAMICS  1.0 unit
Advisory: MATH 903
Prerequisite: PT013A, PT013B, PT019A and PT070B students must pass all PT courses with grade of 75% or higher
Corequisite: PT017A, PT017B, PT017C, PT018, PT019B students must pass all PT courses with grade of 75% or higher
Acceptable for credit: California State University

This course in pharmacology is designed to assist the psychiatric technician student in developing the ability to safely administer medications. Emphasis is placed on drugs used to treat a wide variety of psychiatric disorders. Grade Only.
PSYCHOLOGY (PSYCH)

DIVISION: Social Sciences
DEPARTMENT: Psychology
DEPT CHAIR: Daniel Guich
PHONE: 408-855-5270
COUNSELING: 408-855-5030

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 College 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
- Behavior Analyst
- College Professor
- Social Services Counselor
- Personnel Analyst
- Psychiatric Tech/Aide
- Psychometrician
- Research
- Training/Development Specialist
- Youth Supervisor

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

Highlights:
- Exemplary instructional staff with several years of experience.
- A wide range of course offerings including psychology of personal growth and psychology of addiction and substance abuse.
- Psychology courses complement AA degrees and/or certifications in many other fields: communications media, early childhood education, human services, interdisciplinary studies, marketing, medical assisting, teacher assisting, etc.
- Transferable courses to the CSU and UC systems.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
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<tbody>
<tr>
<td>PSYCH 001</td>
<td>D,E,T</td>
<td>D,E,T</td>
<td>D,E,T</td>
<td>X,T</td>
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<td>PSYCH 007</td>
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<td>PSYCH 012</td>
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<td>PSYCH 025</td>
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<td>PSYCH 030</td>
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<td>PSYCH 033</td>
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<tr>
<td>PSYCH 055</td>
<td>T</td>
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</table>

D= DAY CLASSES; E= EVENING CLASSES; T = TELECOURSE

PSYCHOLOGY - A.A. Degree

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.

Required course curriculum:

MATH 010 .......Elementary Statistics ..........................3.0
PSYCH 007 .......Physiological Psychology .......................3.0
PSYCH 001 .......General Psychology ..............................3.0

Elective Courses: select any three (3) courses listed below

Units
PSYCH 002A .......Experimental Psychology ......................4.0
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 040 .......Environmental Psychology .....................3.0
PSYCH 055 .......Psychology of Death and Dying ..............3.0
SOCSC 022 .......Research Methods in Social Sciences .......3.0

Total Units ...............................................................18.0 - 19.0

PSYCHOLOGY (PSYCH)

001 • GENERAL PSYCHOLOGY 3.0 units

Acceptable for credit: University of California, California State University
Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological basis of behavior, environmental factors in behavior, psychological tests and measurements, learning, and personality theory. This course may also be offered by telecourse. Grade Only.

002A • EXPERIMENTAL PSYCHOPSYCHOLOGY 4.0 units

Acceptable for credit: University of California, California State University

Advisory: PSYCH 007, SOCSC 022 and MATH 010

007 • PHYSIOLOGICAL PSYCHOLOGY 3.0 units

Acceptable for credit: University of California, California State University

010 • SOCIAL PSYCHOLOGY 3.0 units

Acceptable for credit: California State University

This course studies psychological and sociological influences on an individual while functioning in social contexts, including the development of self-image, patterns of social behavior, attraction / repulsion, conformity / rebellion, formation of attitudes, and problems during social change. This course may also be offered by telecourse/online. Credit/No Credit Option.
012 • HUMAN GROWTH AND DEVELOPMENT 3.0 units
Acceptable for credit: University of California, California State University
An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development from conception through death. Emphasis is placed on normal psychological development as a basis for understanding deviant behavior both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities will be presented and discussed. This course may also be offered by telecourse. Grade Only.

025 • INTRODUCTION TO ABNORMAL PSYCHOLOGY 3.0 units
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
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
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
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
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.
947 • READING ASSISTANCE  
(NON-ASSOCIATE DEGREE COURSE)  
No Credit

This open entry/open exit course will assist students in developing their ability to apply the following reading skills: word structural analysis, auditory and visual discrimination; vocabulary development; literal comprehension; critical thinking; study skills; and reading rate improvement. Individual programs of study will be prescribed based on student needs from co-curricular reading courses, diagnostic testing, and/or conference with instructor.

960 • READING FUNDAMENTALS  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units

Prerequisite: Qualifying score on placement test

This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component. May be repeated one time. Credit/No Credit Option.

961 • EFFECTIVE READING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units

Prerequisite: READ 960, or ESL 970RW, ESL 970G and ESL 970 LS, or qualifying score on placement test

This developmental course is designed for students who wish to correct or improve basic reading habits and skills including: expanding vocabulary, improving comprehension and attaining an efficient reading rate. The content and objectives of this course will vary somewhat to meet the student's individual needs. Some study skills may be included. May be repeated once for credit. This course may also be offered online. May be repeated one time. Credit/No Credit Option.

962 • CAREER SPELLING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units

Advisory: READ 960

This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in READ 960. Credit/No Credit Option.

964 • BASIC VOCABULARY IMPROVEMENT  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units

This course provides methods of increasing vocabulary for those students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English and dictionary usage will be included. Credit/No Credit Option.

964A • BASIC VOCABULARY IMPROVEMENT  
(NON-ASSOCIATE DEGREE COURSE)  
2.0 units

This course provides methods of increasing oral and written vocabulary for students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English will be included. This is a shortened version of Reading 164. Credit/No Credit Option.

975, 976, 977, 978 • READING SKILLS  
(NON-ASSOCIATE DEGREE COURSE)  
0.5 units each

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.

BUSINESS: REAL ESTATE (RLEST)

DIVISION: TECHNOLOGY
DEPARTMENT: REAL ESTATE
DEPT CHAIR: Ronnie Phillips
PHONE: 408-855-5345
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>
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D= Day classes; E= evening classes; AN= As needed

Real Estate - Certificate
A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate. Although not required, the student is encouraged to take the courses in the below recommended sequence to maximize learning.

Major Sheet Certificate

LEVEL I Certificate:
Core Curriculum Courses (Required) Units
RLEST 090 ..........Principles of Real Estate ..........................3.0
BUS 051 ..........Introduction to American Business .................3.0
BUS 064 ..........Business Math Using Calculators ..................4.0

Plus 6 units from the following: Units
RLEST 096A ..........Real Estate Investment I ..........................3.0
BUS 021 ..........Introduction to Business Computing ................3.0
BUS 021L ..........Introduction to Business Computing Lab ........1.0
BUS 028A ..........Business Law ........................................3.0
BUS 078 ..........Business Communications ..........................3.0
BUS 079 ..........Human Relations Applied in Business ............3.0
MGMT 101 ..........Managerial Interpersonal Effectiveness ..........3.0
MKT 056A ..........Marketing Principles ................................3.0
CA 037A ..........Introduction to Office Automation .................3.0
CA 011 ..........Keyboarding: Beginning ................................3.0
WRKEX 301-304 Cooperative Work Experience ....................1.0 - 3.0

Total Level I Certificate Requirements ................................16.0

LEVEL II Certificate:
Core Curriculum Courses (Required) Units
RLEST 095A ..........Real Estate Finance I ..............................3.0
RLEST 093A ..........Legal Aspects of Real Estate I ....................3.0
RLEST 092 ..........Real Estate Economics ..............................3.0
RLEST 094A ..........Real Estate Appraisal I ............................3.0
RLEST 091 ..........Real Estate Practice ................................3.0
RLEST 100 ..........Property Management ...............................3.0
RLEST 087A ..........Escrow Procedures I ...............................3.0

Total Level II Certificate Requirements ................................21.0

NOTE: All of the above real estate courses in Level 2 including RLEST 90 meet the State of California Broker’s requirements. Eight courses are required for the Real Estate Broker’s License.

Real Estate - A.S. Degree
Students should take RLEST 90, Principles of Real Estate, so they can get their Real Estate Sales License as soon as possible. The student can take the other broker’s courses next, level 2, if desired. Although not required, to maximize learning, the student is encouraged to take the courses in the sequence recommended below.

Major Sheet A.S. Degree
Core Curriculum Courses (Required) Units
RLEST 090 ..........Principles of Real Estate ..........................3.0
BUS 051 ..........Introduction to American Business ................3.0
BUS 064 ..........Business Math Using Calculators ..................4.0
RLEST 095A ..........Real Estate Finance I ..............................3.0
RLEST 093A ..........Legal Aspects of Real Estate I ....................3.0
RLEST 092 ..........Real Estate Economics ..............................3.0
RLEST 094A ..........Real Estate Appraisal I ............................3.0
RLEST 091 ..........Real Estate Practice ................................3.0
RLEST 100 ..........Property Management ...............................3.0
RLEST 087A ..........Escrow Procedures I ...............................3.0
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.

Plus 6 units from the following:

- RLEST 096A...Real Estate Investment I................................................. 3.0
- BUS 021......Introduction to Business Computing.................................... 3.0
- BUS 021L...Introduction to Business Computing Lab.......................... 1.0
- BUS 028A...Business Law........................................................................ 3.0
- BUS 079......Human Relations Applied in Business............................. 3.0
- BUS 078......Business Communications................................................ 3.0
- MGMT 101----California State University Real Estate Sales................... 3.0
- MKT 056A----Marketing Principles........................................................ 3.0
- CA 037A......Introduction to Office Automation.................................. 3.0
- CA 011........Keyboarding: Beginning.................................................... 3.0
- WRKEX.........Cooperative Work Experience...................................... 1.0 - 3.0

Total Program A.S. Requirements......................................................... 37.0

Note: Only courses completed with a grade of "C" or better may be used to satisfy requirements.

- All students should take Real Estate 90 (Principles of Real Estate) to obtain their Real Estate Sales License, if desired. It also applies toward the Broker's license. You may then take other Broker's courses concurrently with Real Estate 90 or after completing Real Estate 90.
- All of the Real Estate courses listed above meet the requirements for the State of California Broker's License. Eight Real Estate courses are required for the Broker's License.
- Appraisal students should start with Real Estate 90.
- Level I and Level II certificates may be earned independent of one another.

**REAL ESTATE (RLEST)**

083A • REAL ESTATE LICENSE EXAMINATION REVIEW I-SALESPERSON 3.0 units

Advisory: RLEST 090
Acceptable for credit: California State University

This course is designed to teach the student how to pass the California Real Estate Salesperson's License Examination, or assist those students who are planning to take the California Real Estate Broker's Examination. The material to be covered will include, but not limited to, real estate law, real estate practice, real estate finance, real estate appraisal, business opportunities and real estate mathematics. This course does not apply toward the educational requirements of the California Real Estate Salesperson's or Broker's license examination. It is not a substitute for RLEST 90 - Principles of Real Estate. Credit/No Credit Option.

085 • EFFECTIVE REAL ESTATE SELLING 3.0 units

Advisory: RLEST 090
Acceptable for credit: California State University

This course is designed to provide the student with the awareness and communications skills to achieve and maintain the rapport with clients, other salespeople and brokers necessary to the professional real estate salesperson. The student will be encouraged to participate in simulated situations (role playing) likely to be encountered when "working in the field." Credit/No Credit Option.

087A • ECROW PROCEDURES I 3.0 units

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 Real Estate Broker's license examination. Credit/No Credit Option.

087B • ECROW PROCEDURES II 3.0 units

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.

090 • PRINCIPLES OF REAL ESTATE 3.0 units

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.

091 • REAL ESTATE PRACTICE 3.0 units

Advisory: RLEST 090
Acceptable for credit: California State University

The student will study day-to-day operations in real estate roles and brokerage, with emphasis on the practical application in listing, selling, advertising, financing, escrows, taxation, income tax, and the appraisal and valuation of real estate. This course will be of considerable assistance to those students preparing for the real estate salesperson's or broker's license examination. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

092 • REAL ESTATE ECONOMICS 3.0 units

Advisory: RLEST 090
Acceptable for credit: California State University

This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. The student will study various types of real estate investments, including syndications, recreational land, single-family residence, multi-family residences, condominiums, townhouses, mountain cabins, franchise operations and special purpose properties; the basic tax advantage of improved real estate over unimproved real estate; the effect of governmental actions such as zoning, planning, taxes and improvements such as freeways on various types of real estate; the single tax theory, urban redevelopment, the causes of slums, the latest in community planning and the effect of environmental conditions on the value of real estate. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Credit/No Credit Option.

093A • LEGAL ASPECTS OF REAL ESTATE I 3.0 units

Advisory: RLEST 090
Acceptable for credit: California State University

The student taking 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.

094A • REAL ESTATE APPRAISAL I 3.0 units

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.
REAL ESTATE • REAL ESTATE APPEAL II

094B • REAL ESTATE APPEAL II 3.0 units
Advisory: RLEST 094A and RLEST 090
Acceptable for credit: California State University
This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. This course applies toward the educational requirements of the California Real Estate Broker’s license examination, and the California Appraiser’s License, Certified Residential and Certified General Licenses of the Office of Real Estate Appraisers. Credit/No Credit Option.

095A • REAL ESTATE FINANCE I

095A • REAL ESTATE FINANCE I 3.0 units
Advisory: RLEST 090
Acceptable for credit: California State University
The student taking 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

096A • REAL ESTATE INVESTMENT I 3.0 units
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multiresidential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. The student will also study the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course has been accepted by the Dept. of Real Estate toward the educational requirements of the California Real Estate Broker’s license examination. Credit/No Credit Option.

100 • PROPERTY MANAGEMENT

100 • PROPERTY MANAGEMENT 3.0 units
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.

REAL ESTATE • REAL ESTATE APPEAL II

094B • REAL ESTATE APPEAL II 3.0 units
Advisory: RLEST 094A and RLEST 090
Acceptable for credit: California State University
This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. This course applies toward the educational requirements of the California Real Estate Broker’s license examination, and the California Appraiser’s License, Certified Residential and Certified General Licenses of the Office of Real Estate Appraisers. Credit/No Credit Option.

095A • REAL ESTATE FINANCE I

095A • REAL ESTATE FINANCE I 3.0 units
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096A • REAL ESTATE INVESTMENT I

096A • REAL ESTATE INVESTMENT I 3.0 units
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multiresidential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. The student will also study the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course has been accepted by the Dept. of Real Estate toward the educational requirements of the California Real Estate Broker’s license examination. Credit/No Credit Option.

100 • PROPERTY MANAGEMENT

100 • PROPERTY MANAGEMENT 3.0 units
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 (RF)

DIVISION: Commercial Services
PROGRAM: Retail Floristry
COORDINATOR: Sandy Lesnewsky
PHONE: 408-855-5268
COUNSELING: 408-855-5030

Student Learning Outcomes:
To prepare and equip students to succeed in the ever changing floral industry by producing a better trained employee or shop owner.

Students will be able to orchestrate the principles and elements of floral design with exposure to fundamental techniques. Students will understand the complete workings of the color wheel.

Students will be able to demonstrate the wide range of designs and effectively discuss reasons for floral selections with prospective patrons. Students will be able to identify, by name, by region, and by sight, the increasing varieties of floral selections in the market. Students will display a working knowledge of the multitude of design techniques.

The Work Experience aspect of the program will give the student an ability to see first hand the different existing floral shops in the area. Students will work in the shops for a period of time practicing techniques, strategies, customer relations, and see potential problem areas.

Certificate:
• Retail Floristry

Highlights:
• Program previously at WVC since 1983.
• Occupational work experience.
• Hands-on interaction on special events.
• Field trips.
• All instructors are professionals in the industry.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Retail Floristry - Certificate Program

Core Courses (Required) Units
RF 024 ...............Flowers & Foliage Identification & Design ............... 1.5
RF 028 ...............Interior Plant Identification ........................................ 1.5
RF 030 ...............Flower Shop Procedures & Basic Design .......... 1.5
RF 031 ...............Intermediate Floral Design .............................. 1.5
RF 032 ...............Advanced Floral Design ................................... 1.5
RF 037 ...............Flower Shop Operations ......................... 2.0
RF 039 ...............Display for Designs for Florists .................. 1.0
WRKEF 301 ...............Occupational Work Experience ............ 3.0

Total Required Units .............................................. 11.5

Plus an additional 6 courses from the electives
listed below: Units
RF 033 ...............Dry and Silk Floral Design ................................. 1.0
RF 038 ...............Weddings, High Style & Memorial Designs .......... 1.0
RF 041 ...............Holiday Flower Arranging for your Home .......... 1.0
RF 045 ...............Ikebana/Oriental Style Flower Arranging ............ 0.5
RF 046 ...............Advanced Exotic & High Style Arranging ............ 0.5
RF 057 ...............Introduction to Flower Arranging .................... 1.0
RF 061 ...............European Design Techniques .......................... 0.5
RF 065 ...............Advanced Silk Flower Arranging ........................ 0.5
RF 066 ...............Design Without Flowers-Floral Preservation ..... 0.5
RF 069 ...............The Natural Garden ..................................... 1.0

Total Certificate Requirements .................................... 14.5 - 16.5

NOTE: Some classes require the student to pay a modest lab fee, and other classes may require the student to provide own floral materials.

RETAIL FLORISTRY (RF)

024 • FLOWERS AND FOLIAGE BASIC DESIGN 3.0 units
This course is designed for students aspiring to complete the Retail Floristry Program. It covers the identification, care, and use of cut flowers and foliage employed by a retail florist. The emphasis is on learning basic design elements, principles, and routine shop procedures used by florists in arranging flowers for professional purposes. This course may be offered via distance learning. Credit/No Credit Option.

028 • INTERIOR PLANT IDENTIFICATION 1.5 units
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.

031 • INTERMEDIATE FLORAL DESIGN 1.5 units
Prerequisite: RF 030
Students will use specific criteria to evaluate professional flower arranging techniques used by retail florist 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 DESIGNS 2.0 units
This course covers advanced principles and techniques used in Traditional, Contemporary, European, Asian, Tropical, and Hi-Tech designs. Exotic materials, faux finishes, spray color, sponge, antiquing, and marbling techniques will be covered. It includes designing, coordinating and preparing floral displays for social events, residences, and hotels. It builds on previous courses enabling students to polish their mechanics and participate in a professional floral show. May be repeated three times. Credit/No Credit Option.

033 • DRY AND SILK FLORAL DESIGN 2.0 units
This course covers the types of dried and silk flowers used in displays. Techniques for drying flowers are discussed and differences between dried and silk floral materials are reviewed. Students design floral arrangements that incorporate dried, silk and fresh flowers. This hands-on course incorporates a variety of creative advanced styles and methods utilizing dry and silk flowers. May be repeated three times. Credit/No Credit Option.

034 • FLOWER ARRANGING FOR THE HOME 1.5 units
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. Floral consultants and the construction of basket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Credit/No Credit Option.

035 • IKEBANA/JAPANESE STYLE FLOWER ARRANGING 0.5 unit
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.

036 • INTRODUCTION TO FLOWER ARRANGING 1.0 unit
This introductory course is designed for the student who has no floral experience and who is interested in learning an overview of the fundamental design concepts used in floral arranging. Material covered is intended to assist the students develop an appreciation for flowers and other materials used in creating arrangements. Flowers and design elements emphasized vary from fall to spring to summer depending on availability and events being celebrated. May be repeated two times. Credit/No Credit Option.

037 • FLOWER SHOP OPERATIONS 2.0 units
Prerequisite: RF 024 and RF 030
This course introduces the student to the minimum steps and procedures necessary for individuals to establish a retail florist shop. The importance of location, goals, and financing will be reviewed with experienced florists. Topics will include marketing, sales techniques, employee and customer relationships related to successfully running a florist shop. May be repeated one time. Credit/No Credit Option.

038 • WEDDINGS, HIGH STYLE AND MEMORIAL DESIGNS 1.0 unit
Total lecture 9.6 hours; 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. Memorial consultations and the construction of casket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Credit/No Credit Option.

039 • DISPLAY DESIGN FOR FLORISTS 1.0 unit
Total lecture 9.6 hours; Prerequisite: RF 032
This course covers the basic merchandising and marketing techniques used to display and sell fresh flowers, silk flowers and dried materials. A variety of display pieces (e.g. baskets, pottery, glassware and textiles) will be reviewed and evaluated. The course emphasizes different materials and techniques each semester. May be repeated one time. Credit/No Credit Option.

041 • HOLIDAY FLOWER ARRANGING FOR THE HOME 1.0 unit
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 centerpiece. May be repeated one time. Credit/No Credit Option.

045 • IKEBANA/JAPANESE STYLE FLOWER ARRANGING 0.5 unit
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 • EUROPEAN DESIGN TECHNIQUES 0.5 unit
This course is a hands-on design techniques class. Tufting, plating, leafwork, pave and other design techniques are studied. European and contemporary hand-tied bouquets and bundling techniques are introduced. May be repeated one time. Credit/No Credit Option.

066 • DESIGNS WITHOUT FLOWERS/FLOWER PRESERVATION 0.5 unit
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
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

WORK EXPERIENCE (WRKEX)

301 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION (RETAIL FLORISTRY) 1.0 unit
Prerequisite: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience. Acceptable for credit: California State University.
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. Please speak to Retail Floristry Department for more details. May be taken for a total of 16 units. Credit/No Credit Option.

SOCIAL SCIENCE (SOCSC)

DIVISION: Social Sciences
DIVISION CHAIR: 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
• Global Studies
• Political Science
• Economics
• History
• Psychology
• Geography
• Philosophy
• Sociology

Career Options:
• Community Advisor
• Computer Programmer
• Counselor
• Criminal Justice Administration
• Educational Administrator
• Financial Analyst
• Health Care Administrator
• Lobbyist
• Personnel Recruiter
• Programmer Evaluator
• Research Analyst
• Social Program Administrator
• Special Education
• Public Service Professional
  -Civil Rights
  -Community Development
  -Employment Resources
  -Labor Relations
• Community Relations
• Corrections Officer
• Reporter
• Editor
• Environmental Analyst
• Gerontologist
• Lawyer
• Peace Officer
• Probation Officer
• Public Relations Officer
• Sales Representative
• Social Worker
• Teacher
• Manager
• Housing
• Insurance
• Office
• Planning

Some career choices may require courses beyond the Associate Degree.
Highlights:
• Experienced instructors and convenient classes.
• Fill your General Education Requirements.
• hone your writing and analytical skills.
• Deepen your understanding of American society and the global community.

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>SOCSC 032</td>
<td>E</td>
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<td>SOCSC 061</td>
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</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

SOCIAL SCIENCE - A.A. Degree

Select five courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
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</table>

Plus one course from the following:

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<th>Course</th>
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<tbody>
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<td>ANTHR 001</td>
<td>Physical Anthropology</td>
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<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
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<tr>
<td>ECON 001AB</td>
<td>Principles of Macro/Microeconomics</td>
<td>3.0</td>
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<tr>
<td>HIST 004AB</td>
<td>History of Western Civilization</td>
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<tr>
<td>HIST 006</td>
<td>History of the Middle East</td>
<td>3.0</td>
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<tr>
<td>HIST 017AB</td>
<td>United States History</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 018</td>
<td>Introduction to Latin American History</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 020</td>
<td>History &amp; Geography of California</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 010</td>
<td>Introduction to Law and the Legal System</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
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<tr>
<td>PSYCH 025</td>
<td>Introduction to Abnormal Psychology</td>
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<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
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<td>PSYCH 033</td>
<td>Psychology of Personal Growth</td>
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</tr>
<tr>
<td>PSYCH 040</td>
<td>Environmental Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
<td>3.0</td>
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<td>SOC 021</td>
<td>Sociology of Minorities in the United States</td>
<td>3.0</td>
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<td>SOC 024</td>
<td>Social Aspect of Aging</td>
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<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3.0</td>
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<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
<td>3.0</td>
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<tr>
<td>SOC 046</td>
<td>Marriage Customs and Sexual Behaviors</td>
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<td>SOCSC/GLOBL 1</td>
<td>Global Perspectives</td>
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<tr>
<td>SOCSC/GLOBL 2</td>
<td>Global Issues</td>
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</tr>
</tbody>
</table>
| 091,092,093 | Directed Studies in Economics, History, Political Science, Psychology or Sociology | 3.0 max.

Total Program A.A. Requirements: 18.0

(See appropriate department for information on specific courses)

SOCIAL SCIENCE (SOCSC)

001 • GLOBAL PERSPECTIVES 3.0 units
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 3.0 units
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 2). Credit/No Credit Option.

003 • INTRODUCTION TO PEACE STUDIES 3.0 units
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: University of California, California State University
Peace Studies introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered by telecourse/online. Credit/No Credit Option.

004 • THE DEVELOPING WORLD 3.0 units
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the various aspects of development among third world nations. It includes a historical analysis of the underdeveloped regions of the world, as well as a current analysis of issues such as the development of infrastructure, political stability and instability, the development, acquisition and use of new technologies, resolving ethnic conflicts, managing environmental problems and establishing new roles in a global economy. This course may also be offered by telecourse/online. Credit/No Credit Option.

005 • GLOBAL FOCUS 3.0 units
Advisory: SOCSC 001, SOCSC 002 and 1-year study of foreign language of target country
Acceptable for credit: California State University
Students in this class will study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the US with those of at least one other country. The in-country part of the course concentrates on discovering and defining what it means to be “American.” Students will then undergo intensive immersion in a foreign culture to learn about similarities and differences in perspectives, values, beliefs, systems, and behaviors. In so doing, students will develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. Credit/No Credit Option.

006 • THE GLOBAL ECONOMY 3.0 units
Acceptable for credit: University of California, California State University
This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe will be presented to expand insight into the increasing economic interdependence of nations. This course may also be offered by telecourse/online. Credit/No Credit Option.
**022 • RESEARCH METHODS IN SOCIAL SCIENCES**  3.0 units

Advisory: Eligibility for MATH 000C
Acceptable for credit: California State University

This course provides an overview and practical applications of research methodology, including literature search, development of hypotheses, and research design. Students will be introduced to various organizations that provide community services. Students will be required to do community service work, including on-the-job training within agencies providing community services, and to provide documentation and reports to the instructor. This course may also be offered via distance learning. Grade Only.

**032 • INTRODUCTION TO COMMUNITY SERVICE**  2.0 units

Advisory: SOC 001 or SOC 002
Corequisite: WRKEX 201A
Acceptable for credit: California State University

This course is an introduction to Community Service, including lectures that cover the basic concepts and the needs for community service. Students are introduced to various organizations that provide community services. Students are required to do community service work, including on-the-job training within agencies providing community services, and to provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**033 • INTERMEDIATE COMMUNITY SERVICE**  2.0 units

Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 032
Corequisite: WRKEX 201B
Acceptable for credit: California State University

This course is a continuation of SOCSC 032, Introduction to Community Service. In this course the student continues to work at a community service agency at a higher level of knowledge or responsibility. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**034 • ADVANCED COMMUNITY SERVICE**  2.0 units

Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 033
Corequisite: WRKEX 201C
Acceptable for credit: California State University

This course is a continuation of SOCSC 033, Intermediate Community Service. In this course the student continues to work at a community service agency at a higher level of knowledge or responsibility. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**035 • INTERNSHIP IN COMMUNITY SERVICE**  2.0 units

Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 034
Corequisite: WRKEX 201D
Acceptable for credit: California State University

This course is a continuation of SOCSC 034, Advanced Community Service. In this course the student works at a community service agency at the level of a regular employee. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**061 • BASICS OF HUMAN SERVICES**  3.0 units

Acceptable for credit: California State University

This course provides students with skills as family workers to help families achieve self-reliance, balance work and personal life, develop communication skills within family relationships, and build cultural competency with family and coworkers. Students will develop skills in family assessment and in helping families to set and reach goals. This course emphasizes the role of social service workers, social workers, and others who work with families. Students will be required to do field work, in which they gain experience by working under supervision with professionals in these professions. This course may also be offered by telecourse/online. Grade Only.

**066A • FAMILY SERVICES A**  3.0 units

Advisory: MATH 000A
Corequisite: WRKEX 202A
Acceptable for credit: California State University

This course provides students with skills as family workers to help families achieve self-reliance, balance work and personal life, develop communication skills within family relationships, and build cultural competency with family and coworkers. Students will develop skills in family assessment and in helping families to set and reach goals. This course emphasizes the role of social service workers, social workers, and others who work with families. Students will be required to do field work, in which they gain experience by working under supervision with professionals in these professions. This course may also be offered by telecourse/online. Grade Only.

**066B • FAMILY SERVICES B**  3.0 units

Advisory: MATH 000A
Corequisite: WRKEX 202B
Acceptable for credit: California State University

This course provides students with skills as family workers to help families achieve access to specialized services, develop techniques for home visits, develop facilitation skills, utilize collaboration with other agencies. This course may also be offered by telecourse/online. Grade Only.

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**SOCIAL SCIENCE**

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

Sociology (SOC)

Division: Social Sciences
Department: Sociology
Dept Chair: Ruth Laird
Phone: 408-855-5186
Counseling: 408-855-5030

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 for four-year schools
  - Completing career goals in vocational programs

Career Options:
- Sociologist
- Instructor
- Probation Officer
- Demography Analyst
- Advocate for endangered children
- Advocate for disadvantaged elderly
- Social Worker
- Foster Care Worker
- Urban Planner
- Employment Counselor

Some career options may require work beyond two years of college work.

Schedule Matrix:

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<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tr>
<td>SOC 001</td>
<td>D,E</td>
<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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<td>SOC 021</td>
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<td>SOC 047</td>
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</tbody>
</table>

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

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

Required core courses:

| SOC 001 | Introduction to Sociology | 3.0 |
| SOCS 032 | Community Services | 2.0 |
| SOCS 081 | Basics of Human Services | 3.0 |
| PSYCH 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:

| SOCS 066A | Family Services A | 3.0 |
| SOCS 066B | Family Services B | 3.0 |

Total Program Certification Requirements | 6.0 |

Mission College 2007–2008
039A • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST 3.0 units
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
Acceptable for credit: California State University
This course is a study of a selection from Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

040 • MARRIAGE AND FAMILY 3.0 units
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 via distance learning. Credit/No Credit Option.

041 • FAMILY ISSUES 3.0 units
Acceptable for credit: 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.

042 • SOCIOLGY OF RELIGION 3.0 units
Acceptable for credit: University of California, California State University
This course is a sociological 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.
VOCATIONAL NURSING

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5374
INFO: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

Student Learning Outcomes:
Provide theoretical and clinical experiences to prepare students for employment as Licensed Vocational Nurses.

A.S. Degree:
• Vocational Nursing

Certificate:
• Vocational Nursing

Schedule Matrix:

<table>
<thead>
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D= DAY CLASSES; E= EVENING CLASSES

VOCTIONAL 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 Assistant programs will be dependent on the following:

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.

Vocational Nursing - A.S. Degree and Certificate

The Licensed Vocational Nurse is a member of the health care team and works under the direction of a Registered Nurse or physician. The Vocational Nurse Program offers both a Certificate of Proficiency and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Vocational Nursing.

Certificate requirements consist of three semesters of study. Classroom theory consists of 9 to 11 hours per week. Approximately 18 hours are spent in clinical experiences (VN55A1, VN55B1, VN55C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)  Units

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<thead>
<tr>
<th>COURSE</th>
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<td>AH 011.................American Heart Association Health Care</td>
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<tr>
<td>BIOSC 022.......Anatomy and Physiology for AH Workers</td>
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Semester I

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<tr>
<td>VN 55A2........................Medical/Surgical Nursing Theory</td>
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<tr>
<td>VN 55A3........................Communications and Behavior</td>
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Semester II

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<td>PSYCH 012......................Human Growth &amp; Development</td>
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<td>VN 57.........................Introduction to Gerontology</td>
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<td>VN 58........................Introduction to Child Health</td>
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Total Program A.S./Cert. Requirements 53.0-55.0

VOCATIONAL NURSING

050+ INTRODUCTION TO VOCATIONAL NURSING 0.5 unit

Advisory: MATH 903

This course helps acquaint incoming Vocational Nursing students with Mission College and its services and the Vocational Nursing Program. It covers college orientation and information regarding the Vocational Nursing Program policies and procedures, study skills, assessment and time management. Credit/No Credit Only.

55A1 • INTRO TO MEDICAL-SURGICAL CLINICAL 6.0 units

Advisory: MATH 903. Eligibility for ENGL 001A and READ 053

Prerequisite: BIOSC 022; Acceptance into the Vocational Nursing Program

Corequisite: VN 059A2, VN 059A3, VN 059A4, VN 059A and AH 012 (or equivalent)

Acceptable for credit: California State University

A foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Credit/No Credit Option.

55A2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units

Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903

Prerequisite: BIOSC 022; Acceptance into the Vocational Nursing Program

Corequisite: VN 055A1, VN 055A3, VN 055A4, VN 059A and AH 011 (or equivalent)

Acceptable for credit: California State University

This course is designed to teach the student about a major group of particular body systems that are organized and to give them a beginning knowledge of how they function. The student will also learn about each system’s disorders, the principal problems associated with them, and planning the therapeutic management of the patients with conditions affecting the integumentary, musculoskeletal, neurosensory and genitourinary systems. This course may be offered by a distance learning format. Grade Only.
VOCATIONAL NURSING

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

55A3 • COMMUNICATIONS AND BEHAVIOR  3.0 units
Advisory: Eligibility for ENGL 001A and READ 053
Corequisite: VN 055A1, VN 055A2, VN 055A4, VN 059A
Acceptable for credit: California State University
This course is designed to provide the beginning health care practitioner with an introduction to interpersonal relationships and behavior. It focuses on basic communication concepts and skills as an integral component of the interpersonal process. It further explores common behavioral responses that individuals or families may manifest to actual or threatened changes to their level of wellness. Background theory, assessment criteria, management suggestions and examples of intervention are given. This course may be offered by a distance learning format. Grade Only.

55A4 • INTRODUCTION TO NURSING PROCESS  1.0 unit
Advisory: Eligibility for ENGL 001A and READ 053
Corequisite: VN 055A1, VN 055A2, VN 055A3, 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
Advisory: Eligibility for ENGL 001A, READ 053, MATH 003
Prerequisite: VN 055A1, VN 055A2, VN 055A3, VN 055A4, VN 059A
Corequisite: VN 055B2, VN 056, VN 059B and NS 015 and PSYCH 012
Acceptable for credit: California State University
An intermediate level foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Credit/No Credit Option.

55B2 • MEDICAL-SURGICAL NURSING THEORY  4.0 units
Advisory: Eligibility for READ 053 and ENGL 001A, Math 003
Prerequisite: Successful completion of VN 055A1, VN 055A2, VN 055A4, VN 059A
Corequisite: VN 055B1, VN 056, VN 059B, NS 015 and PSYCH 012
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 • MEDICAL-SURGICAL CLINICAL LAB  6.0 units
Advisory: ENGL 001A
Prerequisite: VN 055B1, VN 055B2, VN 056, VN 059B student must pass all VN courses with grade of 75% or higher, PSYCH 012, and NS 040
Corequisite: VN 055C2, VN 055C3, VN 057 and VN 058 student must pass all VN courses with a grade of 75% or higher
Acceptable for credit: California State University
This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric patients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice. Credit/No Credit Only.

55C2 • MEDICAL-SURGICAL NURSING THEORY  4.0 units
Advisory: ENGL 001A and eligibility for READ 053
Prerequisite: VN 055B1, VN 055B2, VN 056, Prerequisite: VN 059B Students must pass all VN courses with 75% or higher grade, PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C3 and VN 058 students must pass all VN courses with a grade of 75% or higher
Acceptable for credit: California State University
This course is designed to teach the student about particular body systems, how they are organized and how they function. The students also learn about each system’s disorders, the principal problems, and the nurse’s role in assisting with the diagnosis and planning of the therapeutic management of the patient with gastrointestinal, endocrine, neurological, and hematological disorders. Grade Only.

55C3 • VOCATIONAL NURSING SEMINAR  2.0 units
Advisory: ENGL 001A
Prerequisite: VN 055B1, VN 055B2, VN 056, VN 059B Students must pass all VN courses with 75% or greater; PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C2 and VN 058 students must pass all VN courses with grade of 75% or greater
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 nursing’s history, legal aspects and professional organizations as well as pertinent issues facing the practice of nursing today. Learning is discussion oriented, offering the student the opportunity to explore the ever growing and changing profession. Student take a mock State Board exam. This course may be offered via distance learning. Grade Only.

556 • OBSTETRICAL NURSING  2.0 units
Advisory: Math 003. Eligibility for ENGL 001A
Prerequisite: VN 055A1, VN 055A2, VN 055A3, VN 055A4, VN 059A
Corequisite: VN 055B1, VN 055B2, Psych 012, VN 059B and NS 040
Acceptable for credit: California State University
This course is designed to help the VN student to employ nursing interventions in assisting expectant parents and families to prepare for childbirth, parenting, share the childbearing experience, and make appropriate adaptations to their new roles during the post partum period, and respect the birth to death continuum. This course may also be offered via live broadcast. Grade Only.

057 • INTRODUCTION TO GERONTOLOGY  2.0 units
Advisory: ENGL 001A
Corequisite: VN 055C1, VN 055C2, VN 055C3 and VN 058 students must pass all VN courses with grade of 75% or higher
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 is on viewing the last developmental stage of the adult as a normal progression of life, including the basic hierarchy of human needs. This last developmental stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. Grade Only.

058 • INTRODUCTION TO CHILD HEALTH CARE  2.0 units
Advisory: ENGL 001A
Prerequisite: VN 055B1, VN 055B2, VN 056 and VN 059B student must pass all VN courses with grade of 75% or better; PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C2, VN 055C3 students must pass all VN courses with grade of 75% or higher
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. Grade Only.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

059A • BEGINNING PHARMACOLOGY, PART I 1.5 units
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Prerequisite: BIOSC 022; Admission to Vocational Nursing Program
Corequisite: VN 055A1, VN 055A2, VN 055A3, VN 055A4
Acceptable for credit: California State University
A beginning course that presents the basic principles of pharmacology and of calculation of drug doses. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. Grade Only.

059B • BEGINNING PHARMACOLOGY, PART II 1.5 units
Advisory: MATH 903, Eligibility for ENGL 001A, READ 053
Prerequisite: Completion of first semester of VN program
Corequisite: VN 055B1, VN 055B2, VN 056, NS 040 and PSYCH 012
Acceptable for credit: California State University
A continuation of a basic course that presents the basic principles of pharmacology. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. This course may also be offered via live broadcast. Grade Only.

WELLNESS and HUMAN PERFORMANCE (VHP)
• Adaptive WHP
• Athletic Team Training
• Dance
• Intercollegiate Athletics
• Fitness
• Theory: Fitness Specialist
• Lifetime Sports Certification

DIVISION: Technology
DEPARTMENT: Wellness and Human Performance
DEPT CHAIR: Brenna Wundram
PHONE: 408-855-5394
COUNSELING: 408-855-5030
The Mission College Wellness and Human Performance 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

Schedule Matrix:

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<tr>
<th>COURSE</th>
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MISSION COLLEGE 2007–2008 161
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

Schedule Matrix continued:

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D= Day classes; E= evening classes

Fitness Specialist (Aerobic Emphasis) - Certificate

Core Curriculum Courses (Required)                  Units
AH 011.......CPR.................................................0.5
H ED 004.......First Aid.....................................0.5
WHP 004R.....Aerobic Internship..........................0.5
WHP 020.....Aerobic Instructor Certification...........1.5
WHP 021.....Sports Injuries...............................1.5
WHP 022.....Sports Nutrition..............................1.5
WHP 025.....Anatomy & Kinesiology........................1.5
WHP 027.....Exercise Physiology...........................1.5
WHP 028.....Body Alignment & Stretching Technique........1.5

Total Program Cert. Requirements ...........................................12.0

Fitness Specialist (Personal Trainer Emphasis) - Certificate

Core Curriculum Courses (Required)                  Units
AH 011.......CPR.................................................0.5
H ED 004.......First Aid.....................................0.5
WHP 045.....Weight Training Internship..................0.5
WHP 021.....Sports Injuries...............................1.5
WHP 022.....Sports Nutrition..............................1.5
WHP 023.....Fitness Testing..................................1.5
WHP 025.....Anatomy & Kinesiology........................1.5
WHP 026.....Weight Training Principles and Routines....1.5
WHP 027.....Exercise Physiology...........................1.5
WHP 028.....Body Alignment & Stretching Techniques........1.5

Total Program Cert. Requirements ...........................................12.0

WELLNESS and HUMAN PERFORMANCE -ADAPTIVE (WHP)

Physical Education and P.E Theory courses except PE 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Credit/No Credit Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

WELLNESS and HUMAN PERFORMANCE - ADAPTIVE WHP

Physical Education and P.E Theory courses except PE 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Credit/No Credit Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

001A • ADAPTIVE WEIGHT TRAINING  1.0 unit

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 for credit. May be repeated three times. Credit/No Credit Option.

001B • ADAPTIVE PHYSICAL EDUCATION  0.5 unit

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

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.

WELLNESS and HUMAN PERFORMANCE -DANCE (WHP)

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

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

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

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.

003E • HIP HOP PERFORMANCE  2.0 units

Acceptable for credit: University of California, California State University

This is a performance based class for advanced dance students. Students have an opportunity to choreograph, rehearse, and perform hip hop dances in informal settings, as well as formal settings such as the West Valley College theater and other venues. The emphasis is on group and individual participation in all areas of dance production including performance and technical aspects of performance. May be repeated three times. Credit/No Credit Option.

003F • DANCE: HIP HOP - FUNK STYLES  1.0 unit

Acceptable for credit: University of California, California State University

This course will introduce the student to the fundamentals and choreography of hip hop funk styles (example: locking, popping, boogalooing, waving, etc). Challenging and complex routines will be introduced. Students will be expected to perform a hip hop routine reflecting their own style and interpretation. May be repeated three times. Credit/No Credit Option.
003T • BEGINNING COUNTRY WESTERN LINE DANCE  1.0 unit
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of social dance. Emphasis will be on learning dance steps that are more challenging and complex than the beginning level class. Style and technique will be stressed as well. May be repeated three times. Credit/No Credit Option.

003U • BEGINNING TAP DANCE  1.0 unit
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic technique of tap dance. Style, rhythm, posture, and improvisation will also be introduced to help students become proficient in this basic dance style. May be repeated three times. Credit/No Credit Option.

003V • DANCE: INTERMEDIATE HIP HOP  1.0 unit
003W.2 0.5 unit
Credit/No Credit Option.

003W • DANCE: BEGINNING HIP HOP  1.0 unit
003W.2 0.5 unit
Acceptable for credit: University of California, California State University
This course will introduce the student to intermediate styles and choreography 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.

003X • DANCE: INTERMEDIATE HIP HOP  1.0 unit
003X.2 0.5 unit
Credit/No Credit Option.

Advisory: PE 003W

003Y • SOCIAL DANCE: SALSA/LATIN 1.0 unit
Advisory: PE 003S
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of social dance. Emphasis will be on learning dance steps that are more challenging and complex than the beginning level class. Style and technique will be stressed as well. May be repeated three times. Credit/No Credit Option.

003Z • SOCIAL DANCE: INTERMEDIATE  1.0 unit
003Z.2 0.5 unit
Credit/No Credit Option.

Advisory: PE 003S
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to selected Latin and rhythmic dances. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students enrolled, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Credit/No Credit Option.


### WELLNESS and HUMAN PERFORMANCE

#### FITNESS

All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: Cardiovascular endurance, muscular strength and endurance, and flexibility.

- **004A • YOGA** 1.0 unit
  Acceptable for credit: California State University
  This course 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** 1.0 unit
  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** 1.0 unit
  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** 2.0 units
  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 are employed. Non-Fire Technology students are also welcome. May be repeated three times. Credit/No Credit Option.

- **004E • FITNESS: AEROBICS-INTERMEDIATE/ADVANCED** 2.0 units
  Acceptable for credit: California State University
  This course is designed for both men and women who are at the intermediate/advanced level of fitness. It will satisfy the needs for an intermediate/advanced cardiovascular workout and will maintain and improve cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. Credit/No Credit Option.

- **004F • FITNESS: LOWER BODY CONDITIONING** 1.0 unit
  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. Credit/No Credit Option.

- **004G • FITNESS: STEP AEROBICS** 1.0 unit
  Acceptable for credit: California State University
  This course is designed for both men and women to satisfy the needs for cardiovascular activity to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. May be repeated three times. Credit/No Credit Option.

- **004H • FITNESS: EMPHASIS-AEROBICS DANCE** 1.0 unit
  Acceptable for credit: California State University
  This course is designed for both men and women to satisfy the needs for cardiovascular activity to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. May be repeated three times. Credit/No Credit Option.

- **004I • FITNESS: CARDIO-KICKBOXING** 1.0 unit
  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.

- **004J • FITNESS: CARDIO CROSS TRAINING** 1.0 unit
  Acceptable for credit: California State University
  This course is designed to enhance the students’ cardiovascular condition by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information will provide on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. May be repeated three times. Credit/No Credit Option.

- **004L • FITNESS: AEROBICS** 1.0 unit
  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.

- **004M • FITNESS: PILATES MATWORK** 1.0 unit
  Acceptable for credit: California State University
  This course is an introduction to Joseph Pilates' Physical mind Conditioning Method. The mat work provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates will improve flexibility, strength and breathing techniques. This course is open to all Mission College students, and is emphasized for those interested in improving their dance skills. May be repeated three times. Credit/No Credit Option.
004T • FITNESS: CONDITIONING  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to various components of physical fitness and have them work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. May be repeated three times. Credit/No Credit Option.

004T.2  0.5 unit

004U • FITNESS: WEIGHT TRAINING  1.0 unit
Acceptable for credit: California State University
This course is designed to enhance the development of muscular fitness and overall body tone. Information will be presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. May be repeated three times. Credit/No Credit Option.

004U.2  0.5 unit

004V • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION  1.0 unit
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. May be repeated to total 4 units. Credit/No Credit Option.

004W • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION  1.0 unit
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. Some basic knowledge of physiology would be helpful. Students can take up to 6 units of lab. May be repeated to total 4 units. Credit/No Credit Option.

004X • FITNESS ASSESSMENT  1.0 unit
This course is designed to provide the student with an assessment of his/her present level of physical fitness. Tests included will be a step test or a mile and a half run for time to measure aerobic capacity, skinfolds to determine percent body fat, hand dynameter test to determine strength, sit and reach test to determine flexibility and a timed sit up test. An individualized exercise prescription will be provided for each student and a log will be required verifying compliance with the exercise prescription before credit will be given. A more comprehensive fitness assessment including 12 lead EKG stress test, hydrostatic weighing, cholesterol screening and more is available upon request. May be repeated three times. Credit/No Credit Option.

004Y • FITNESS: ULTIMATE  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.

005A • FITNESS: STRESS REDUCTION THROUGH EXERCISE AND PHYSICAL FITNESS  3.0 units
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.

005B • SELF-DEFENSE  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which will help the person recognize and avoid dangerous situations. May be repeated three times. Credit/No Credit Option.

005C • MARTIAL ARTS  1.0 unit
Acceptable for credit: California State University
This course will introduce the student to the philosophy, principles, and physical 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.

005D • MARTIAL ARTS  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.

005E • MARTIAL ARTS  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.

005F • MARTIAL ARTS  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.

005G • MARTIAL ARTS  1.0 unit
Acceptable for credit: California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.
### WELLNESS and HUMAN PERFORMANCE

**- LIFETIME SPORTS**

Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Acceptable for Credit: California State University</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>007A •</td>
<td><strong>FITNESS: STABILITY BALL TRAINING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>007B •</td>
<td><strong>BOWLING-BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007C •</td>
<td><strong>GOLF-BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007D •</td>
<td><strong>ARCHERY: BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>007E •</td>
<td><strong>RACQUETBALL</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>007F •</td>
<td><strong>TENNIS-BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007G •</td>
<td><strong>TENNIS-ADVANCED BEGINNER</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007H •</td>
<td><strong>SOFTBALL-BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to teach individual soccer skills and team play. Students will also learn offensive and defensive team strategy. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007I •</td>
<td><strong>SOCCER-BEGINNING</strong></td>
<td>1.0</td>
<td>Acceptable for credit: California State University</td>
<td>This course is designed to teach the basic skills, techniques and knowledge of the game of softball to students. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>007J •</td>
<td><strong>HUMAN PERFORMANCE</strong></td>
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</table>
### WELLNESS and HUMAN PERFORMANCE

**WELLNESS and HUMAN PERFORMANCE – 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>009A</td>
<td>INTERCOLLEGIATE BASEBALL-MEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. Intercollegiate baseball competition for men. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009B</td>
<td>INTERCOLLEGIATE SOCCER-MEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. Intercollegiate soccer competition for men. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009C</td>
<td>INTERCOLLEGIATE TENNIS - MEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. This course is designed for men interested in competing for an intercollegiate tennis team. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>010A</td>
<td>INTERCOLLEGIATE SOCCER-WOMEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. This course is designed to allow women the opportunity to further their soccer skills at a competitive, intercollegiate level. Extensive soccer conditioning will be stressed including strength training and speed conditioning. Team strategies and skill development will be emphasized. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>010B</td>
<td>INTERCOLLEGIATE TENNIS - WOMEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. This course is designed for women students interested in competing for an intercollegiate tennis team. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>010C</td>
<td>INTERCOLLEGIATE SOFTBALL-WOMEN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University. Intercollegiate softball competition for women. May be repeated three times. Credit/No Credit Option.</td>
</tr>
</tbody>
</table>

**WELLNESS and HUMAN PERFORMANCE – ATHLETIC TEAM TRAINING**

Mission College offers a variety of athletic team training courses. These courses are designed to enhance the skills and abilities of students involved in intercollegiate athletics. Each course focuses on specific aspects of team performance, such as strength training, speed conditioning, and specific skill development.

<table>
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<tbody>
<tr>
<td>004J</td>
<td>FITNESS: COMPETITIVE ATHLETE</td>
<td>1.0</td>
<td>Acceptable for credit: California State University. This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>004J.2</td>
<td></td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>008A</td>
<td>BASEBALL-ADVANCED</td>
<td>1.0</td>
<td>Acceptable for credit: California State University. This course is designed to provide an opportunity for men, with advanced baseball skills, to participate and learn an activity geared to their level of ability. Offered in the Fall semester. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>008B</td>
<td>BADMINTON-INTERMEDIATE / ADVANCED</td>
<td>1.0</td>
<td>Acceptable for credit: California State University. This course will introduce the student to intermediate/advanced strategies of the game of badminton. Emphasis will be placed on improving shooting, passing, rebounding and defensive skills as well as stressing team play concepts. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>008B.2</td>
<td></td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>008I</td>
<td>ADVANCED SOCCER- MEN &amp; WOMEN</td>
<td>1.0</td>
<td>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.</td>
</tr>
<tr>
<td>008I.2</td>
<td></td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>008J</td>
<td>SOCCER TRAINING- MEN &amp; WOMEN</td>
<td>2.0</td>
<td>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.</td>
</tr>
<tr>
<td>008L</td>
<td>SOFTBALL-INTERMEDIATE</td>
<td>1.0</td>
<td>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.</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.**
WELLNESS and HUMAN PERFORMANCE

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

010 • INTERCOLLEGIAETE BASKETBALL • WOMEN  2.0 units
Acceptable for credit: California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. May be repeated three times. Credit/No Credit Option.

020 • AEROBIC INSTRUCTOR TRAINING  3.0 units
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 units
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 fitness related injuries as well as preventative steps recommended to avoid injuries. Basic awareness of the needs of special populations will also be discussed. May be repeated one time. Credit/No Credit Option.

022 • SPORTS NUTRITION  1.5 units
Advisory: PE 027
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids will also be discussed. May be repeated one time. Credit/No Credit Option.

023 • FITNESS TESTING  1.5 units
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 units
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn in greater detail the muscles of the body and their movements. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option.

026 • WEIGHT TRAINING PRINCIPLES AND ROUTINES  1.5 units
Acceptable for credit: California State University
This course is designed specifically for those students interested in pursuing the fitness specialist certificate specialty in personal training or anyone interested in learning about strength development and specific routines. Emphasis will be on strength routines that develop various body parts as well as programs that enhance muscle strength, size, tone definition and cardiovascular condition. A thorough knowledge of the weight training facilities including equipment, as well as physiology, kinesiology and anatomy will be covered. May be repeated one time. Credit/No Credit Option.

027 • EXERCISE PHYSIOLOGY  1.5 units
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn how the body responds physiologically to exercise. Topics covered will include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. Course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option.

028 • BODY ALIGNMENT AND STRETCHING TECHNIQUES  1.5 units
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis will be placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment and designing programs that will enhance correct body alignment. Proper stretching techniques and various stretching styles will also be covered in the course. May be repeated one time. Credit/No Credit Option.

029 • PERSONAL TRAINING FOR SPECIAL POPULATIONS  1.0 unit
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.
Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort.

Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals.

Learning Outcomes:

Students who complete Work Experience will:
- Identify learning objectives to be achieved on the job
- Identify job skills required for their job placement and demonstrate those skills to their employer
- Define aspects of employability
- Delineate a plan to increase personal employability

Students will complete the required hours of work and demonstrate progress on their learning objectives in order to receive Work Experience credit.

The learning outcomes are assessed through a combination of the employer evaluation and a meeting between the Work Experience Instructor, student and employer.

Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK</th>
<th>TOTAL HOURS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 - 9</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>10 - 14</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>15 - 19</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>20+</td>
<td>300</td>
</tr>
</tbody>
</table>

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 15 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 SOCSC 032. 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
Corequisite: SOCSC 032 and WRKEX 201A
Acceptable for credit: California State University

This course complements SOCSC 032. 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
Corequisite: SOCSC 033 and WRKEX 201B
Acceptable for credit: California State University

This course complements SOCSC 033. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

201D • INTERNSHIP IN COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 033
Acceptable for credit: California State University

This course complements SOCSC 033. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

202A • FAMILY SERVICES A 1.0 unit

60 hours of work performed within the semester
Advisory: MATH 902
Corequisite: SOCSC 066A
Acceptable for credit: California State University

This course complements SOCSC 066A. 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 902
Corequisite: SOCSC 066B
Acceptable for credit: California State University

This course complements SOCSC 066B. 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.
**WORK EXPERIENCE**

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>
</tr>
</thead>
<tbody>
<tr>
<td>301-304</td>
<td>OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>301-303G</td>
<td>GENERAL WORK EXPERIENCE EDUCATION</td>
<td>1.0-3.0</td>
</tr>
</tbody>
</table>

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.
Office of Admissions and Records

APPLICATION FOR ADMISSION

Students applying for the first time to Mission College or students returning after a semester absence must submit a complete and accurate application for admission to the Office of Admissions and Records. For your convenience, Mission College is currently accepting applications online. Please go to: www.missioncollege.org

The Office of Admissions and Records:
• Determines admission eligibility
• Provides class program registration
• Processes student record changes
• Processes transcripts and grades
• Certifies eligibility for the A.A./A.S. and certificate programs
• Processes transfer credits from other colleges
• Administers the Veteran’s Program.

ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS

California Residents

A California resident, for purposes of attendance at a community college, is a person who has resided in the State for more than one year and one day immediately preceding the first day of classes. Applicants who have immigrant status must reside in California for more than one year and one day after the date stamped on their eligible visa to be considered residents of the state.

Any California resident applying for admission to Mission College must meet one of the following qualifications:
• Be a graduate of a high school
• Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Formal certificate from the State Office of Education which indicates the student has passed the High School Proficiency Examination.
  - G.E.D., California High School Equivalency Certificate
• Be eighteen (18) years of age or older, and in the opinion of the college, capable of profiting from the instruction offered.
• Be a high school student in grades 11 or 12 whose admission as a part-time student is recommended by his/her high school principal.

Students below the 11th grade must have the approval of the college’s Vice President of Student Services.

Non-Resident Students

Out-of-state residents may qualify for admission to Mission College by meeting the following requirements:
• Be a graduate of a high school.
• Be 18 years of age or older and, in the opinion of the college, capable of profiting from the instruction offered.
• Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series.

In accordance with Assembly Bill 540, any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges:
• They attended a California high school for at least three full years,
• They graduated from a California high school or attained the equivalent of a high school diploma in California,
• They were issued a “non-immigrant alien” visa by the US Immigration and Naturalization Services, or not, filed an application to legalize their immigration status, or will do so as soon as they are eligible.

This legislation does not apply to students who hold an F-1 International Student visa. A student, who is eligible, must file a “Student Affidavit for Exemption from Non-resident Tuition” form with the Admissions and Records Office and must register in person only.

Non-resident students who are exempt from paying non-resident tuition under this legislation are not eligible for a Board of Governors fee waiver.

International Students

Residents of other countries may apply for admission as F-1 Visa students through the International Students Program. Special requirements and application deadlines apply. International students may qualify for admission to Mission College by meeting the following requirements:
• Complete an International Student Admission application.
• Have completed the equivalent of an American high school education with satisfactory grades (normally a “B” or 3.0 average.)
• Demonstrate sufficient command of English to profit from instruction at the College. A minimum score of 500 (paper-based) on the TOEFL is required.
• Submit official transcripts from high school, college and/or ESL Language centers attended in the U.S., including a complete English Translation of any International Student transcripts.
• Provide evidence prior to registration of medical and hospitalization insurance coverage or must enroll in the plan for foreign students available in the Student Health Center.
• If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount listed in the Recommended Plan.
• A bank letter and notarized document proving financial ability to meet all costs of education in the United States and a notarized statement from the person(s) providing any financial aid; Tuition is $173.00 per unit, in addition to the $20.00 per unit enrollment fees, plus a $5.00 per unit capital outlay fee, and a minimum of $14,000 U.S. dollars is required to cover a full year’s educational and living expenses.
• A letter of recommendation from the Dean of Admissions or Registrar of any high school, college or university attended in the United States;
• Prior to receiving an I-20 clearance, any international student accepted for study may be required to pay in advance the full non-resident tuition amount, as well as show satisfactory evidence that the student is free of communicable disease and is covered by an adequate major medical insurance program; and
• Such other requirements as may be officially announced subsequent to the publishing of this catalog.

Each international student must enroll in no less than 12 units each semester and is expected to graduate in five semesters or less.

Students who are legal residents of another country and are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Mission College. These students must present a letter of approval from a counselor or official of the other institution in order to attend Mission College.

Residents of other countries with other types of temporary visas may also attend Mission College provided the visa expiration date is not prior to the end of the semester in attendance.

Non-United States citizens who are not on student visas may enroll in Mission College as part- or full-time students. The student must meet the general admission requirements for international students, and in addition must present his/her passport with evidence that the passport and visa are dated to cover the semester during which he/she wishes to enroll. All such students will be required to pay non-resident tuition at the rate of $173.00 per unit in addition to the $20.00 per unit enrollment fee.

Transfer Credit

Students transferring from another college or university may take classes at Mission College. Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Admissions and Records Office from the former college) are required of all students:
1. Seeking transfer credit for degree or certificate programs
2. Seeking counseling advisement
3. Participating in inter-collegiate sports
4. Applying for veterans’ benefits
5. Applying for foreign student (F-1) status

Official transcripts may also be required by other offices for various purposes. Courses completed at other accredited colleges and universities may be transferable towards a degree or certificate at Mission College. Transfer credit will not be awarded for upper division courses. Students seeking an AA/AS degree must demonstrate Reading, Writing, Math, Oral Communications and Information Competency as well as fulfill the California history requirement. Students who have completed at least a bachelor’s degree from an accredited college/university in the U.S. or its territories are considered to have exhibited competency in these areas (see additional information concerning Baccalaureate degrees). You are advised to consult with a counselor upon application to Mission College. The transcript evaluation is applicable only to
the designated Mission College degree/certificate. It is not necessarily binding on subsequent colleges to which the student may transfer; each college usually does its own transcript evaluation. Students are responsible for (1) requesting colleges attended to send official transcripts directly to the Records Office at Mission College, and (2) completing a Transcript Evaluation Request/Document Service Form at the Counseling Office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.

It is the student's responsibility to request that such transcripts be sent to Mission College, as well as to notify the Records Office that an evaluation transcript is desired.

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

**SPECIAL ADMISSION OF HIGH SCHOOL STUDENTS**

This program is a cooperative venture between Mission College and local high schools. Under this program, a limited number of high school students may take college courses to supplement their educational programs. Concurrent enrollment forms require signature from both high school official and Mission College administration. The program provides for:

**Advanced Academic Work:**

This can provide a head start in a college major or completion of college graduation requirements.

**Vocational-Technical Career Courses:**

This permits students to take courses not available at their school or to obtain advanced work beyond the scope of their school vocational curriculum. Interested students must complete a "Supplementary Registration" form available at the Admissions Office.

The school principal (or designee) will provide authorization for qualified students and indicate the specific college courses that may be taken. The special part-time student enrolled in stipulated college courses may receive high school or college credit. Interested students should contact the Admissions and Records office for more information.

**High School Credit For College Courses:**

Students who anticipate the use of college coursework to satisfy high school requirements must have written approval from both high school officials and Mission College administration.

High School transcripts will be indicated for high school use when the following conditions are met:

1. The student submits a “Transcript Request” form to the Records Office requesting the transfer of college course credit to high school credit;
2. The “High School Credit Approval” portion on the Supplementary Registration Form is signed by the high school principal approving such transfer of credit and is filed with the registration form at the Admissions and Records office.

Completed college course work may not be used for both high school and college credit. Students taking high school credit are exempt from enrollment fees.

High school students may be recommended for community college classes by the school principal. Students are required to have the following verification:

1. Students must have permission from their high school Counselor or Principal;
2. Students must have the permission of their parents to attend Mission College.
3. Students in grades lower than high school junior must complete the shaded section on the “Supplementary Registration” form prior to enrolling in Mission College courses and:

   a. Take the Mission College Assessment Test and present assessment results.
   b. Meet with and obtain approval from the instructor of the course.
   c. After the instructor has signed “Supplementary Registration” form, the student and the parent must meet with the Vice-President of Student Services for approval.

### ACADEMIC SKILLS ASSESSMENT AND ORIENTATION POLICY

Academic Skills Assessment and Orientations are available for all Mission College students. Assessment and Orientation is required for all first-time college students and any student who has indicated on the application the intent to earn a degree and/or a certificate and/or to transfer. In addition, all matriculants and any student taking a course with a prerequisite in English, English-as-a-Second language, Math and/or Reading will be required to complete the Assessment and Orientation process within the first semester. Assessment and Orientation are highly recommended for continuing students.

Accommodations: Students in need of special assistance for this assessment due to a disability (physical, hearing or learning), should contact the Disabled Student's Program at 855-5085 prior to the Academic Skills Assessment.

Students who wish to seek a waiver of this requirement should contact Counseling or the Testing Center.

### ABILITY TO BENEFIT

Students who do not possess a high school diploma or who have not passed the High School Proficiency Exam or the GED may be required to take an independently administered exam to demonstrate their Ability to Benefit from instruction at Mission College. It is strongly recommended that students consult with the Counseling Center for further information.

### MATRICULATION

The Mission College Matriculation Plan provides for the necessary support services and follow-up that students need to successfully complete their educational goals. This process seeks to provide students with access to the college and educational success after their enrollment.

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 Institutional Research. The implementation of these components brings 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 manage the timely completion of their educational goal(s).

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(s) during the term after which the student completes 15 semester units of degree applicable credit coursework.
- Participate in counseling and/or advisement
- Regularly 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 Dean of Student Services at (408)855-5219.
Registration Procedures

GENERAL INFORMATION
Mission College now offers “T-Reg” by telephone and “My Web Services” 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 AND WINTER SESSIONS
Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the Summer and Winter Sessions. The same standards and policies followed during the regular semesters apply for the summer session.

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

AUDITING OF COURSES
Beyond the last date to add classes (3rd week) for college credit a student may audit selected community college courses with the following provisions. Priority in class enrollment shall be given to students desiring to take the course for credit. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. A student wishing to audit a class must obtain prior written permission from the instructor. Attendance, participation and related academic expectations shall be determined by the instructor. Students may be withdrawn from audit status by the instructor if the student does not satisfy 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
Typically, 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. A student may petition to take two classes that overlap. This form can be obtained from the Counseling Office and must be signed by the instructors from both classes.

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 Index listing for course repetition regulations.

FINIAL 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.

ADDEING CLASSES
Students may add open classes via TReg and Web Advisor until the first day of the term. On or after the first day of school, students who wish to enroll into a class must contact the instructor and ask for an “Add Code.” If there is room in the class, the instructor will assign an Add Code to the student, who will then be able to add the class via TReg. Students will be able to add Late-Start Classes throughout the term by phone or web. A student may not add a semester-length class after the published deadline date listed in the schedule of classes except by written permission of the instructor and the endorsement of the Academic Council.

COLEGE 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.
Dishonesty includes but is not limited to in-class cheating, transcripts or any other records to other institutions for those students with holds will not allow a student to re-register in the college nor will the college forward HOLDS ON STUDENT RECORDS (Approximately two weeks) be available when final grades are being processed at the close of the semester. Requested in two ways: 1) 1-hour rush $20 plus $5 each for any additional copies. A $4.00 fee will be assessed for each transcript request. Rush transcripts can be sent to an educational institution or may be picked up at the request of the student. 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 2007-2008 academic year, the non-resident tuition fee is $173.00 per semester unit, plus the enrollment fee of $20.00 per unit. International Students also pay $173.00 per unit, plus an enrollment fee of $20.00 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
To be eligible for a refund of enrollment fees, students must drop classes by the published deadline, see schedule of classes. For the Spring and Fall Semesters the deadline to drop a class and receive a refund is at the end of the first ten days of classes. For Winter Session, Session, and any other short term class, the student must drop the class before 10% of the scheduled class meets have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a credit card refund. Faculty signature is not required to drop classes.

TRANSCRIPTS
Students may secure official transcripts of work completed at Mission College by submitting a 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.
b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

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

d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

**Classroom-Related Disciplinary Sanctions**

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

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

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

c. Issue an NC or a failing grade for the course. The student will not be permitted to drop the class and will receive an “F” or NC for the semester grade.

d. Drop the student from the class and assign a withdrawal (“W”) for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing (“F”) for the class, pursuant to the uniform grading policy.

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

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than Satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit (less than Satisfactory or Failing - Units not counted in Grade Point Average)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No Value</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>No Value</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td>No Value</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>No Value</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdraw</td>
<td>No Value</td>
</tr>
</tbody>
</table>

The GPA (grade point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

**Grade Changes**

Grade Changes: California Education Code article 55025 specifies that only an instructor can assign a grade or change it. Changes can only be made if there has been a clerical error in reporting the grade or a mathematical error in computing the grade. Students seeking grade changes must first contact the instructor who gave them the grade, or the department chairperson if the instructor is unavailable or if the student has alleged discrimination or gross misconduct by the original instructor. If the grade change request is made, the incorrect grade will be removed from the student's record.

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

1. Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons near the end of the term may result in an instructor assigning an “I” to the student.

The condition(s) for removal of the “I” shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the “I.” A copy of this record shall be given to the student and a copy filed with the Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired.

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

**IP - In Progress**

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

**RD - Report Delayed**

This symbol may be assigned by the Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. The “RD” shall not be used in calculating grade point averages.

**W - Withdrawal** (See Withdrawal Policy in Index for page listing.)

**MW - Military Withdrawal** (See Withdrawal Policy in Index for page listing.)

**CREDIT - NO CREDIT - LETTER GRADE OPTIONS**

It is the policy of Mission College to enable students to enroll in courses on a credit/no credit basis for these reasons: to improve basic skills; to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education. Each Division shall determine which courses, if any, it will designate as appropriate for credit/no credit grading. There are three grading systems:

1. Letter Grades (A, B, C, D, F)

2. Credit/No Credit Only: “CR” = Credit; passing with “C” or better grade. “CR” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average. “NC” = No Credit - Fail; not a grade.

3. Letter Grade or Credit/No Credit at the student’s option (see 1 and 2 above).

Credit/No Credit option and Credit/No Credit courses are indicated in the catalog course description.

a. Procedure: with the exception of student performance contract courses, the student must notify the instructor of the selection of the “CR/NC” or a Letter Grade option, no later than the end of the sixth week of the semester or one-third of the class duration for other than semester-length courses.

b. Precautions:

1) Transfer of “CR” units:

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

2) Maximum number of “CR” units:

At Mission College a maximum of 20 “CR” units may be applied toward the completion of the associate degree.

Units earned on a “Credit/No Credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

**CREDIT BY EXAMINATION**

Students may be eligible for advanced placement by special examination.

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

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.

Continued next page.
Academic Regulations

6. The units earned through such examination shall not count toward the minimum twelve (12) semester hours of credit in residence required for an associate degree.

7. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must file a credit by examination application, prior to the end of the sixth week in the semester, with the Admissions and Records Office. Note that some departments may administer a qualifying examination to determine eligibility for credit by examination.

The application will be forwarded to the appropriate instructional area and, if approval is granted, the student will be notified of the time, place, and manner of the examination. No applications are approved for summer sessions.

The instructional area in which the examination occurs will directly inform the Admissions and Records Office of the grade earned on the examination.

College Level Examination Program (CLEP) - The college will allow academic credit, subject to certain limitations, upon the receipt of certification from any authorized CLEP Testing Center, the nearest being located at San Jose State University. Students may take any of the General Examinations. Specific course credit is not assigned. These examinations meet General Education requirements after they have officially matriculated at the college. Credit is awarded at the discretion of the department for specific course work to be applied to General Education certification. For specific limitations on acceptability of CLEP credit, the student is advised to consult the Admissions and Records Office or a counselor.

Credit for CPS Rating - Students who hold the Certified Professional Secretary (CPS) rating and wish to receive 24 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 in Index for page listing.)

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS

Students maintaining attendance in the district in at least one regular semester, summer session, or winter session of a academic year are considered continuously enrolled and, therefore, receive “catalog rights.” Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who 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 CSU GE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution 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.

ACADEMIC PROBATION AND DISMISSAL

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

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status 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, 1997, will not be used in calculating the progress probation status for any student. Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work. Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

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

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

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

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

1. A cumulative grade point average of less than 1.00 in 12 or more units;
2. A semester grade point average of less than 1.75 during any semester the student is on probation;
3. A student whose total percentage of ‘W,’ ‘I’ and ‘NC’ grades reaches or exceeds fifty percent (50%) of the total units attempted for three consecutive semesters;
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

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

ACADEMIC RENEWAL POLICY

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

1. the granting of academic renewal shall only be considered upon written petition submitted by the student to the Academic Council;
2. subsequent to the semester for which academic renewal is sought, the student must have completed an additional twelve semester units of study at the District with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00;
3. at least one calendar year must have elapsed since the most recent work to be disregarded was completed; and
4. a student may not pick and choose from among the courses in a given semester (or quarter), but must declare all work for the entire semester or quarter invalid.
If the student's petition for academic renewal is approved, the student's permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semester (or quarters) being disregarded may apply toward degree requirements. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's academic pursuits.

HONORS AND AWARDS

Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

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

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

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

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

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

B. Initial Membership - Open to students who have completed 12 or more semester (or quarter equivalent) units at any college, and have maintained a cumulative 3.0 GPA. The student must be currently enrolled at Mission College in a minimum of 3 units.

C. Continuing Membership - Students who were Sigma Iota members in the previous semester, who have maintained a 3.0 GPA, and are currently enrolled in a minimum of 3 units at Mission College, qualify as Continuing members.

D. Permanent Membership - Students who have been ACTIVE members in any Chapter of AGS for at least 1 semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least 2 semesters with a cumulative 3.25 GPA or higher, and who have completed a minimum of 60 semester (or quarter equivalent) units of college, may apply for Permanent Membership.

BASIC COMPETENCY REQUIREMENT

Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective July 1, 2003, an oral communications proficiency was instituted. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a college counselor. For more information, see Index for page listing.

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
Definition of Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that:

- is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
- is used as a basis for educational or employment decisions affecting such individual;
- has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile or offensive educational or work environment.

Sexual harassment examples include, but are not limited to the following:

A. Making written, verbal, physical and/or visual contacts with sexual overtones:
   1. Written forms may include suggestive or obscene letters, notes, invitations.
   2. Oral forms may include derogatory comments, slurs, jokes, epithets.
   3. Physical forms may include assault, unwelcome touching, impeding or blocking movement.
   4. Visual forms may include leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.

B. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior within the educational environment, including withholding or threatening to withhold grades earned or deserved; submitting or threatening to submit an underserved performance evaluation; or denying or threatening to deny a scholarship recommendation or college application.

C. Retaliation for having reported or threatened to report sexual harassment.

D. Continued expressions of sexual interest after being informed that the interest is unwelcomed.

E. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

F. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:
   1. Unnecessary touching, patting, hugging, or brushing against a person's body;
   2. Remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experiences.

Definition of Sex Discrimination

Sexual discrimination is defined as the differential treatment of college community on the basis of sex in employment, educational programs and activities. Sexual discrimination examples in the treatment of students include but are not limited to:

- access to programs and facilities
- competitive athletics
- student rules, regulations and benefits
- treatment of married and/or pregnant students
- comments consistently targeted only at one gender

Sexual harassment and/or sex discrimination and the associated behaviors, as stated but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.

This policy covers all individuals in the workplace. West Valley-Mission Community College District will not tolerate, condone or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees who conduct business with the District. The District encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender's relationship to the District. Sanctions shall be taken against any student, employee, or non-employee conducting business with the District who engages in sexual harassment and/or sex discrimination.

Complaints by students or employees should be directed to Associate Vice Chancellor of Human Resources. The telephone number is (408) 741-2131.

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. the student name and city of residence,
  2. participation in recognized activities and sports,
  3. dates of attendance,
  4. degrees and awards received,
  5. the most recent previous educational agency or institution attended

- A copy of the college policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Records 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 release only to the extent permitted by law, age, or handicap in all of its educational and employment programs and activities, to its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 as amended). Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

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

Title IX

It is the policy of the West Valley-Mission Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or handicap in all of its educational and employment programs and activities, to its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 as amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are underutilized or underrepresented.

Specific complaints, questions, or concerns may be directed to the Associate Vice Chancellor of Human Resources, (408) 741-2131, or the Mission College responsible officer, the Vice President of Student Services, (408) 7855-5197.

Right to Know

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Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that:

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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;
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- 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 Associate Vice Chancellor of Human Resources. The telephone number is (408) 741-2131.
For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle. For possession of marijuana (more than 1 oz.) you may receive up to 6 months in jail and pay a fine. It is unlawful for anyone with a State of California: and/or alcohol on campus, or at college sponsored events.

If you are an employee at Mission College, you may be placed on probation, you can be suspended, expelled and criminally prosecuted. As a student, if you are under the influence of alcohol and/or other drugs, or if you are subject to disciplinary sanctions for the on-campus possession, use, or distribution of drugs and alcohol by students and employees who may need assistance. Alcohol and other drugs dependency is a treatable condition; students are encouraged to seek support, as appropriate, from the Counseling Center, Student Health Center, or through a community resource referral.

Health Consequences:
- impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.
- impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- the use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- the use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
- the most common negative health consequences from occasional drinking are trauma incidents such as auto accidents and violent behavior which involve both the drinker and non-drinking victims.
- long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

Legal Sanctions:
Mission College
As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted. If you are an employee at Mission College, you may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California:
For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway. For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.
- For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to $500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

For Free Confidential Assistance On-Campus:
- Counseling Center, (408) 855-5030
- Student Health Services, (408) 855-5140

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 behaviors essential for its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions are at all times on campus as well as to any off-campus functions sponsored or supervised by the college:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance or abuse of college personnel.
2. Assault, battery, or any threat of force or violence upon students or college personnel.
3. Theft of, or damage to, the property of the college, its officers, employees, students or visitors.
4. Interference with the normal operations of the college (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions or of other authorized activities on college premises).
5. Unauthorized entry into or use of college facilities.
6. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.
7. Forgery, alteration, or other misuse of college documents, records, or identification.
8. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.
9. Disorderly, lewd, indecent, or obscene conduct or expression on any college owned or controlled property or at any college sponsored or supervised function.
10. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
11. Acts of physical, verbal, or sexual harassment.
12. Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.
13. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of such alcohol or other drugs on College property or at events sponsored by the college.
14. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at college sponsored or supervised activities.
15. Gambling in any form.
16. Smoking in classrooms or other unauthorized campus areas.
17. Failure to comply with lawful directions of college officials, faculty, staff or campus police officers who are acting within the scope of their duties.
18. Violation of district policies or college regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
19. Violation of other applicable Federal and State statutes and college rules and regulations.

Sanctions - In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct:
1. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
3. Probation: Prohibition of the student by the Vice President of Student Services from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;

4. Restitution: Reimbursement to the college, as directed by the Vice President of Student Services for repair or replacement of district property misused, misappropriated or damaged by the student;

5. Temporary Suspension: Suspension of the student from the classroom by the instructor for up to two (2) days or by the Vice President of Student Services for up to ten (10) days from one or more classes and any or all activities (Ed. Code 76032);

6. Suspension: Exclusion from one or more classes, any or all activities of the college and from use of any district facilities. The Vice President of Student Services may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester;

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 are 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 anyone of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

Student Participation in Institutional Government
As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.

Exercise of Rights of Citizenship
Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the district.

Student Membership in Organizations
The Governing Board recognizes that any person qualifying for participation in classes of the Colleges shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations with the individual may have with any organization. It is not the intention of the Governing Board to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he/she is affiliated.

Student Production of Goods and Services
Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development.
Student Support Services

ACCESS PROGRAM

ACCESS is an award-winning, federally funded TRIO SSS program focused on increasing the graduation and transfer rates for low-income, disabled and/or first-generation college students by providing support and resources to advance their educational attainment.

Our entire staff is committed to providing students with the most friendly, helpful and competent service possible!

In this program, students have ACCESS to a variety of services, such as:
• use of the program office (including computers, internet access, free printing)
• personal and academic counseling
• priority registration
• 1:1 tutoring
• student success counseling course (Counseling 102)
• scholarship searches and assistance with applications
• transfer and goal development activities and workshops
• career exploration
• assistance with transfer applications, transcripts, and financial aid forms

The ACCESS Program is specifically tailored for students who are enrolled in at least 9 semester units and are motivated and serious about their education. Applications are accepted on an on-going basis (pending space availability). In order to qualify, you must be among the first generation in your family to attend college (parents have not received a BA/BS degree), OR qualify as “low income,” OR qualify as “disabled.”

For more information about ACCESS, please visit us in the main building, room C1-117 (directly across from Financial Aid), call the ACCESS Program office at (408) 855-5192 or visit our website at: www.missioncollege.org/student_services/access/index.html.

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.

CALWORKS

CalWORKs is a state funded program serving several under-represented student populations. CalWORKs 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 CalWORKs office at (408) 855-5228 or stop by Room C1-114

CalWORKs Student Learning Outcomes:
Students who receive CalWORKs supportive services will:
• Determine an educational goal and outline a plan
• Identify and demonstrate student success behaviors
• Demonstrate job search and application skills

Upon completion of the CalWORKs program, students will have acquired the skills needed to obtain part or full time employment or have completed the necessary courses to transfer to a four year university.

These outcomes will be assessed through monthly progress and end of term reports and an analysis of student grades and graduation and transfer rates.

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.

Student Learning Outcomes:
Upon completion of a series of job search workshops, going through group and one-on-one advising sessions, and utilizing the Center’s job related sources, students will describe job related skills and knowledge, the job market trends, employers demands, the job requirements and the techniques and approaches to conduct a successful job search and gain employment. Students will be assessed through a written report or oral interview.

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 provides a wide range of learning and enrichment opportunities for the community by offering classes and programs which meet the specific needs of and are tailored for the local community.

• Our classes and program range from vocational training (e.g. Pharmacy Technician) to specialized classes (e.g. court mandated drug classes), to personal and professional enrichment classes (e.g. Baby Sign Language, Real Estate).

• We also offer free, state supported courses for expectant parents and older adults.

• Classes are available to anyone in the community, regardless of educational goals and achievements, or student status.

• Classes are tailored for students of all ages from high school students to seniors, and are offered year round with flexible, convenient schedules.

We welcome you to explore all that we have to offer and hope that you will come to all your educational and personal enrichment goals. For more information, contact us at (408) 855-5105 or visit us at room S1-202 or online at www.missioncollege.org/community/comm_ed

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 C1-114, or call (408) 855-5170 for more information.

Continued next page.
COUNSELING SERVICES
The Counseling Department’s primary mission is to assist students in clarifying their educational and life goals and recommend the courses needed to reach those goals. We also offer courses that help students be more successful as a student and in life, choose a career, and increase self-esteem. In support of our mission the following services are provided:

Academic Counseling - Counselors help students identify educational and career options, review educational background, and provide students with information and an effective plan. While counselors have specific areas of interest/expertise, all are skilled in providing students with accurate and current information to assist in academic planning. We invite you to visit our website at http://missioncollege.org/depts/counseling.html, call our office at (408) 855-5030, or drop by the Counseling Office in room E1-201.

Transfer Counseling - Transfer counseling provides students with valuable information on admissions requirements and procedures. Counselors assist students in appropriately sequencing their classes and provides support in making informed decisions about their transfer options. Mission offers Transfer Admission Agreements (TAA- guaranteed admission to participating universities). Mission also has a Career/Transfer Center in E1-201 to support students in researching potential careers and transfer institutions.

Career Counseling - Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocation and career testing, and presentation of resource speakers and special career counseling events and courses. Counselors also provide one-to-one counseling.

Personal Counseling - Personal counseling is provided to students who need and seek assistance in resolving personal issues that interfere with school and daily living. 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. To schedule a confidential appointment contact the Student Health Center at 855-5140 or the Counseling Office at 855-5030. In addition, we offer counseling and courses designed to help with improving self-esteem and overcoming fear of math.

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, testing arrangements), and compensatory strategies classes. For a list of the special classes available, please reference the Academic department called Learning Services.

Student Learning Outcomes:
As DISC students move through their college program, they will:
• Articulate the nature of their disability
• Articulate how their disability impacts their learning
• Describe the support services needed to accommodate their disability
• Discuss their strengths and weaknesses within a particular course

Students will be assessed through an oral interview or a written summary

For information regarding specific support services available through DISC and special classes (listed under Learning Services), please call: 408-855-5085 or TTY 408-727-9243

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)
EOPS offers educational support services and grants to students who have historically experienced economic, social, or language disadvantages and who are often within the first generation in their families to attend college. The intent, purpose, and resources of EOPS are directed at assisting students achieve their academic and career goals.

Educational support services available include: academic, career, and personal counseling; priority registration; educational planning; monitoring of student progress; tutorial assistance; peer advising; help with applying for Financial Aid; book service; limited assistance with transportation and child care costs; emergency loans; university transfer assistance; care guidance; motivational workshops; cultural activities; and a CARE (Cooperative Agencies Resources for Education) program for single parents. EOPS students are eligible to receive a grant in addition to that which is awarded to them by the Financial Aid Office. Students interested in further information are encouraged to visit or call the EOPS Office in Room E1-403, (408) 855-5065 or access our webpage at missioncollege.org/depts/eops.

FINANCIAL ASSISTANCE
In order to reduce the cost of education, it is the responsibility of the Mission College Financial Aid Office to provide current and potential students with complete information on various student financial assistance options available.

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

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

Students are encouraged to complete an application form, available in the Financial Aid Office (Room E1-401), or by calling (408) 855-5065. The applications assist the Financial Aid Office staff to determine eligibility.

Board of Governors Grant (BOGW) - The Board of Governors 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 a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty OR;
2. (BOGW B) - Meet specific income levels, e.g., household of 1—$14,700 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 Chair at 408-855-5252. The menu for the day can be accessed at 408-855-5245.

The “Hospitality Management Program” prepares students for supervisory and management positions within the ever growing hotel and food service industry. The hospitality industry is the largest employer worldwide. Both nationally and internationally these flourishing industries offer 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 (IIS)

INTERNATIONAL STUDENTS CENTER (ISC)

Intensive English Language Instruction for International Students:

International students must pass the TOEFL (Test of English as a Foreign Language) with a score of 500 (173 on the computerized test) before they are accepted to Mission College. The Institute for International Studies (IIS) provides international students with the English instruction they need to pass the TOEFL and enter Mission College. IIS offers 20-23 hours of English each week. It also issues all of the legal documents that are necessary for the F-1 International Student Visa. IIS students enjoy several TOEFL waived options. Please call (408) 855-5110 or stop by S1-202, International Students Center, 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 participating and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5290.

CAREER PLACEMENT CENTER

The Job Placement Center provides employment related services to all Mission College students and alumni. The Job 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 Job Placement Center is located in Room C1-110, hours are posted. For more information, call (408) 855-5101, or drop by the office for an orientation.

Student Learning Outcomes:

Upon completion of a series of job search workshops, going through group and one-on-one advising sessions, and utilizing the Center’s job related sources, students will describe job related skills and knowledge, the job market trends, employers demands, the job requirements and the techniques and approaches to conduct successful job search and gain employment. Students will be assessed through a written report or oral interview.

THE LEARNING ASSISTANCE AND TUTORIAL CENTERS (LATC)

The Learning Assistance and Tutorial Center (LATC) is the principal academic support center at Mission College. The LATC Tutorial Center offers tutorial services for many courses taught campus wide. The LATC also houses Reading and ESL laboratories which provide individually designed programs to enable students to succeed in their college classes and careers. Programs and courses are individualized and students can attend at times that are convenient to them. In addition to providing instructors and tutors to help students, the LATC offers students an extensive library of current learning materials which respond to a variety of student learning modalities and styles. Materials are available for different course levels and vary in depth and breadth to respond to student needs. The software offerings for ESL and English are especially large, encompassing topics in grammar, writing, pronunciation, speaking, listening, study skills, vocabulary, and reading. The resources for Reading students are also extensive and include multimedia software and multilevel materials to address individual student needs. Additionally, multimedia, audiovisual, and text materials are available for students to improve study skills.

Student Learning Outcomes:

After regularly attending tutoring or lab skills courses at the Learning Assistance & Tutorial Center, students will be able to:

- Articulate their academic skill weaknesses
- Describe the resources available at the LATC to help them improve their skills
- Describe behavior indicative of active and independent learners
- Complete the course(s) for which they are receiving assistance at the LATC
- Improve the grade in the course(s) for which they are receiving assistance at the LATC

Students will be assessed by:

- Student survey
- Student course completion rates
- Faculty survey of student grade improvement from the point a student began receiving assistance until the end of the semester

Tutoring Center: The LATC is home to Mission College’s general tutorial center. Upon referral by an instructor or a counselor, students can enroll in the Supervised Tutoring course, IS 947, where they can receive assistance on the basis of a learning need. The tutoring is available for all subjects (for Math tutoring please visit the Math lab, S2-401). Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their course work, help them understand assignments and provide students strategies for improving their learning skills.

English-as-a-Second Language Lab: 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. Students in the ESL laboratory can also participate in workshops and conversation groups.

Reading Lab: Reading and study skills are developed in the Reading Center with the creation of individualized, self-paced and multilevel programs for students. Multimedia computer software and high interest instructional materials are available to address students’ needs. With the help of specially trained instructors, students can increase their skills in many areas, including: reading comprehension, speed reading, study skills, vocabulary, phonics, and spelling.

Continued next page.
The Mission College Scholarship Program 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 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 builds student community. Academic intervention support in designated basis skills courses and counseling is also provided.

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.

For more information, please visit us on our website:
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 at www.missioncollege.org. It provides information on college programs, services, academic expectations, procedures and campus facilities. In addition, an orientation packet will be provided for each student which includes a workbook, schedule, program 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. Bus schedules and bike maps are available at the Campus Center Information Desk.

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) 855-5085.
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 W2-303 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.

Student Learning Outcomes:

Upon completion of their visits to the Student Health Services, students will:
- articulate their health needs,
- articulate if their needs were met
- during the visit and/or
- articulate which support services in the community
- will accommodate their healthcare needs.

Students will be assessed through an oral interview.
### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGUILAR, MELISSA</td>
<td>Instructional Lab Technician, Math</td>
</tr>
<tr>
<td>ALVARADO, KARINA</td>
<td>Specialist I, Child Development Center</td>
</tr>
<tr>
<td>ANGELOTTI, LINDA</td>
<td>Executive Assistant, Senior, President’s Office</td>
</tr>
<tr>
<td>ASHFORD, PEGGY</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>ATONDO, ARLENE</td>
<td>Director, Admission &amp; Records</td>
</tr>
<tr>
<td>BARNACHEA, SHENNY</td>
<td>Program Assistant, Child Development Center</td>
</tr>
<tr>
<td>BELHAM, ELINOR</td>
<td>Student Services Account Technician, Cashiers</td>
</tr>
<tr>
<td>BELTRAN, SARELI</td>
<td>Program Assistant, Child Development Center</td>
</tr>
<tr>
<td>BELHAM, SHENNYY</td>
<td>Director, Admission &amp; Records</td>
</tr>
<tr>
<td>BIBAT, ANA LISA</td>
<td>Student Services Technician-Senior, Admission &amp; Records</td>
</tr>
<tr>
<td>BILTZ, NANN</td>
<td>Program Specialist, DISC</td>
</tr>
<tr>
<td>BOWLES, CHARITY</td>
<td>Program Coordinator, ACCESS</td>
</tr>
<tr>
<td>BROWN, REBECCA</td>
<td>Instructional Lab Technician, Biology</td>
</tr>
<tr>
<td>BUNCH, JEFF</td>
<td>Instructional Lab Technician, Math</td>
</tr>
<tr>
<td>BURRELL, POLINA</td>
<td>Instructional Lab Technician, Physics</td>
</tr>
<tr>
<td>CAPURRO, JACKIE</td>
<td>Instructional Assistant, Foreign Language</td>
</tr>
<tr>
<td>CHAN, QUEENIE</td>
<td>Financial Analyst, Administrative Services</td>
</tr>
<tr>
<td>CHONG, JOURNEY</td>
<td>Advisor, International Student Services</td>
</tr>
<tr>
<td>CRAMER, CAROLE</td>
<td>Administrative Assistant-Senior, Community Education</td>
</tr>
<tr>
<td>CURIEL, LISA</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>DACANAY, BILL</td>
<td>Financial Analyst-Senior, Administrative Services</td>
</tr>
<tr>
<td>DALTON, ARLENE</td>
<td>Office Coordinator-Senior, Commercial Services &amp; Technology</td>
</tr>
<tr>
<td>DE GUZMAN, AILEEN</td>
<td>Program Assistant, Administrative Services</td>
</tr>
<tr>
<td>DE LOS REYES, AMBER</td>
<td>Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>DE LOS REYES, MELISSA</td>
<td>Student Records Advisor, Admission &amp; Records</td>
</tr>
<tr>
<td>DENNE, MICHAEL</td>
<td>Instructional Support Assistant, DISC</td>
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<tr>
<td>DOMENICI, DEBBIE</td>
<td>Office Supervisor, Student Services</td>
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<tr>
<td>DOMINGUE, PERTILLA</td>
<td>Program Specialist, REBRAC</td>
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<tr>
<td>EASTOM, JOAN</td>
<td>Office Assistant, Allied Health</td>
</tr>
<tr>
<td>FEE, MIKE</td>
<td>AV Maintenance Specialist, Telecommunications</td>
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<tr>
<td>FOOT, THUY</td>
<td>Program Assistant, RHORC</td>
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<tr>
<td>FRANCO, VICKY</td>
<td>Student Services Technician, EOPS</td>
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<tr>
<td>GAITAN, BEVERLY</td>
<td>Office Coordinator-Senior, Allied Health</td>
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<td>GALANG, ROEHL</td>
<td>Advisor, Financial Aid</td>
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<tr>
<td>GILE, JENNIFER</td>
<td>Instructional Lab Technician, Chemistry</td>
</tr>
<tr>
<td>GOLDMAN, ELLEN</td>
<td>Instructional Lab Tech, LATC</td>
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<tr>
<td>GOMEZ, DELIA</td>
<td>Office Coordinator, Counseling</td>
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<tr>
<td>GUANZON-RINGOR, HOZI</td>
<td>Duplicating Services Specialist, Administrative Services</td>
</tr>
<tr>
<td>GUEST, ROBERT</td>
<td>Desktop Support Technician Senior, CET</td>
</tr>
<tr>
<td>HEBERT, BETTY</td>
<td>Office Coordinator-Senior, CAT, Natural &amp; Social Sciences</td>
</tr>
<tr>
<td>HEE, ED</td>
<td>Instructional Lab Technician-Printing, Administrative Services</td>
</tr>
<tr>
<td>HOUSE-NELSON, KERRY</td>
<td>Specialist III, Child Development Center</td>
</tr>
<tr>
<td>HUDSON, SARAH</td>
<td>Evening Office Assistant, LATC/DISC</td>
</tr>
<tr>
<td>INOUE, BETTY</td>
<td>Supervisor, Student Recruitment</td>
</tr>
<tr>
<td>JIMENEZ, LETICIA</td>
<td>Program Assistant, Contract Education</td>
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<tr>
<td>JONES, ARENA</td>
<td>Telephone Operator, Administrative Services</td>
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<tr>
<td>KARIMBADI, MEHRZAD</td>
<td>Program Assistant, Community Education</td>
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<tr>
<td>KAST, DENISE</td>
<td>Library Media Technician, Library</td>
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<tr>
<td>KEMPKEN, DAVID</td>
<td>Instructional Lab Technician, Art</td>
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<tr>
<td>KERBEY, NICOLE</td>
<td>Specialist II, Child Development Center</td>
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<tr>
<td>KURI, CAROLYN</td>
<td>Director, Student Activities</td>
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<tr>
<td>LASALA, PATRICE</td>
<td>Program Specialist, Child Development Center</td>
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<tr>
<td>LE, DIEMAHN</td>
<td>Student Services Account Technician, Cashiers</td>
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<tr>
<td>LIKO-ISIDRO, PAULETTE</td>
<td>Supervisor I, Admission &amp; Records</td>
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<tr>
<td>LOI, MY</td>
<td>Sr. Admin, Assistant, Office of Instruction/Student Services</td>
</tr>
<tr>
<td>LU, XUAN</td>
<td>Program Assistant, EOPS</td>
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<tr>
<td>LY, PATRICK</td>
<td>Server Systems Administrator, Instructional Technology</td>
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<tr>
<td>LYO, NANG</td>
<td>Specialist II, Child Development Center</td>
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<tr>
<td>MANDEL, LAURA</td>
<td>Specialist II, Child Development Center</td>
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<tr>
<td>MASURY, DOUG</td>
<td>Financial Analyst, Workforce &amp; Economic Development</td>
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<tr>
<td>MCVY, SONIA</td>
<td>Administrative Assistant, LVN/RN Program</td>
</tr>
<tr>
<td>MESA, RENE</td>
<td>EOPS/CARE Specialist, EOPS</td>
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<tr>
<td>MILLER, GARY</td>
<td>Business Specialist Development Manager- Tech Prep</td>
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<tr>
<td>MONAHAN, SUSAN</td>
<td>Career Transfer Advisor, Career Transfer Center</td>
</tr>
<tr>
<td>MORALEZ, CONNIE</td>
<td>Title V Student Services Coordinator</td>
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<tr>
<td>NGUYEN, LAN</td>
<td>Specialist II, Child Development Center</td>
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<td>NGUYEN, LIEN</td>
<td>Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>ODA, KEN</td>
<td>College Webmaster</td>
</tr>
<tr>
<td>OLIVER, GERRY</td>
<td>Office Coordinator-Senior, Communications, ESL and Math</td>
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<td>PARKER-CORNEJO, NANCY</td>
<td>Administrative Specialist-Personnel, Office of Instruction</td>
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<tr>
<td>PECK, DANIEL</td>
<td>Research Analyst, Office of Institutional Research</td>
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<tr>
<td>PEGAN, CARMEN</td>
<td>Graphic Designer</td>
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<tr>
<td>PELAYO, LIZ</td>
<td>Administrative Assistant, Student Activities</td>
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<td>PHAM, HOAN</td>
<td>Administrative Specialist-Instruction, Office of Instruction</td>
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<td>PHAM, PHUONG</td>
<td>Specialist I, Child Development Center</td>
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<tr>
<td>PHUNG, TIEN</td>
<td>Office Assistant, CalWORKS</td>
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<tr>
<td>PIKE, ANNE</td>
<td>RN, Student Health Services</td>
</tr>
<tr>
<td>RABIEH, RUSSEL</td>
<td>Advisor, Career Placement Center</td>
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<td>RANCAP, MARIE</td>
<td>Student Services Technician, Financial Aid</td>
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<td>RICE, SANDRA</td>
<td>Program Specialist, Hospitality Management</td>
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<td>RIGGS, PHYLLIS</td>
<td>Student Services Technician, Admission &amp; Records</td>
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<tr>
<td>ROMAN, ANITA</td>
<td>Office Coordinator, Student Health Services</td>
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<tr>
<td>RUZICKA, RENEE</td>
<td>Library Media Technician, Library</td>
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<tr>
<td>SHAW, GREGORY</td>
<td>Instructional Media Producer/Director, Instructional Technology</td>
</tr>
<tr>
<td>SHIVERS, LISA</td>
<td>Instructional Lab Technician, Nursing</td>
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<tr>
<td>SHOKROLLAH, NAHD</td>
<td>Library Media Tech, Library</td>
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<td>SHYU, JENNY</td>
<td>Specialist I, Child Development Center</td>
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<td>SIMPSON, GLADYS</td>
<td>Office Coordinator, LATC</td>
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<td>SINGH, SHOBHA</td>
<td>Instructional Lab Technician, LATC</td>
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<tr>
<td>SPECHT, DARLENE</td>
<td>Administrative Assistant Sr., Instructional Technology</td>
</tr>
<tr>
<td>SPENCER, JOHN</td>
<td>Program Specialist, Matriculation</td>
</tr>
<tr>
<td>STEEDE, ELENA</td>
<td>Administrative Assistant Sr., Administrative Services</td>
</tr>
</tbody>
</table>
Faculty and Administrative Staff

AKERS-MARTIN, AMELIA, 1997
Lab Faculty Specialist, LATC
M.A. in English (Applied Linguistics/TESOL), Iowa State University; B.S. in Anthropology and B.A. in Spanish, Iowa State University.

AL BAKER, SALAMA, 2005
Instructor in Chemistry
PhD in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.

ABDELHABBAR, Wael, 2005
Instructor in Computer Information Technology
M.S. in Information Technology, University of Phoenix, in progress CISCO Certified Academy Instructor (CCAII); 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 Services
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.

BRAUN, ALEXANDER, 1991
Instructor in Management and Supervision
M.A. in Public Administration, University of California at Berkeley; B.A. in Political Science, University of California at Berkeley.

BRENNAN, JONATHAN B., 1998
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
Department Chair, Foreign Language
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
PhD 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
Ph.D. in Astronomy, Australian National University, Australia; A.B. in Astronomy, University of California, Berkeley

BURROUGHS, PEGGY, 1986
Instructor in Emergency Medical Technician INA
M.P.H. in Health Education, Planning and Administration from San Jose State University; additional graduate study at University of California, Berkeley; B.A. in Health Sciences from San Jose State University; R.N. from Genesee Hospital School of Nursing, Rochester, New York.

BURLINGTON, BRITT, 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 Mann, Germany.

BUI, SCOTT, 2000
Instructor in Physical Education
Women’s Tennis Coach
M.A. in Physical Education with emphasis in Sports Psychology, San Jose State University, San Jose, California; B.A. in Psychology, University of California, Santa Cruz; A.A. in Natural Science, Napa Community College, Napa, California.

CHAN, MARSHA J., 1986
Instructor in English as a Second Language
M.A. in Foreign Language Education; additional graduate study, San Jose State University and the University of California, Berkeley; B.A. in French and Art, Stanford University.

CHAN, ROSALYN, 1978
Coordinator of Student Health Services
M.S. in Community Health Nursing and Administration, University of California, San Francisco; additional coursework, University of California, Santa Cruz; B.S. in Nursing, University of California, San Francisco.

CHANDLER, ALAN C., 1990
Social Science Division Chair
Political Science Department Chair
Instructor in Political Science
Dr. of Arts in Political Science, Idaho State University; J.D., American University, Washington, D.C.; B.S in Political Science, University of Utah.
CHARLAND, RAY, 1999
Counselor
M.A. in Counseling and Guidance, California State University Northridge; additional course work, U.S. International University, U.C. Santa Cruz, Gaucher College; B.A. in History, La Sierra University, Riverside, CA.

CHEN, CHIA, 2002
Lab Faculty Specialist, LATC
M.S. in Instructional Technology, Arkansas Tech University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.

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
Co-coordinator
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
Project Director, LTV to RN Program
Applied Sciences 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, Bermidji State University; B.S. in Education, Bermidji 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 GOLDEN, JUDIE, 1995
Commercial Services Division Chair
Computer Applications Department Chair
Instructor in Computer Applications
Ph.D. in Education, Ohio State University; M.A. in Education, Ohio State University; B.S. in Education, Ohio State University; B.B.A. in Marketing, University of Massachusetts.

DELLAPORTA, LYNN, 1999
Instructor in Health Occupations
M.S. in Nursing, CSU, San Francisco; B.S. 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 coursework, 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.

DEWS, 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.

Dworak, Cara, 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.

ENSIMINGER, 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.

GLASER, LORA, 2006
Instructor in English as a Second Language
M.A. in Linguistics / TESOL, San Jose State University; B.A. in German Literature and Language, State University of New York, College at Oneonta, New York.

GRAYSON, MATTHEW, 2001
Program Manager, Southbay RHORC
GUARDINO, BIANKA, 2000
Counselor
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A. in Psychology, St. Mary's State University, Turlock, California.

GUICH, DANIEL, 1990
Psychology Department Chair
Instructor in Psychology
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

HALE, DONNA, 1999
Program Manager, CalWORKks, VTEA and WIA
M.A. in Counseling, Santa Clara University; B.A. in Health Science: School and Community Health, California State University, Fresno.

HALL, MICHAEL, 2001
Program Manager, REBRAc
M.S. in Instructional Leadership, Adult and Higher Education, National University, San Diego; B.S. in Agriculture Education/Horticulture, University of California, Davis; A.A. in Applied Science - Agronomy/Soils, State University of New York, Morrisville Agriculture and Technical Community College.
HARRISON, CYNTHIA, 2002
Instructor in Health Occupations
M.A. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP, 2004
Instructor in Music
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional course work at Bethal College, Kansas.

HERNAS, PATRICIA, 2005
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

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/TE SOL, 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

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, EILSE, 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.

JOHNSON, PENNY, 2007
Vice President of Student Services
M.S. in Counseling, San Francisco State University; B.A. in Sociology, University of California, Davis; Management Leadership Education from the Harvard Institute of Education.

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.

KAWASAKI, YUKO, 2006
Instructor in Allied Health
M.S.N. Nursing Education, University of Phoenix; B.A. in Music Performance, JCLA; RN with a national certification in inpatient obstetrics.

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

KLEPPINGER, ED, 1977
Instructor in History, Humanities and Sociology
M.A. and B.A. in History, California State University, Northridge; M.S. in Library Science, University of Southern California. Further graduate work at U. of Hawaii and U.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.

LAI RD, 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
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; B.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.

LAWHEAD, THERESA, 2006
Counselor
M.S. in Counseling, Cal State University, Hayward; B.A. in Psychology, San Jose State University.

LE, SON M., 1975
PhD in Political Science, San Jose State 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.

LOUGH, JOSEPH, 2006
Instructor in History
Ph.D. in History, University of Chicago; M.A. in History, Pacific School of Religion, Berkeley; BS in Education/History, U.W., Madison.

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.
MISSION COLLEGE

Classified, Faculty and Administration

MARTIN, CHRISTOPHER, 2001
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, Additionally course work at San Jose State University and University of Santa Clara; B.A., Communications.

MENGOZA, 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 education 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 (PMP) 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.

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.

MYINT, MOY, 1999
English as a Second Language Department Chair
Instructor in English as a Second Language
M.A. in Linguistics and TEFL, Institute of Education, Myanmar; B.A. in English, Institute of Education, Myanmar.

NAKAMAH, JOHN, 2002
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University.

NEARY, KELLY, 2006
Instructor in Biological Sciences
M.S. in Biological Sciences with concentration in Physiology, San Jose State University; B.S in Physiology, University of California, Davis.

NELSON, JEFFREY, 1988
Director of Athletics
Technology Division Chair
Instructor in Physical Education
Tennis Coach
M.A. in Education, Stanford University; B.S. in Physical Education, California State University, Hayward; A.A. Cañada Community College.

NEGASH, WORKU, 1999
Dean of Administrative Services
Ph.D. in Higher Educational Administration and Policy Analysis, Stanford University; M.A. in School Administration, Loma Linda University; Ed.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, CHAU, 2006
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Child Development, CSU-Hayward.

NGUYEN, DANNY, 2006
Director of Community Education
Pharm.D. in Pharmacy Science University of Southern California; additional course work, San Jose State University.

NGUYEN, MYTRA, 2001
Instructor in Child Development
Ed.D. (candidate) in Adult Education, NOVASouthern 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)
Ph.D. in Human Science, Saybrook Graduate School and Research Center; M.A. in Counseling Psychology, University of Notre Dame de Namur; B.A. in Education, Van Hanh University.

NGUYEN, THOI T., 1990
Instructor in Mathematics
M.A. in Math, University of California, San Diego in La Jolla; B.A. in Math with minor in History and French.

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; graduate studies, University of Phoenix and at Walden University, Minneapolis, MN.

O’NEIL, JOHN, 2005
Instructor in English as a Second Language
MA 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 Hartt School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.

OSTRANDER, HELEN, 2001
Coordinator, 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.

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  
Masters in Public Administration, CSU, Eastbay; M.S. in School Counseling and Pupil Personnel Services Credential, CSU, Sacramento; B.A. in Psychology, Fresno State University.

PHAM, HUNG, 1998  
Instructor in Computer Networking  
M.S. and B.S. in Electrical Engineering, University of Louisville, Kentucky.

PHILLIPS, RONNIE, 2006  
Instructor in Real Estate  
Master of Land Economics & Real Estate, Texas A & M University; BBA in Management with emphasis on Project Management, University of Houston-Downtown; California Licensed Real Estate Broker.

POE, CLINT H., 1995  
Physics and Astronomy Department Chair  
Instructor in Physics  
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.A. in Physics, University of North Carolina, Chapel Hill.

POWERS, JOAN T., 1989  
Instructor in English as a Second Language  
M.A. in Education (Curriculum and Instruction), University of California, Riverside; Certificate in TESOL, University of California - Riverside Extension; B.A. in Individual Plans of Study (International Relations and Foreign Affairs), University of Illinois, Champaign-Urbana.

QAZI, CAROL, 1999  
Director, International Student Center  
M.A. in English/ESL, Arizona State University; B.A. in History, Northern Illinois University.

RAMOS, FRANK, 2007  
Director of Evening, Weekend and Emergency Programs & Services  
M.A. in Public Administration, CSU Bakersfield; BS Workforce Education and Development, Southern Illinois; AA in Liberal Studies and AS degree in Fire Technology, Bakersfield College.

REPLICON, JEAN, 1995  
Instructor in Biological Sciences  
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

RETTERATH, LINDA, 1990  
Instructor in Mathematics  
M.A. in Mathematics, University of California, Los Angeles; M.A. in Counselor Education, San Jose State University; Masters of Christian Studies, New College, Berkeley; B.A. in Mathematics, University of California, Los Angeles.

RITZ, CHRISTINE, 2002  
Instructor in English  
M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at U.C.S.C. Extension.

RIVAS, MONICA, 1999  
Division Chair, Cultural and Technical Arts (CATA)  
Instructor in Foreign Language (Spanish and Italian)  
Ph.D. in Romance Languages, University of Oregon; M.A. in Spanish Literature, University of Oregon; graduate study, Universitat del Rius i Taulet, 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  
President  
Ed.D. in Educational Leadership and Change, Fielding Graduates University; M.A. in Comparative Literature, University of California, Berkeley; B.A. in Comparative Literature, Occidental College; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University.

ROSNER, JULIANE, 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.

SABHERWAL, SAROJ, 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; LMFT, Licensed Marriage and Family Child Counselor, State of California; B.A. in Social Work, San Jose State University.

SANIDAD, DANIEL A., 2001  
Dean of Student Support 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.

SHIELDS, DONALD, 2007  
Instructor in Graphic Design and Multimedia  
M.F.A. Painting from Southern Methodist University, Dallas; B.F.A Painting and Drawing from Washington University in St. Louis.

SIENNA, PHILLIP, 1979  
Instructor in Physical Education  
Ed.D. in Physical Education, Brigham Young University; M.A. in Physical Education, University of Colorado; B.S. in Physical Education, Springfield.

SNYDER, 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, MICHIE, 2004  
Librarian  
M.L.I.S. in Library and Information Studies, University of Hawaii; B.S. in Business Administration, University of Nevada, Reno.

STEWARDS, 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  
Ed.D. in Educational Leadership in Higher Education, Fielding Graduate University, Santa Barbara, CA; M.A. Sculpture, San Jose State University; B.S. Industrial Design, San Jose State University.

THICKER, HELAYNA, 1990  
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, LYNNE, 2002  
Instructor in Art  
M.F.A. from San Francisco Art Institute; B.S. from Southwest Missouri State University.

TRAN, REBECCA, 2004  
Counselor  
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies, San Jose State University.

TRAN, THEA, 2002  
Counselor  
M.A. in Counseling Psychology, Institute of Transpersonal Psychology, 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 California Berkeley.

VALENZUELA, CAMILLA, 2005
Child Development Department Chair
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, CA.

VERMA, KAMLESH, 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
Ed.D in Higher Education Administration, University of Southern California, Los Angeles; MS in Management of Rehabilitation Services, DePaul University, Chicago; BS in Therapeutic Recreation, Southern Illinois University.

WHISTLER, BRUCE, 2004
Program Manager, Workplace Learning Resource Center
MED TESOL, Temple University, Tokyo; BA Psychology, UC Santa Cruz; A.A. Napa Community College.

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
Biological Sciences, Department Chair
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.

WITTSCHI, LAURA L., 2004
Librarian
M.I.L.S. in Information and Library Science, University of Michigan, Ann Arbor; B.A. in Art History, Oakland University, Rochester, Michigan.

WONG, ELAINE, 2004
Librarian
M.I.L.S. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TEFL/ESL Certificate, University of California, San Diego; A.A. in Art, Mira Costa College.

WONG, REYNOLD J., 1978
Instructor in Computer Networking Electronics Technology
B.S. in Electrical Engineering, University of California, Berkeley; additional graduate study in Mathematics, San Francisco State University; additional graduate study in Biological Sciences, University of California, Santa Barbara.

WUNDRAM, BRENNIA, 2001
Physical Education Department Co-Chair
Instructor in Physical Education (Dance)
M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

XU, WENXIANG (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 2007-2008
(Faculty are current as of Summer 2007)

ALAMEDA, CORA
Computer Applications

ALLEN, FRED
ESL

ALLEN, GEORGE
Reading

ALMEIDA, JOSE
Wellness and Human Performance/Athletics

AL-ZUBI, MOHAMMED
CIT

ANTISDEL, GENE
Graphic Design

ARIAS, DANIEL JAMES
Hospitality Management

ARONSON, MIKE
Mathematics

BACA, LEONARDO
CIT

BALUTA, JOLANTA
Health Occupations

BEADELL, BRAD
Computer Applications

BECK, RONALD
Computer Applications

BERNABEI, DONNA
ESL

BERNACCHI, WILLIAM
Accounting

BEVIS, TODD A
Art

BJORK, WILLIAM
Accounting

BOERNER, KAREN
ESL

BORROR, DAVID
English

BOSNOYAN, EDDIE
Biological Science

BOYCE, IRIS B
Math

BREMS, MARIANNE
ESL

BROEDER, MARINA
ESL

BROWN, GEORGE
Music

BROWN, KAREN
Health Occupations

BROWNING, LUCINDA
Communication Studies

BUBULA-PHILLIPS, IRENE
Spanish

BUGG, JASON
Wellness and Human Performance

BUSALACCHI, ALEXIS
Communication Studies

CABRERA, FERNANDO
Spanish

CAHILL, KATHLEEN
Nutritional Science

CAHILL, RICHARD
Chemistry

CAMPBELL, HUSSAYN
CIS

CARLEY, SHANE
Athletics

CARPENTER, VALORIE
Business

CHADWICK, JENNIFER
Accounting

CHAN, BING RU
Math

CHEN, MEI-LING
CIS

CHENNA, RAO V
CIT

CHIN, JAMES
Health Occupations

CONG-HUYEN
Laini

COON, CHERYL
Art

CORY, LINDA J
Retail Floristry

CORMIER, JEFF
Sociology

DAVIS, ERIN
Wellness and Human Performance

DAVIS, GEOFFREY
Mathematics

DAVIS, MARGARET
ESL

DAYHARSH, GERI
English

DE LOURAILLE, PHILIP
Physics

DE GEORGE, TONI
Health Occupations

DEVITO, LORI
Nutritional Science

DIAZ, FRANK
Real Estate
DINH, HUNG Mathematics
DINH, STEVEN Vietnamese
DOBBS, MARK Anthropology
DORRANCE, GEORGE Accounting
DRAZKIEWICZ, ANETA Biological Science
DRION, YOKA Music
ECABANDE, JUDITH F Health Occupations
EDDY, BOB Management and Supervision
EL FAHDI, MUSTAPHA CIT
ELLIOIT, JEFFREY Real Estate
ENGEL, MARK Art
ESCOVER, MATTHEW Political Science
ESTRADA, BRIAN Hospitality Management
EVANS, ANNEEN Mathematics
FADECARLO, PAULINE Wellness and Human Performance
GALASSO, GARY Hospitality Management
FRANKEL, DONNA Business
FISCHER, VIRGINIA Mathematics
FIECHTER, VALERIE ESL
FETTGATHER, BOB Psychology
FETTGATHER, BOB Counseling
FLEICHER, VALERIE ESL
FISCHER, VIRGINIA Mathematics
FLORES, CAROL Health Occupations
FRAKEL, DONNA Wellness and Human Performance
FRYE, ROBERT English
GALASSO, GARY Fire Science
GARCIA, ALBERTO Spanish
GARD, INA J English
GATEWOOD, JESSICA English
GATT, LARRY Fire Science
GEE, JOHN Mathematics
GEER, LARRY Design Drafting Technology
GELMAN, STEPHANIE A Hospitality Management
GHEORGHIU, DORIN CIT
GILL, HERMAN Psychology
GODFREY, GRETHEN ESL
GONZALEZ, JOSE V Spanish
GONZALEZ, MARIA Spanish
GOODMAN, LINDA M Art
GOODWIN, WILLIAM F CIT
GOODY, ROY CET
GRAYSON, BETTY K Health Occupations
GRECO, RICHARD Business
GRZYMALA, KEVIN History
HALL, GUY Fire Science
HALPEN, RENE J Child Development
HARDING, ANN ESL
HARMER, CRAIG T Business
HARRIS, ELIZABETH Communication Studies
HARRIS, LYDIA G Read
HARRIS, MELANIE R Health Occupations
HARRISON, MARK English
HAWES, LISA Global Studies
HAWKINS, DEBORAH A Music
HAYDEN, RICHARD Political Science
HORTON, EMMIE ESL
HUSAK SGE, GAE L Business
HURKMANS, LINDA M Psychology
HUSAR, NATALIYA English
HUSEMAN, DAVID Fire Science
JACOB, JENNIFER D English
JELLISON, HEATHER ESL
JENKINS, PEGGY English
JONES, ANTHONY Real Estate
JOHNSON, DAVID Mathematics
KARU, CHUGUSA ESL
KAPPA, RAYMOND E Business
KAUSHAL, KHAN D CIT
KILO, MEDEN F Chemistry
KILANI, MOHAMED CIT
KINNELL, GREG History
KOSLOSZKY, AMB Psychology
KRAINES, DENAVA Wellness and Human Performance
KRISHNAMURTHY, LALITHA CIS
KROES, KENNETH Design Drafting Technology
KRUGIC, SHARON ESL
KURI, CAROLYN A Counseling
LAH, SHAWN English
LAI, CHU-HUI Art
LAMAR, DAVE Graphic Arts
LAWHEAD, THERESA A Counseling
LEADBEATER, WARRELL F Business
LESNEWSKY, SANDY Retail Floristry
LEW, RON Wellness and Human Performance
LIGOKCZ, CHRISTEL DISC
LINDSEY-RIVERA, KRISTIN Art
LINDUSKA, MARY Music
LIU, HUA-FU Chinese
LO, BILLIE Chemistry
LOGG, JACKIE Sociology
LOW, SUSAN Mathematics
LYNCH, AUDRY English
LYNCH, DENNIS Mathematics
MACDONALD, PETER Wellness and Human Performance/Athletics
MADDEN, BARBARA Accounting
MAGALLON, MANUEL A Art
MAHONY, MARLENE English
MAJUMDAR, RUCHIRA Mathematics
MALIK, ASHOK Biological Science
MANGALINDAN, MYRNA Health Occupations
MARCIEL, ALICE Reading
MARDER, PATRICK History
MARIANETTI, NOEL ESL
MARK, NORMA Graphic Arts
MARTIN, RANDY Computer Applications
MATENCIUC, ANTONESCU, BEATRICE Computer Applications
MATTHEWS, EDIE English
MCCORMICK, DREW C Business
MCDONNELL, SUSAN M Hospitality Management
MCKENNA, MICHAEL A Fire Science
MEHLMAN, BARBARA Art
MILLAR, WILLIAM Hospitality Management
MONTJO, KENNETH Political Science
MOORE, JEANNETTE ESL
MORRONE, PETER Mathematics
MUSTAFAVI, MOHAMAD Biological Science
MURPHY, AUGUSTA Accounting
MUTZ, JACQUELINE English
NAGID, DAVID Computer Applications
NAKAMURA, RODNEY Wellness and Human Performance
NGUYEN, DUC Mathematics
NGUYEN, MINH TUAN Counseling
NISHIKI-FINLEY, RICHARD Chemistry
NOLL, PAUL B Business/Management
OBEID, KHALID Arabic
O'BRIEN, PAUL Chemistry
O'CONNOR, KATHERINE Sociology
O'CONNOR, CHARLES T CIT
O'KLOCK-STEIN, PAMELA English
OTSIABAH, ISAAC ESL
PAIUS, WILLIAM J Art
PALMER, LISA English
PANDIT, MANDAR K ESL
PASION, MARK Sociology
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<td>WILEY, JOHN</td>
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<td>WILLIAMS, LANIA</td>
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<td>WISNER, SALLIE</td>
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<td>WOOD, KAHRYN L</td>
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<td>YANG, J. C.</td>
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<tr>
<td>YU, JUDY CHU</td>
<td>Chinese</td>
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<tr>
<td>ZARAGOZA, GAMALIEL</td>
<td>Design Drafting/Technology</td>
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<td>ZILG, CHRISTOPHER A</td>
<td>Business</td>
</tr>
<tr>
<td>ZLATOGOROV, ELENA</td>
<td>Chemistry</td>
</tr>
</tbody>
</table>
Emeriti Administration and Faculty
(Dates indicate year of employment and year of retirement.)

ALAMEDA, CORA A.
Instructor in Business Office Technology
(1977-1993)

AMARELL, DIETRICH
Instructor in Hospitality Management
(1979-1998)

BARTLETT, N. JEAN
Instructor in Nursing
(1979-1996)

BERGMAANN, ROBERT L.
Instructional Dean
(1965-1990)

BICOCCA, DIANNA DEE
Instructor in Health Occupations

BOEGEHOLZ, MANFRED
Instructor in Hospitality Management
(1968-1994)

CALLAWAY, LEE W.
Vice President, Instruction

CHIANG, YUN-HWA (TERI)
Instructor in Mathematics
(1975-2004)

CLAUDIO, CESARE S.
Instructor in Music
(1964-1986)

CORDERO, DON
Articulation Officer
(1974-2004)

CREED, KATHLEEN
Instructor in Health Occupations

DEMARCO, PHILIP
Instructor in Business
(1972-2002)

ESTRADA, ERLINDA
Librarian
(1999-2005)

FISHER, CAROLYN
Instructor in Health Occupations
(1977-2004)

FLETCHER, MARY
Instructor in Sociology
(1970-1996)

FLOLO, HELENE
Instructor in Health Occupations

FORD, JONEL
Instructor in English
(1968-1996)

GARD, INA
Instructor in English

GOODY, ROY W.
Instructor in Computer Networking Electronic Technology
(1979-2006)

GRAYSON, BETTY
Instructor in Health Occupations
(1975-2004)

GREENWOOD, GAIL
Instructor in History
(1987-2005)

HACKER, JO ANN
Instructor in English As a Second Language

HANSEN, GERALD
Instructor in Drafting
(1980-1991)

HARRIS, LYDIA
Instructor in Child Development and Reading
(1976-2000)

HAWKS, DORIS B.
Instructor in Vocational Nursing
(1967-1979)

HAYDEN, RICHARD
Instructor in Political Science
(1964-1991)

HOM, GLORIA
Instructor in Economics

HOOPER, JUDITH E.
Counselor
(1990-2003)

HULL, AL
Instructor in Graphic Technology
(1979-1988)

HUSTON, VIVIAN L.
Counselor
(1966-1979)

JACKINS, TIMOTHY
Instructor in Mathematics
(1976-2004)

JIMENEZ, CHRIS
Counselor
(1979-2002)

JOHNSON, JONI
Counselor
(1987-2004)

JOSLYN, DON D.
Instructor in Art
(1975-1998)

LORIE, ILEANA
Instructor in Mathematics

MADALENA, RUTH
Instructional Dean
Vocational Education and Matriculation
(1974-1997)

MAGALLON, MANUEL
Instructor in Art

MATARANGAS, DAN
Vice President, Student Services

MCKENNA, MICHAEL
Instructor in Fire Technology
(1979-2001)

MICHIOLOZZI, BETTY N.
Counselor
(1968-1986)

MONROE, CLIFF
Instructor in Design Drafting Technology
(1991-2007)

MOORE, MARY
Instructor in Health Education
Counselor
(1980-2002)

MORALES, TAB
Counselor
(1987-2001)

NAUGLE, ELIZABETH J.
Instructor in Nursing Education

NOON, ROZANNE
Instructor in History
(1967-1987)

PABICH, PHILIP
Dean of Workforce and Continuing Education
(1987-2006)

PETTE, DIANE
Counselor

PIETZ, JOSEPH
Instructor in Chemistry
(1981-2000)

PETERS, RICHARD
Instructor in Real Estate
(1977-2005)

RIGGERT, EVELYN
Instructor in Health Occupations
Counselor
(1967-2001)

RINGEL, KAY
Instructor in Computer Applications
(1977-2002)

ROBERTS, ANN
Instructor in Reading

SMITH, JUDIE
Librarian
(1987-2005)

TAMBE, SUMI
Manager, Instruction
(1973-2002)

TAYLOR, JAMES R.
Instructor in English
(1967-2001)

TAYLOR, LOUIS JR.
Instructor in Psychology
(1969-1987)

THODE, THOMAS A.
Instructor in Physical Science
(1964-1993)

TIERNAN, GREGORY S.
Instructor in English
(1968-2001)

TOPPEL, CAROL
Instructor in Learning Services
(1982-2006)

TRASK, TOM
Instructor in Biological Science
(1975-2006)

WISNER, SALLIE
Computer Lab Faculty Specialist/Webmaster
(2000-2004)

XIVIES, PETER
Instructor in Drafting
(1977-2002)

ZERBONI, CAROLYN
Instructor in English
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