College Calendar

**SUMMER SESSION 2008**

*June 2, 2008 – August 25, 2008*

- Instruction begins: June 2
- Legal holiday, Independence Day: July 4
- End of Summer session: August 25

**FALL SEMESTER 2008**

*September 2, 2008 – December 20, 2008*

- Legal holiday, Labor Day: September 1
- Instruction begins: September 2
- Last day to register and add classes: September 12
- Legal holiday, Veterans' Day: November 11
- Last day to drop semester-length classes with a "W": November 21
- Thanksgiving Holiday: November 27-29
- Fall semester final examinations: December 15-20
- Last day for Saturday classes: December 13
- Winter Break, Campus closed: December 22–January 1

**WINTER SESSION 2009**

*January 5, 2009 – January 28, 2009*

- Instruction begins: January 5
- Legal holiday, Martin Luther King: January 19
- End of Winter session: January 28

**SPRING SEMESTER 2009**

*February 2, 2009 – May 30, 2009*

- Instruction begins: February 2
- Last day to add full-term classes: February 12
- Legal holiday, President’s Birthday: February 13–16
- Legal holiday, Cesar Chavez Day: March 30
- Spring Break: March 30 – April 4
- Last day to drop full-term classes with a "W": May 1
- Last day for Saturday classes: May 23
- Legal holiday, Memorial Day: May 25
- Spring semester final examinations: May 26–30
- Commencement: May 29
Table of Contents

Calendar .................................................................................................................. 2
Campus Telephone Directory ............................................................................. 4
Message from the Mission College President ................................................ 5
Policy on Non-Discrimination .......................................................................... 6
General Information .......................................................................................... 181
Philosophy .......................................................................................................... 7
Accreditation ........................................................................................................ 7
Academic Organization ....................................................................................... 7
History of the College District ......................................................................... 8
Foundations .......................................................................................................... 8
Academic Programs ............................................................................................. 9
Occupational Programs ...................................................................................... 9
Course Repetition ............................................................................................... 10
Description of Courses and Programs ............................................................... 10
Associate Degree Graduation Requirements ................................................... 12
Transfer Programs ............................................................................................... 18 - 24
Admission Requirements (Eligibility) ................................................................. 180
Registration Procedures .................................................................................... 180
Academic Regulations and Standards ................................................................. 183
Equal Opportunity and Non Discrimination Policy ............................................ 6
Right to Know ...................................................................................................... 186
Student Support Services ................................................................................... 190 - 194
Classified, Faculty and Administration .............................................................. 195 - 204
Campus Locator Map ........................................................................................ 205
Index .................................................................................................................... 206 - 207

Changes in Rules and Policies

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

Alternative Media

This publication is available in alternative media on request. Please contact the Disability Instructional Support Center in Room S2-201 or call 408.855.5085 or TTY 408.727.9243
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.

<table>
<thead>
<tr>
<th>Mission College</th>
<th>(408) 988-2200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate Office</td>
<td>855-5413</td>
</tr>
<tr>
<td>ACCESS Program</td>
<td>855-5192</td>
</tr>
<tr>
<td>Admissions</td>
<td>855-5000</td>
</tr>
<tr>
<td>Administrative Offices:</td>
<td></td>
</tr>
<tr>
<td>Dean of Instruction</td>
<td>855-5219</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>855-5219</td>
</tr>
<tr>
<td>Dean of Workforce &amp; Continuing Education</td>
<td>855-5180</td>
</tr>
<tr>
<td>Dean of Technology</td>
<td>855-5235</td>
</tr>
<tr>
<td>Community Education</td>
<td>855-5105</td>
</tr>
<tr>
<td>Office of Instruction</td>
<td>855-5180</td>
</tr>
<tr>
<td>President's Office</td>
<td>855-5123</td>
</tr>
<tr>
<td>Technology</td>
<td>855-5235</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>855-5230</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td>855-5180</td>
</tr>
<tr>
<td>Vice President, Student Services</td>
<td>855-5197</td>
</tr>
<tr>
<td>Allied Health</td>
<td>855-5375</td>
</tr>
<tr>
<td>Applied Science</td>
<td>855-5375</td>
</tr>
<tr>
<td>Articulation Office</td>
<td>855-5081</td>
</tr>
<tr>
<td>ASB Office</td>
<td>855-5401</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>855-5335</td>
</tr>
<tr>
<td>Audio Visual Services</td>
<td>855-5135</td>
</tr>
<tr>
<td>Bookstore</td>
<td>855-5080</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>855-5117</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>855-5228</td>
</tr>
<tr>
<td>Career Placement Center</td>
<td>855-5101</td>
</tr>
<tr>
<td>Career Transfer Center</td>
<td>855-5115</td>
</tr>
<tr>
<td>Cashier</td>
<td>855-5029</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>855-5173</td>
</tr>
<tr>
<td>Commercial Services</td>
<td>855-5335</td>
</tr>
<tr>
<td>Commercial and Technical Arts (CATA)</td>
<td>855-5411</td>
</tr>
<tr>
<td>Communications</td>
<td>855-5295</td>
</tr>
<tr>
<td>Community Education</td>
<td>855-5105</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>855-5359</td>
</tr>
<tr>
<td>Cooperative Work Experience</td>
<td>855-5170</td>
</tr>
<tr>
<td>Corporate Training/Contract Ed</td>
<td>855-5200</td>
</tr>
<tr>
<td>Counseling</td>
<td>855-5030</td>
</tr>
<tr>
<td>Disability Instructional Support Center (DISC)</td>
<td>855-5085</td>
</tr>
<tr>
<td>Duplicating Center</td>
<td>855-5410</td>
</tr>
<tr>
<td>Extended Opportunity Program and Services (EOPS)</td>
<td>855-5055</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>855-5295</td>
</tr>
<tr>
<td>Evening / Weekend Administration</td>
<td>855-5145</td>
</tr>
<tr>
<td>Pager</td>
<td>995-7937</td>
</tr>
<tr>
<td>Fees/Refunds</td>
<td>855-5029</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>855-5065</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>855-5375</td>
</tr>
<tr>
<td>Fitness Lab</td>
<td>855-5371</td>
</tr>
<tr>
<td>Grades by Telephone</td>
<td>741-8734</td>
</tr>
<tr>
<td>Health Services (Student)</td>
<td>855-5140</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>855-5246</td>
</tr>
<tr>
<td>Institute for International Studies (IIS)</td>
<td>855-5110</td>
</tr>
<tr>
<td>Learning Assistance &amp; Tutoring Center (LATC)</td>
<td>855-5085</td>
</tr>
<tr>
<td>Library (LIB) Circulation</td>
<td>855-5150</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>855-5151</td>
</tr>
<tr>
<td>Lost and Found (Police Office)</td>
<td>855-5435</td>
</tr>
<tr>
<td>Mathematics Department</td>
<td>855-5295</td>
</tr>
<tr>
<td>Math Tutorial Lab</td>
<td>855-5334</td>
</tr>
<tr>
<td>Mathematics Engineering Science Achievement (MESA)</td>
<td>855-5041</td>
</tr>
<tr>
<td>Natural Sciences/ Engineering</td>
<td>855-5255</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>855-5435</td>
</tr>
<tr>
<td>Police Office</td>
<td>855-5439</td>
</tr>
<tr>
<td>President's Office</td>
<td>855-5123</td>
</tr>
<tr>
<td>Records Office</td>
<td>855-5020</td>
</tr>
<tr>
<td>Registration by Telephone (T-Reg)</td>
<td>741-8734</td>
</tr>
<tr>
<td>Recruitment and Outreach</td>
<td>855-5585</td>
</tr>
<tr>
<td>Safety Escort Service</td>
<td>855-5435</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>855-5255</td>
</tr>
<tr>
<td>Staff Development Office</td>
<td>855-5412</td>
</tr>
<tr>
<td>Student Services/Student Development</td>
<td>855-5197</td>
</tr>
<tr>
<td>Technologies</td>
<td>855-5335</td>
</tr>
<tr>
<td>Teleconferencing/Television</td>
<td>855-5132</td>
</tr>
<tr>
<td>Testing</td>
<td>855-5098</td>
</tr>
<tr>
<td>Transcripts</td>
<td>855-5024</td>
</tr>
<tr>
<td>Tutorial Center</td>
<td>855-5097</td>
</tr>
<tr>
<td>Veteran Services</td>
<td>855-5011</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>855-5375</td>
</tr>
<tr>
<td>Welcome Center Office (Title V)</td>
<td>855-5083</td>
</tr>
</tbody>
</table>
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

Board of Trustees:
Mr. Robert T. Owens, President
Ms. Joy Atkins, Vice President
Mr. Chris Constantin
Mr. Wade Ellis, Jr.
Dr. Jack Lucas
Mr. Buck Polk
Mr. Chris Stampolis
Mr. Adam Black, Student Trustee, Mission College
Ms. Sarah Ochoa, Student Trustee, West Valley College
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY
Mission College is an Affirmative Action, Equal Opportunity Employer and in compliance with Section 504 of the Rehabilitation Act of 1963, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, does not discriminate on the basis of race, color, national origin, mental or physical handicaps, age or sex in any of its policies, practices, or procedures. Limited English skill will not be a barrier to admission and participation in Vocational Education programs. Persons who seek information and/or resolution of alleged acts of discrimination are directed to contact the offices listed in the box below.

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

PANTAY NA OPORTUNIDAD AT WALANG DISKRIMINASYON
Ang pamantasang ng Mission ay Affirmative Action, Equal Opportunity Employer na sumusunod sa patakarang 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 nagdiskriminarse sa kanilang uri, kulay, pinagmulang bayan, edad, kasarian o kapsansan sa alinmang parte ng patakarang nito. Ang kakayahan sa pag Ingles ay hindi maaring maging pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakarang nito. Ang kakayahan sa pag Ingles ay hindi maaring maging pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakarang nito. Ang kakayahan sa pag Ingles ay hindi maaring maging pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakarang nito.

IGUAL OPORTUNIDAD SIN DISCRIMINACION
Mission Community College cumple con las leyes de Acción Afirmitativa y de Igual Oportunidad de acuerdo con la Sección 504 del Acto d Rehabilitación de 1973, Título IX de las Enmiendas Educativas de 1972 y Título VI del Acto de Derechos Civiles de 1964, y no discrimina a base de raza, color, origen nacional, desventajas mentales o 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 básketbol o cualquier otro deporte “cuya meta o actividad principal exige el contacto corporal”).

Principal
Hoà Dược Công Đồng West Valley-Mission luôn mở rộng đa đa do nhân sinh viên các nơi.

Trưởng Đại-Học Công Đồng Mission không kỳ thi vì tuổi tác, giới tính, khuyết tật, chứng cờ, màu da, khuyết huyệt chính thức, trong mọi chương trình hay trong các lớp học.
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:

• Provides transfer, degree, and certificate programs in lower division arts and sciences; community, career, and vocational education; and educational opportunities in basic skills and English as a Second Language;
• Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;
• 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;
• Provides comprehensive academic and technological resources; and
• 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, gather and evaluate information, and perform quantitative and qualitative analysis.
5. Involving the community as an active participant and resource to learning and the expansion of knowledge.
6. Making the College an active part of the community and the community an active part of the College.
7. Providing necessary services and resources to assist students in achieving their educational goals.
8. Fostering a spirit of cooperation and team work in carrying out the educational program, including needs assessment, planning, budgeting and evaluation.
9. Providing a process of improvement and renewal for all staff, programs and services through evaluation, research and development.

CULTURAL PLURALISM

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

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

1. Addressing the needs of the culturally diverse student population at Mission College.
2. Exposing all Mission College students to ideas and experiences originating from a variety of cultures.
3. Reducing prejudice, racism, and all types of oppressive social, political, and economic discrimination of minority groups.
4. Addressing gender inequity by increasing awareness of women’s achievements, past and present.
5. Increasing students’ and staff’s awareness, understanding, and appreciation of the diverse ethnic and cultural groups that comprise our society through comparison of attitudes and philosophies that are Western and non-Western.
6. Assisting students and staff in examining the reasons behind thinking that is limited by stereotypic, ethnocentric, chauvinistic, or monolithic views.
7. Facilitating student and staff understanding of cultural perspectives of others, as well as their own.

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

ACCREDITATION

Mission College is accredited by the Accrediting Commission for Community and Junior Colleges (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 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

2008–2009 MISSION COLLEGE 7
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  • Excellence
• Diversity and Inclusion  • Service
• Engaged Learning  • Effective Communication
• Exploration & Creativity  • Partnerships
• Stewardship and Accountability

OUR VISION
• Student Centered  • Technologically
• Collaborative  • Competitive
• Highly Accessible  • Dedicated to Quality
• Teaching and Learning  • Linked to Our Partners
Focused and Communities

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

PEOPLE
We will make our students and employees the foundation for our success.
Teaching and learning: Continually enhance our ability to gauge student needs, goals, and performance, and develop teaching methods to respond to this assessment.
Student and employee development: Attract, develop, and reward highly qualified employees of diverse backgrounds and create an environment that promotes the development of all our students and employees.

ENVIRONMENT
We will create systems to support high levels of achievement.
Information technology: Provide students and staff with the tools they need for success.
Facilities: Create classrooms and offices that support the most effective educational and business practices.

COMMUNITY
We will maintain strong relationships and partnerships.
Community awareness: Deliver our programs and services to all who can benefit.
Collaborating with our educational partners: Provide a seamless educational experience for our students and leverage our resources through coordinated planning and purchasing.
Community partnerships: Deliver educational programs directly in the community and bring 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 or service to students.

HISTORY OF THE DISTRICT
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July, 1962. In October, 1962, the California State Board of Education approved the District’s formation, and in January, 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District.
The District’s first college, West Valley Junior College, became operational in September, 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964–65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College.
In 1964, the 143-acre Fruitvale-Allendale site in Saratoga was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year.
In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September, 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

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

WEST VALLEY/MISSION COLLEGES FOUNDATION
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:
• To provide scholarships and assistance to students
• To administer and manage the Olympiad of the Arts
• To support programs & services of West Valley & Mission College
• To provide liaison between the Colleges and their communities
Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2164.
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 the reverse 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 ACHIEVEMENT FOR OCCUPATIONAL EDUCATION PROGRAMS

Mission College provides degree and/or Certificate of Achievement options for students who undertake occupational educational programs. Certificates of Achievement 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 Achievement (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.

Continued next column.

Certificate of Proficiency

Some departments offer students the option to receive a Certificate of Proficiency which specifies a sequence of coursework. Information on specific course requirements for each certificate can be found under each individual disciplines. Please note that a certificate is awarded only upon completion of all courses with a grade of “C” or better.

Continued on next page.
### Academic Programs

**COURSE REQUISITES**

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

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

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

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

To enroll in a course with a prerequisite:

- If students have successfully completed the prerequisite course at MC, the student will be able to enroll in the class.
- If the student is currently enrolled in the prerequisite, then the student will be allowed to register for the class the following term, but the student must complete the prerequisite satisfactorily or will be subsequently dropped.

To challenge a prerequisite:

If students have not completed the prerequisite at MC, then the student must fill out a Prerequisite Challenge Form (may be obtained at the Counseling Office), and bring an unofficial college transcript, verifying that the prerequisite requirement was met at another college. Both Prerequisite Challenge Form and transcript must be submitted with the add slip to the Admissions and Records office.

How to file a prerequisite challenge:

Students must file their challenge before the first meeting of the class at the MC Admissions and Records Office. If space is available, the student will be enrolled into the class.

- If the challenge is approved, then the student will remain in the class.
- If the challenge is denied, then the student will be notified that he/she will be removed from the class.

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

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

### Basic Skills (30 - Unit Limit)

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

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

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

### 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.

**Extemporizing 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 course 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 007F  Golf - Intermediate
- WHP 007G  Tennis - Beginning
- WHP 007H  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 901-905  ESL Skills Development Lab
- ESL 901, 902, 903, 904, 905, 906  ESL Skills Development Lab
- READ 975, 976, 977, 978  Reading Skills

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

- All Directed Studies 091, 092, 093
- All Selected Topics 099 (if each course is different in title and content)
- ART 190AB  Cultural Events
- COUNS 040AB  Leadership Training
- 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.

**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>32</td>
</tr>
<tr>
<td>Art</td>
<td>35</td>
</tr>
<tr>
<td>Art: Creative Arts</td>
<td>35</td>
</tr>
<tr>
<td>Business (Transfer)</td>
<td>43</td>
</tr>
<tr>
<td>Global Studies</td>
<td>95</td>
</tr>
<tr>
<td>Interdisciplinary Studies: Liberal Arts</td>
<td>111</td>
</tr>
<tr>
<td>Mathematics</td>
<td>127</td>
</tr>
<tr>
<td>Music (Pending State Approval)</td>
<td>131</td>
</tr>
<tr>
<td>Psychology</td>
<td>143</td>
</tr>
<tr>
<td>Social Science</td>
<td>154</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>27</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>40</td>
</tr>
<tr>
<td>Business</td>
<td>43</td>
</tr>
<tr>
<td>Chemistry/Physics: Physical Science</td>
<td>48</td>
</tr>
<tr>
<td>Child Development: Early Childhood Education</td>
<td>50</td>
</tr>
<tr>
<td>Computer Applications: Office Administration</td>
<td>57</td>
</tr>
<tr>
<td>Computer Applications: Office Information Systems</td>
<td>58</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>62</td>
</tr>
<tr>
<td>CNET: Computer Electronics Technology</td>
<td>161</td>
</tr>
<tr>
<td>CNET: Computer Networking Technology</td>
<td>164</td>
</tr>
<tr>
<td>Design Drafting: Electronic</td>
<td>166</td>
</tr>
<tr>
<td>Design Drafting: Mechanical</td>
<td>166</td>
</tr>
<tr>
<td>Design Drafting: Electro/Mechanical</td>
<td>166</td>
</tr>
<tr>
<td>Engineering</td>
<td>78</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>86</td>
</tr>
<tr>
<td>Global Business (Pending State Approval)</td>
<td>43</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>97</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>100</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>107</td>
</tr>
<tr>
<td>Licensed Vocational Nursing to Registered Nursing</td>
<td>149</td>
</tr>
<tr>
<td>Management &amp; Supervision</td>
<td>116</td>
</tr>
<tr>
<td>Semiconductor Manufacturing Technician</td>
<td>120</td>
</tr>
<tr>
<td>Marketing</td>
<td>122</td>
</tr>
<tr>
<td>Psychiatric Technician</td>
<td>140</td>
</tr>
<tr>
<td>Real Estate</td>
<td>146</td>
</tr>
<tr>
<td>Technology: Industrial Technology (Pending State Approval)</td>
<td>159</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>168</td>
</tr>
</tbody>
</table>
Academic Programs

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

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

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 nine other Community Colleges to accept the General Education of these colleges “as completed.” The participating colleges are Chabot (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Ohlone College (Fremont), Los Positas (Livermore).

This means that students who obtain a certification of completion of the Associate Degree General Education requirements 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 or 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 (over initial 60 units for first degree) including all requirements in the new major.
2. Completion of General Education requirements. Mission College will accept “as completed” the required units and proficiency of General Education needed for a second Associate in Arts or Associate in Science degree from a California Public Community College under the following parameters:
   a. The student has completed all of the requirements and has been granted an Associate in Arts or Associate in Science degree from a California Community College accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC).
   b. The student presents official transcripts that verify completion of the Associate in Arts or Associate in Science degree.
3. Must complete a min of 12 units in residence at mission College.
MISSION COLLEGE

GRADUATION REQUIREMENTS 2008-2009

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 be the 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 Requirements**: Fulfill a specialized major as listed in the college catalog.
4. **Basic Competency Requirements**: Proficiency in the following areas is required for an Associate degree:
   - **Reading**: Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or a grade of C (or CR) or better in Reading 53, Speed and Critical Reading (in Area A2 below).
   - **Writing**: Completion of the English 1A, English Composition, with a grade of C or better (in Area A1 below).
   - **Oral Communication**: Successful completion of the proficiency exam or a grade of C (or CR) or better in: COMM 1 for the A.A. Degree, COMM 1, COMM 4, or COMM 15 for the A.S. Degree
   - **Mathematics**: Successful completion of the proficiency exam, or a grade of C (or CR) or better in CNET 53, Math B, C, CM, G or higher mathematics course.
   - **Information Competency**: Successful completion of the proficiency exam, or 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 015 Fundamentals of Communication (3)
   - COMM 020 Argumentation and Debate (3)
   - ENGL 001B English Composition II (3)
   - ENGL 001C Clear Thinking in Writing (3)
   - FRENCHSPAN 003, 4, 5, 6 Intermediate/Advanced Language (5 ea)
   - MATH 000B Plane Geometry (4) or a more advanced Math course
   - PHIL 002 Logic (3)
   - PHIL 003 Introduction to Problems in Ethics (3)
   - PHIL 009 Symbolic Logic (3)
   - READ 053 Speed and Critical Reading (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.

- ANTHR 001 Physical Anthropology (3)
- ANTHR 001L Physical Anthropology Lab (1)
- ASTRO 001 Astronomy (3)
- ASTRO 002 Astronomy Lab (1)
- BIOSC 001A General Biology (5 each)
- BIOSC 004 Microbiology (5)
- BIOSC 005 Anatomy and Physiology (5)
- BIOSC 007 Field Ecology (4)
- BIOSC 008 Exploring Biology (3)
- BIOSC 010 Introduction to Biology (4)
- BIOSC 011 Human Biology (4)
- BIOSC 015 Human Heredity and Disease (3)
- BIOSC 016 Marine Biology (4)
- BIOSC 022 Anatomy & Physiology for Allied Health Workers (4)
- BIOSC 025 Environmental Biology (3)
- BIOSC 030 Tropical Ecology (4)
- BIOSC 041 Principles of Animal Biology (5)
- BION 042 Principles of Plant Biology (5)
- BIOSC 043 Principles of Cell and Molecular Biology (5)
- BIOSC 047, 048 Human Anatomy Physiology (5 each)
- CHEM 001A General Chemistry (5 each)
- CHEM 002 Introductory Chemistry (4)
- CHEM 012A,B Organic Chemistry (5 each)
- CHEM 030A,B Fundamentals of Chemistry (3 each)
- CNET 060 Science: How it Has Changed Our World (3)
- ENGR 003 How Everyday Technology Works (4)
- GEOF 001 Introduction to Physical Geography (3)
- GEOF 002 Principles of Geography (3)
- GEOF 005 Introduction to Physical Geography (3)
- NSS 015 Human Nutrition (3)
- NSS 052 Nutrition for Children (3)
- PHYS 002A,B General Physics (5 each)
- PHYS 004A,B Engineering Physics (5 each)
- PHYS 004D Atomic Physics (2)
- PHYS 010 Introduction to Physics (4)
- PHYS 045 and 045L Technical Physics with Lab (4)
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.

- ARAB 50A, 50B Beginning Conversational Arabic and Culture (3)
- ART 001A Survey of Western Art (3)
- ART 001B Survey of Western Art (3)
- ART 001C Survey of Non-Western Art (3)
- ART 001D Art of the 20th Century (3)
- ART 004 Art Appreciation (3)
- ART 007 Survey of Asian Art (3)
- ART 101 Art of the United States (3)
- ART 101 The History of Modern Design (3) (Also GDES 011)
- ART 031A, 031B Drawing (3 ea)
- ART 033A Basic Design: Two-Dimensional (3)
- ART 033B Basic Design: Three-Dimensional (3)
- ART 034A, 034B Introduction to Advanced Digital Art (3 ea)
- ART 035A, 035B Life Drawing (3 ea)
- ART 037A, 037B Intro./Advanced Computer Animation (3 ea)
- ART 039A Survey of Printmaking (3)
- ART 043A Digital Character Animation (3)
- ART 047A, 047B Watercolor (3 ea)
- ART 048A, 048B Airbrush Painting (3 ea)
- ART 049A, 049B Ceramics-Handbuilding (3 ea)
- ART 067A Ceramics-Potter's Wheel (3 ea)
- ART 075A, 075B Metal Smelting (3 ea)
- ART 078A, 078B Furniture Design and Construction (3 ea)
- ART 085A, 085B Sculpture (3 ea)
- ART 088A, 088B Metal Sculpture Casting (3 ea)
- ART 190A Cultural Events (0.5, 1)
- CHIN 050A, 051A Basic Conversational Chinese (3 ea)
- COMM 012 Intercultural Communication (3)
- ENGL 001B English Composition (3)
- ENGL 005A Survey of English Literature (3)
- ENGL 006A, 006B World Literature (3 ea)
- ENGL 012 African American Literature (3)
- ENGL 014 Native American Literature (3)
- ENGL 015 Intro. to Film Analysis (3) (Also HUMAN 015)
- ENGL 018 Asian American Literature (3)
- ENGL 043 Classical Mythology (3)
- ENGL 044 The Bible as Literature (3)
- ENGL 045 Popular Fiction in America (3)
- ENGL 047 Introduction to Poetry (3)
- ENGL 048 Introduction to Shakespeare (3)
- ENGL 049 Modern Fiction (3)
- ENGL 070 Creative Writing (3)
- FRNCH 001, 002 First/Second Semester French — Elementary (5 ea)
- FRNCH 003, 004 Third/Fourth Semester French — Intermediate (5 ea)
- FRNCH 005, 006 Fifth/Sixth Semester French — Advanced (5 ea)
- FRNCH 001L, 002L French Lab (0.5 ea)
- FRNCH 050A, 050B Basic Conversational French (3 ea)
- FRNCH 051A, 051B Intermediate Conversational French (3 ea)
- FRNCH 062 Introduction to Culture of France (2)
- GDES 011 The History of Modern Design (3) (Also ART 011)
- GDES 013 Creativity and Visual Comm (3) (Also HUMAN 013)
- GDES 073 Digital Photography (3)
- GLOB 005 Global Focus (3) (Also SOCS 005)
- HUMAN 001A, B Human Values in and from the Arts (3)
- HUMAN 007 International Films (3) (Also POLIT 007)
- HUMAN 007 May only be counted in Area C
- HUMAN 013 Creativity and Visual Comm (3) (Also GDES 013)
- HUMAN 015 Intro to Film Analysis (3) (Also ENGL 015)
- HUMAN 016A Hispanic Roots and Culture (3)
- HUMAN 018 African American Culture/Humanities (3)
- HUMAN 020 Asian Roots and Culture (3)
- HUMAN 022 Introduction to Islam (3)
- ITAL 001 First Semester Italian — Elementary (5)
- ITAL 001L Italian Laboratory (5)
- ITAL 050A, B Beginning Conversational Italian (3)
- ITAL 051A, B Intermediate Conversational Italian (3 ea)
- JPN 001, 002 First/Second Semester Japanese — Elementary (5 ea)
- JPN 003A, B Second Year Japanese Language (3 ea)
- JPN 059A, B Beginning Conversational Japanese (3 ea)
- LATIN 001 Elementary Latin (3)
- MUSIC 001 Music History and Literature (3)
- MUSIC 002 Music History and Literature (3)
- MUSIC 005 Fundamentals of Music (4)
- MUSIC 05A Fundamentals of Music Lecture (3)
- MUSIC 010 Music Appreciation (3)
- MUSIC 015A, B, C, D Song Writing (3 ea)
- MUSIC 016 History of Rock Music (3)
- MUSIC 017 Musics of the World (3)
- MUSIC 030A, B/031A, B, C, D Beginning/Intermediate Piano (1 ea)
- MUSIC 032A, B/033A, B Beginning/Intermediate Voice (1 ea)
- MUSIC 056, 057A, B, C, D Beginning Guitar (1 ea)
- MUSIC 041A, B, C, D Mixed Chorus (1 ea)
- PHIL 001 Introduction to Philosophy (3)
- PHIL 002 Logic (3)
- PHIL 003 Introduction to Problems in Ethics (3)
- PHIL 004 Patterns in Comparative Religions (3)
- PHIL 005 Introduction to Social and Political Philosophy (3)
- PHIL 007 Introduction to Philosophy of Science (3)
- PHIL 008 Introduction to Asian Philosophy (3)
- PHIL 010 Introduction to the Philosophy of Art (3)
- PORTG 049A, B Portuguese for the Portuguese Speaking (3 ea)
- PORTG 050A, B Basic Conversational Portuguese and Culture (3 ea)
- PORTG 051A, B Intermediate Conversational Portuguese (3 ea)
- RUS 040 Beginning Conversational Russian and Culture (3)
- SPAN 001, 002 First/Second Semester Spanish — Elementary (5 ea)
- SPAN 001L, 002L Spanish Lab (0.5 ea)
- SPAN 003, 004 Third/Fourth Semester Spanish — Intermediate (5 ea)
- SPAN 005, 006 Fifth/Sixth Semester Spanish — Advanced (5 ea)
- SPAN 050A, B Basic Conversational Spanish (3 ea)
- SPAN 051A, B Intermediate Conversational Spanish (3 ea)
- VIET 001, 002 First/Second Semester Vietnamese — Elementary (5 ea)
- VIET 001L, 002 Vietnamese Laboratory (0.5 ea)
- VIET 049A, B Vietnamese Language & Culture for Fluent Speakers (3 ea)
- VIET 050A, B Basic Conversational Vietnamese (3 ea)
- WHP 003B — 003Z All Dance Classes — 1-2 units
- (see catalog for complete course titles and units)
- WHP 040 Dance Appreciation (3)

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 (3)
- HIST 017B United States History (3)

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

MISSION COLLEGE

Academic Programs

Associate Degree Requirements, 2008-09

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.

ANTHR 002 Introduction to Archaeology (3)
ANTHR 003 Cultural Anthropology (3)
ANTHR 039A 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 051 Culture & Food: A Multicultural Food Survey & Sampling (3)
ANTHR 055 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)
COUNS 055 Valuing Diversity (3)
ECON 001A Principles of Macroeconomics (3)
ECON 001B Principles of Microeconomics (3)
GEOG 002 Introduction to Cultural Geography (3)
GLOBL 001 Global Perspectives (Also SOCS 001) (3)
GLOBL 002 Global Issues (Also SOCS 002) (3)
GLOBL 003 Introduction to Peace Studies (Also SOCS 003) (3)
GLOBL 004 The Developing World (Also SOCS 004) (3)
GLOBL 005 Global Focus (Also SOCS 005) (3)
GLOBL 006 The Global Economy (Also SOCS 006) (3)
HIST 004AB History of Western Civilization (3 ea)
HIST 017AB United States History (2 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 016A 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 101 Introduction to Law and the Legal System (3)
PSYCH 001 General Psychology (3)
PSYCH 002A Experimental Psychophysics (4)
PSYCH 007 Physiological Psychology (3)
PSYCH 010 Social Psychology (3)
PSYCH 012 Human Growth and Development (3)
PSYCH 015 Introduction to Research Methods (3)
PSYCH 020 Theories of Personality (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 048 Introduction to Child and Adolescent Psychology (3)
PSYCH 055 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 039A American Cultures through Travel and Experience: Native Amer. Cultures of the Southwest (Also ANTHR 39A) (3)
SOC 039B American Cultures through Travel and Experience: Urban Cultures of San Francisco (Also ANTHR 39B) (3)
SOC 040 Marriage and Family (3)
SOC 041 Family Issues (3)
SOC 042 Sociology of Religion (3)
SOC 045 Human Sexuality (3)
SOC 046 Human Sexuality: A Global Perspective (3)
SOC 047 Sociology of Criminology (3)
SOCSC 001 Global Perspectives (Also GLOBL 001) (3)
SOCSC 002 Global Issues (Also GLOBL 002) (3)
SOCSC 003 Introduction to Peace Studies (Also GLOBL 003) (3)
SOCSC 004 The Developing World (Also GLOBL 004) (3)
SOCSC 005 Global Focus (Also GLOBL 005) (3)
SOCSC 006 The Global Economy (Also GLOBL 006) (3)
SOCSC 022 Research Methods in Social Sciences (3)
SOCSC 032 Introduction to Community Service (3)
SOCSC 033 Intermediate Community Service (3)
SOCSC 034 Advanced Community Service (3)
SOCSC 035 Internship in Community Service (3)
SOCSC 061 Bases 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.

BIOIS 025 Environmental Biology (3)
BUS 061 Business and Society (3)
CIS 002 Introduction to Computer Programming Using VB (3)
COMHIL 010 Community Health Problems (3)
COMM 004 Small Group Discussions (3)
COMM 008 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 Careers and Life Styles (1)
COUNS 023 Becoming a Master Student-Athlete (2)
COUNS 055 Valuing Diversity (3)
GLOBL 001 Global Perspectives (Also SOCS 001) (3)
GLOBL 002 Global Issues (Also SOCS 002) (3)
HED 002 Health and Lifestyle (3)
HED 009 Health, Drug Abuse and Human Disease (2)
LIB 010 Basic Information Competency (1)
NS 015 Human Nutrition (3)
NS 025 Nutrition for Children (3)
PSYCH 012 Human Growth and Development (3)
PSYCH 020 Theories of Personality (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 040 Environmental Psychology (3)
PSYCH 048 Introduction to Child and Adolescent Psychology (3)
PSYCH 055 Psychology of Death & Dying (3)
SOC 002 Social Problems (3)
SOC 021 Sociology of Minorities in the U.S. (3)
SOC 040 Marriage and Family (3)
SOC 045 Human Sexuality (3)
SOC 046 Human Sexuality: A Global Perspective (3)

Note: Courses appearing in more than one Area may only satisfy the requirement for only one area. 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 TAA’s, visit the Transfer Center, Room E1-201.

REQUIREMENTS FOR TRANSFER STUDENTS (TAs)
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 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.
### Transfer Programs

**MISSION COLLEGE**

**INTERSEGMENTAL GENERAL EDUCATION CURRICULUM CERTIFICATION REQUIREMENTS**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education transfer 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 (PARTIAL CERTIFICATION of the IGETC is allowed although a full completion prior to transfer is highly recommended [science and engineering majors please see a counselor regarding GE requirements] 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.

<table>
<thead>
<tr>
<th>GROUP A: ENGLISH COMPOSITION</th>
<th>GROUP B: CRITICAL THINKING</th>
<th>GROUP C: ORAL COMMUNICATION (CSU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A English Composition I</td>
<td>ENGL 1B English Composition II (SP07)</td>
<td>COMM 1 Public Speaking</td>
</tr>
<tr>
<td>ENGL 1C Clear Thinking in Writing</td>
<td>PHIL 3 Introduction to Problems in Ethics</td>
<td>COMM 20 Argumentation and Debate</td>
</tr>
<tr>
<td></td>
<td>PHIL 17 Logic and Critical Thinking</td>
<td>(some UC majors require Comm 1 please check with a counselor or on ASSIST.org)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>GROUP A: ARTS</th>
<th>GROUP B: HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1A,B Survey of Western Art</td>
<td>HUMAN 13 Creativity and Visual Communication (Also GDES 13)</td>
</tr>
<tr>
<td>ART 1C Survey of Non-Western Art</td>
<td>MUSIC 1 Music History and Literature</td>
</tr>
<tr>
<td>ART 1D Art of the 20th Century</td>
<td>MUSIC 2 Music History and Literature</td>
</tr>
<tr>
<td>ART 4 Art Appreciation</td>
<td>MUSIC 5 Fundamentals of Music (4)</td>
</tr>
<tr>
<td>ART 7 Survey of Asian Art</td>
<td>MUSIC 5A Fundamentals of Music Literature</td>
</tr>
<tr>
<td>ART 10 Art of the United States</td>
<td>MUSIC 10 Music Appreciation</td>
</tr>
<tr>
<td>ART 11 The History of Modern Design (Also GDES 11)</td>
<td>MUSIC 16 History of Rock Music</td>
</tr>
<tr>
<td>GDES 11 The History of Modern Design (Also ART 11)</td>
<td>MUSIC 17 Musics of the World</td>
</tr>
<tr>
<td>GDES 13 Creativity and Visual Communication (Also HUMAN 13)</td>
<td>WHP 40 Dance Appreciation</td>
</tr>
</tbody>
</table>

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

---

18 MISSION COLLEGE 2008–2009
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
ECON 1A Principles of Macroeconomics
ECON 1B Principles of Microeconomics
GEOG 2 Introduction to Cultural Geography
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 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
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 38 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
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 6 The Global Economy (Also GLOBL 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 12A,B General Chemistry (5ea)
*CHEM 15A,B General Chemistry (5ea)
ENGR 3 How Everyday Technology Works (4)

GROUP B: BIOLOGICAL SCIENCES
ANTHR 1 Physical Anthropology
ANTHR 11, Physical Anthropology Laboratory (1)
BIOCS 1A General Biology - Cells (5)
BIOCS 1B General Biology - Organisms (5)
BIOCS 2 Microbiology (5)
BIOCS 5 Anatomy and Physiology (5)

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 A: PHYSICAL SCIENCES

GROUP B: BIOLOGICAL SCIENCES

AREA 6 - LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY
Proficiency equivalent to two years of high school study in a foreign 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. FRNC 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. Depending on the CSU campus, these courses can be used to fulfill Area 4 of IGETC and fulfill this CSU graduation requirement. The American Institutions graduation requirement is an additional 6.0 units for those students who did not graduate from a High School in California.

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 most UCs (check with the Transfer Center for exceptions), nor is it the only way to fulfill the lower-division, general education requirements. Depending on a student's major, the student may find it better to take courses fulfilling the CSU's General Education requirements or those of the UC campus or college to which the student plans to transfer.

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

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

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-") and Pass/No Pass courses are acceptable only if the college catalog defines credit as equivalent to a letter grade of "C" or better (as it does at Mission).

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 for students who have a maximum of 2 remaining classes and would like to transfer without them. Students will be responsible for fulfilling these remaining requirements at the institution they transfer to.

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

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

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 Island
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
California Maritime Academy
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. Intersegmental 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 56 transferable units of Major and General Education courses are required for transfer - 60 is strongly recommended). A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some courses will double count for Major and GE. The requirements listed below are subject to change. Visit the Counseling Office or www.assist.org for updated information.

CSU GE-B

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

In addition, California State University also has an American Institutions graduation requirement which 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

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

SANTA CLARA UNIVERSITY

Santa Clara University accepts a number of transfer students.

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 60 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 20 Argumentation and Debate

A2. Written Communication: ENGL 1A English Composition I

A3. Critical Thinking
1 ENGL 1B English Composition II
PHIL 9 Symbolic Logic
ENGL 1C Critical Thinking In Writing
PHIL 17 Logic and Critical Thinking
PHIL 2 Introduction to Logic
COMM 20 Argumentation and Debate
PHIL 3 Introduction to Problems in Ethics
(PHIL 2, 9 and COMM 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 General Chemistry (5,5)
CHEM 2 Introductory Chemistry (4)
CHEM 12A/B Organic Chemistry I (5,5)
CHEM 20A/B Fundamentals of Chemistry (3 ea)
ENGR 3 How Everyday Technology Works (4)

GEOG 1 Introduction to Physical Geography
PHYS 2A General Physics (5,5)
PHYS 2B General Physics (5,5)
PHYS 10 Introduction to Physics (4)
PHYS 35 and 45L Technical Physics (4)

B2. Biological Sciences
ANTHR 1 Physical Anthropology
ANTHR 2 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 11 Human Biology (4)
BIOSC 15 Human Heredity and Disease
BIOSC 16 Marine Biology (4)
BIOSC 22 Anatomy & Physiology for Allied Health Workers (4)
BIOSC 23 Environmental Biology
BIOSC 30 Tropical Ecology (4)
BIOSC 41 Principles of Animal Biology (5)
BIOSC 42 Principles of Plant Biology (5)
BIOSC 43 Principles of Cell and Molecular Biology (5)
BIOSC 44 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/Quantitative Reasoning
Courses must be complete with a “C” or better.
MATH D Trigonometry
MATH F 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

C8/GE-B Requirements, 2008-2009

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 Introduction to Digital Art
ART 35A Life Drawing
GDES 11 History of Modern Design (Also ART 11)
MUSIC 1 Music History and Literature
MUSIC 2 Music History and Literature
MUSIC 5A Fundamentals of Music Lecture
MUSIC 10 Music Appreciation
MUSIC 16 History of Rock Music
MUSIC 17 Music of the World
WHP 40 Dance Appreciation

C2. Humanities
ARAB 50A, 50B* Beginning Conversational Arabic and Culture
CHIN 50A,B Basic Conversational Chinese
COMM 12 Intercultural Communication
ENGL 1B English Composition II
ENGL 5A Survey of English Literature
ENGL 6A,B World 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
FRNCN 1, 2 First/Second Semester French - Elementary (5 ea)
FRNCN 3, 4 Third/Forth Semester French - Intermediate (5 ea)
FRNCN 5, 6 Fifth/Sixth Semester French - Advanced (5 ea)
FRNCN 1L, 2L French Laboratory (.5 ea)
FRNCN 50A,B Basic Conversational French
FRNCN 51A,B Intermediate Conversational French
FRNCN 62 French Cultural Experience (2)
GDES 13 Creativity and Visual Communication (Also HUMAN 3)
HUMAN 18 African American Culture/Humanities
HUMAN 20 Introduction to Asian Roots and Culture
HUMAN 22 Introduction to Islam
ITAL 1, 1L First Semester Italian, Lab - Elementary (5, .5)
ITAL 50A,B Beginning Conversational Italian
ITAL 51A,B Intermediate Conversational Italian
JPNS 1, 2 First/Second Semester Japanese – Elementary (5 ea)
JPNS 3A,B Second Year Japanese Language (3 ea)
JPNS 50A,B Beginning Conversational Japanese
LATIN 1 Elementary Latin (5)
PHIL 1 Introduction to Philosophy
PHIL 2 Introduction to Problems in Ethics
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
PORTG 49A,B Portuguese for the Portuguese Speaking
PORTG 50A,B Basic Conversational Portuguese
PORTG 51A,B Intermediate Conversational Portuguese
RUSS 40 Beginning Conversational Russian
SPAN 1, 2 First/Second Semester Spanish – Elementary (5 ea)
SPAN 3, 4 Third/Forth Semester Spanish – Intermediate (5 ea)
SPAN 5, 6 Fifth/Sixth Semester Spanish – Advanced (5 ea)
SPAN 1L, 2L Spanish Laboratory (.5 ea)
SPAN 49A,B Spanish for the Spanish Speaking
SPAN 50A,B Basic Conversational Spanish
SPAN 51A,B Intermediate Conversational Spanish
VIET 1, 2 First/Second Semester Vietnamese – Elementary (5 ea)
VIET 1L, 2L Vietnamese Laboratory (.5 ea)
VIET 49A,B, Vietnamese Language/Culture for Fluent Speakers
VIET 50A,B Basic Conversational Vietnamese

C3. 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
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 (Also SOC 39A and SOC 39B)

ANTHR 51 Culture and Food: A Multicultural Food Sampling
ANTHR 55 Magic, Witchcraft and Religion
ANTHR 57 Native Peoples of North America

2008–2009 MISSION COLLEGE 23
Transfer Programs

CSU/GE-B Requirements, 2008–2009

AREA D – SOCIAL SCIENCE CONTINUED

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

D3. Ethnic Studies
*HUMAN 16A Hispanic Roots and Cultures
*COUNS 55 Valuing Diversity

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 31 History of East Asia
HIST 33 Issues of Women Past and Present

D7. Interdisciplinary Social or Behavioral Sciences
BUS 61 Business and Society
CHID 1 Child Growth and Development
GLOBL 1 Global Perspectives (Also SOCSCI 1)
GLOBL 2 Global Issues (Also SOCSCI 2)
GLOBL 3 Introduction to Peace Studies (Also SOCSCI 3)
GLOBL 4 The Developing World (Also SOCSCI 4)
3GLOBL 5 Global Focus (Also SOCSCI 5)
*HUMAN 7 International Films (Also POLIT 7)
*POLIT 7 International Films (Also HUMAN 7)
SOCSCI 1 Global Perspectives (Also GLOBL 1)
SOCSCI 2 Global Issues (Also GLOBL 2)
SOCSCI 3 Introduction to Peace Studies (Also SOCSCI 3)
SOCSCI 4 The Developing World (Also GLOBL 4)
SOCSCI 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 Psychophysiology (4)
PSYCH 7 Physiological Psychology
PSYCH 10 Social Psychology
PSYCH 12 Human Growth and Development
PSYCH 15 Introduction to Research Methods
1*PSYCH 20 Theories of Personality
PSYCH 25 Introduction to Abnormal Psychology
PSYCH 30 Psychology of Addiction and Substance Abuse
PSYCH 33 The Psychology of Personality Growth
PSYCH 48 Introduction to Child and Adolescent Psychology
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 39A Native American Cultures of the Southwest
SOC 39B Urban Cultures of San Francisco
(SOC 39B is also ANTH 39A and ANTH 39B)
SOC 40 Marriage and Family
SOC 41 Family Issues
SOC 43 Sociology of Religion
SOC 45 Human Sexuality
SOC 46 Human Sexuality: Current Issues & Global Perspectives

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.

1BIO SCI 25 Environmental Biology
COMH 10 Community Health Problems
COMM 12 Introduction to Intercultural Communication
COMM 12C Introduction to Intercultural Communication
COUNS 3 Strategies for Success
COUNS 12 Careers and Life Styles
COUNS 12A Careers and Life Styles
H ED 2 Health and Lifestyle

Wellness and Human Performance (PE) Courses (Most courses are 1-unit each. Please refer to College catalog for specific course titles and units).

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:
1These courses may be taken to satisfy only ONE GE Area.
*Pending Fall 2008 approval

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, IGETC/CSU certification, and UC Eligibility 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>POTENTIAL IGETC CREDIT</th>
<th>UC ELIGIBILITY</th>
<th>TOTAL UC UNITS AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>ART 31A</td>
<td>3</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art-General</td>
<td>ART 33A</td>
<td>3</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art-History</td>
<td>#</td>
<td>#</td>
<td>3 units in Area 3A/3B</td>
<td>UC-H</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>BIOSC 10</td>
<td>4</td>
<td>3 units in Area B2 (Lab units ARE NOT awarded)</td>
<td>UC-S</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>CHEM 1A</td>
<td>5</td>
<td>6 units in Areas B1 and B3</td>
<td>UC-S</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 37A/172A</td>
<td>4</td>
<td>---</td>
<td>---</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>Computer Science-AB</td>
<td>CIS 37B/172B</td>
<td>4</td>
<td>---</td>
<td>---</td>
<td></td>
<td>2.7*</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>ECON 1A</td>
<td>3</td>
<td>3 units in Area D2: Series 2</td>
<td>UC-B</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>ECON 1B</td>
<td>3</td>
<td>3 units in Area D2: Series 2</td>
<td>UC-B</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>ENGL 1A</td>
<td>3</td>
<td>3 units in Area A2</td>
<td>UC-E</td>
<td>5.3*</td>
<td></td>
</tr>
<tr>
<td>English Literature/Literature</td>
<td>ENGL 1A+3 units toward Area C of MC GE</td>
<td>6</td>
<td>6 units in Areas A2 and C2</td>
<td>UC-E/UC-H</td>
<td>5.3*</td>
<td></td>
</tr>
<tr>
<td>Government &amp; Political Science -US</td>
<td>POLIT 1</td>
<td>3</td>
<td>3 units in Area D8</td>
<td>UC-B</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>History - European</td>
<td>HIST 4B</td>
<td>3</td>
<td>3 units in Area D6</td>
<td>UC-H/UC-B</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>History – U.S.</td>
<td>Area D: Series 1</td>
<td>6</td>
<td>3 units in Area D6 (does not clear U.S. History and Constitutions Req. for CSU)</td>
<td>UC-H/UC-B</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>History - World</td>
<td>#</td>
<td>#</td>
<td>3 units in Area D6</td>
<td>UC-H/UC-B</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Language - French</td>
<td>FRNCH 3</td>
<td>5</td>
<td>6 units in Area C2</td>
<td>UC-H</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Language – Spanish</td>
<td>SPAN 3</td>
<td>5</td>
<td>6 units in Area C2</td>
<td>UC-H</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Literature - French</td>
<td>FRNCH 4</td>
<td>5</td>
<td>6 units in Area C2</td>
<td>UC-H</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Literature – Spanish</td>
<td>SPAN 4</td>
<td>5</td>
<td>6 units in Area C2</td>
<td>UC-H</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Math Calculus-AB</td>
<td>MATH 3A</td>
<td>5</td>
<td>3 units in Area B4</td>
<td>UC-M</td>
<td>2.7*</td>
<td></td>
</tr>
<tr>
<td>Math Calculus-BC (score of 3)</td>
<td>MATH 3A</td>
<td>3</td>
<td>3 units in Area B4</td>
<td>UC-M</td>
<td>5.3*</td>
<td></td>
</tr>
<tr>
<td>Math Calculus-BC (score of 4 or 5)</td>
<td>MATH 3A+3B</td>
<td>10</td>
<td>3 units in Area B4*</td>
<td>UC-M</td>
<td>5.3*</td>
<td></td>
</tr>
<tr>
<td>Physics-B</td>
<td>PHYS 2A</td>
<td>5</td>
<td>6 units in Areas B1 and B3</td>
<td>UC-S</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>Physics-C</td>
<td>PHYS 4A+4B</td>
<td>10</td>
<td>3 units in Areas B1 and B3*</td>
<td>UC-S</td>
<td>2.7*</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYCH 1</td>
<td>3</td>
<td>3 units in Area D9</td>
<td>UC-B</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>MATH 10</td>
<td>4</td>
<td>3 units in Area B4</td>
<td>UC-M</td>
<td>2.7</td>
<td></td>
</tr>
</tbody>
</table>

* UC and CSU limitations may apply. Be aware that transfer of credit (UC and CSU) based on AP Exams may differ from the units allowed for transfer general education. Also note a maximum of one course per AP exam can be cleared when used on the IGETC pattern.

# Not yet reviewed/approved

Updated June 2008: MC Office of Articulation
### 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.

<table>
<thead>
<tr>
<th>CAN Number</th>
<th>Mission College Course Number &amp; Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 3, Cultural Anthropology</td>
</tr>
<tr>
<td>CAN ART 2</td>
<td>ART 1A, Survey of Western Art</td>
</tr>
<tr>
<td>CAN ART 4</td>
<td>ART 1B, Survey of Western Art</td>
</tr>
<tr>
<td>CAN ART 6</td>
<td>ART 6A, Ceramics - Hand building</td>
</tr>
<tr>
<td>CAN ART 8</td>
<td>ART 31A, Drawing</td>
</tr>
<tr>
<td>CAN ART 10</td>
<td>ART 49A, Painting</td>
</tr>
<tr>
<td>CAN ART 12</td>
<td>ART 85A, Sculpture</td>
</tr>
<tr>
<td>CAN ART 14</td>
<td>ART 33A, Basic Design: Two-Dimensional</td>
</tr>
<tr>
<td>CAN ART 20</td>
<td>ART 41A</td>
</tr>
<tr>
<td>CAN ART SEQA</td>
<td>ART 1A+1B</td>
</tr>
<tr>
<td>CAN BUS 2</td>
<td>ACCTGT 1A, Principles of Accounting</td>
</tr>
<tr>
<td>CAN BUS 4</td>
<td>ACCTGT 1B, Principles of Accounting</td>
</tr>
<tr>
<td>CAN BUS 6</td>
<td>BUS 21, Intro. to Business Computing</td>
</tr>
<tr>
<td>CAN BUS SEQA</td>
<td>ACCTGT 1A+1B</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A, General Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 1B, General Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 6</td>
<td>CHEM 30A, Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CAN CHEM 8</td>
<td>CHEM 30B, Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CAN CHEM SEQA</td>
<td>CHEM 1A+1B</td>
</tr>
<tr>
<td>CAN CHEM SEQB</td>
<td>CHEM 30A+30B</td>
</tr>
<tr>
<td>CAN CSCI 2</td>
<td>CIS 21, Intro to Prgming for Sci &amp; Engineers</td>
</tr>
<tr>
<td>CAN ECON 2</td>
<td>ECON 1A, Principles of Macroeconomics</td>
</tr>
<tr>
<td>CAN ECON 4</td>
<td>ECON 1B, Principles of Microeconomics</td>
</tr>
<tr>
<td>CAN ENGL 2</td>
<td>ENGL 1A, English Composition 1</td>
</tr>
<tr>
<td>CAN ENGL 4</td>
<td>ENGL 1B, English Composition 2</td>
</tr>
<tr>
<td>CAN ENGL 6</td>
<td>ENGL 70, Creative Writing</td>
</tr>
<tr>
<td>CAN ENGL 8</td>
<td>ENGL 5A, Survey of English Literature</td>
</tr>
<tr>
<td>CAN ENGL 10</td>
<td>ENGL 5B, Survey of English Literature</td>
</tr>
<tr>
<td>CAN ENGL 14</td>
<td>ENGL 7A, American Literature</td>
</tr>
<tr>
<td>CAN ENGL 16</td>
<td>ENGL 7B, American Literature</td>
</tr>
<tr>
<td>CAN ENGL 18</td>
<td>ENGL 49, Modern Fiction</td>
</tr>
<tr>
<td>CAN ENGL 20</td>
<td>ENGL 47, Introduction to Poetry</td>
</tr>
<tr>
<td>CAN ENGL SEQA</td>
<td>ENGL 1A+1B</td>
</tr>
<tr>
<td>CAN ENGL SEQB</td>
<td>ENGL 5A+5B</td>
</tr>
<tr>
<td>CAN ENGL SEQC</td>
<td>ENGL 7A+7B</td>
</tr>
<tr>
<td>CAN ENGR 4</td>
<td>ENGR 26, Engineering Materials</td>
</tr>
<tr>
<td>CAN ENGR 6</td>
<td>ENGR 24+24L, Circuit Analysis + Laboratory</td>
</tr>
<tr>
<td>CAN ENGR 8</td>
<td>ENGR 23, Mechanics - Statics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAN Number</th>
<th>Mission College Course Number &amp; Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ENGR 12</td>
<td>ENGR 24, Introduction to Circuit Analysis</td>
</tr>
<tr>
<td>CAN FCS 2</td>
<td>NS 15, Human Nutrition</td>
</tr>
<tr>
<td>CAN GEOG 2</td>
<td>GEOG 1, Introduction to Physical Geography</td>
</tr>
<tr>
<td>CAN GEOG 4</td>
<td>GEOG 2, Introduction to Cultural Geography</td>
</tr>
<tr>
<td>CAN GOVT 2</td>
<td>POLIT 1, American Government</td>
</tr>
<tr>
<td>CAN HIST 2</td>
<td>HIST 4A, History of Western Civilization</td>
</tr>
<tr>
<td>CAN HIST 4</td>
<td>HIST 4B, History of Western Civilization</td>
</tr>
<tr>
<td>CAN HIST 8</td>
<td>HIST 17A, United States History</td>
</tr>
<tr>
<td>CAN HIST 10</td>
<td>HIST 17B, United States History</td>
</tr>
<tr>
<td>CAN HIST SEQA</td>
<td>HIST 4A+4B</td>
</tr>
<tr>
<td>CAN HIST SEQB</td>
<td>HIST 17A+17B</td>
</tr>
<tr>
<td>CAN HIST SEQC</td>
<td>HIST 4A+HIST 4B</td>
</tr>
<tr>
<td>CAN MATH 2</td>
<td>MATH G, Math. for Liberal Arts Students</td>
</tr>
<tr>
<td>CAN MATH 4</td>
<td>MATH 14, Math. for Elem School Teachers</td>
</tr>
<tr>
<td>CAN MATH 8</td>
<td>MATH D, Trigonometry</td>
</tr>
<tr>
<td>CAN MATH 12</td>
<td>MATH 8, Finite Mathematics</td>
</tr>
<tr>
<td>CAN MATH 16</td>
<td>MATH 2, Pre-Calculus Algebra and Trig</td>
</tr>
<tr>
<td>CAN MATH 18</td>
<td>MATH 3A, Analytic Geometry and Calculus</td>
</tr>
<tr>
<td>CAN MATH 20</td>
<td>MATH 3B, Analytic Geometry and Calculus</td>
</tr>
<tr>
<td>CAN MATH 22</td>
<td>MATH 4A, Intermediate Calculus</td>
</tr>
<tr>
<td>CAN MATH 24</td>
<td>MATH 4B, Differential Equations</td>
</tr>
<tr>
<td>CAN MATH 26</td>
<td>MATH 4C, Linear Algebra</td>
</tr>
<tr>
<td>CAN MATH SEQB</td>
<td>MATH 3A+3B</td>
</tr>
<tr>
<td>CAN MATH SEQC</td>
<td>MATH 3A+3B+4A</td>
</tr>
<tr>
<td>CAN PHIL 2</td>
<td>PHIL 1, Introduction to Philosophy</td>
</tr>
<tr>
<td>CAN PHIL 4</td>
<td>PHIL 3, Introduction to Problems in Ethics</td>
</tr>
<tr>
<td>CAN PHIL 6</td>
<td>PHIL 2, Introduction to Logic</td>
</tr>
<tr>
<td>CAN PHYS 2</td>
<td>PHYS 2A, General Physics</td>
</tr>
<tr>
<td>CAN PHYS 4</td>
<td>PHYS 2B, General Physics</td>
</tr>
<tr>
<td>CAN PHYS 8</td>
<td>PHYS 4A, Engineering Physics - Mechanics</td>
</tr>
<tr>
<td>CAN PHYS 12</td>
<td>PHYS 4B, Engr Physics-Electricity &amp; Mag.</td>
</tr>
<tr>
<td>CAN PHYS SEQA</td>
<td>PHYS 4A+4B</td>
</tr>
<tr>
<td>CAN PSY 2</td>
<td>PSYCH 1, General Psychology</td>
</tr>
<tr>
<td>CAN SOC 2</td>
<td>SOC 1, Introduction to Sociology</td>
</tr>
<tr>
<td>CAN SOC 4</td>
<td>SOC 2, Social Problems</td>
</tr>
<tr>
<td>CAN SPCH 4</td>
<td>COMM 1, Public Speaking</td>
</tr>
<tr>
<td>CAN SPCH 6</td>
<td>COMM 20, Argumentation and Debate</td>
</tr>
<tr>
<td>CAN STAT 2</td>
<td>MATH 10, Elementary Statistics</td>
</tr>
</tbody>
</table>
ACCTG (ACCTG)

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
- Accountant Trainee
- Accounts Receivable
- Auditor
- 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>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>ACCTG 022</td>
<td>O</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 033</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 034</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 040</td>
<td>E,O</td>
<td>E,O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>E,O</td>
<td>E,O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 043</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 044</td>
<td>E,O</td>
<td>E,O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 051A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 052</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 058B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 064</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACCOUNTING

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

ACCTG 045 • Estate Planning .......................... 1.0
ACCTG 051A • Income Tax .......................... 3.0
ACCTG 051B • Income Tax .......................... 3.0
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
BUS 021 • Introduction to Business Computing .......................... 3.0
BUS 021L • Introduction to Business Computing Laboratory .......................... 1.0
BUS 026A • Business Law .......................... 3.0
Total Program Certificate Requirements: .......................... 24.0

ACCOUNTING (ACCTG)

001A • PRINCIPLES OF ACCOUNTING .......................... 4.0 units
CAN BUS 2
CAN BUS SEQ A (ACCTG 001A + 001B)
Advisory: MATH 903 and READ 053
Acceptable for credit: University of California, California State University
This course includes basic accounting theory and procedure, the accounting entity, generally accepted accounting principles, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing entries, fixed assets, inventory, receivables, payables, depreciation, payroll, and present value and compound interest concepts. This course may also be offered via distance learning. Grade Only.

001B • PRINCIPLES OF ACCOUNTING .......................... 4.0 units
CAN BUS 4
CAN BUS SEQ A (ACCTG 001A + 001B)
Prerequisite: MATH 903
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, accounting for stocks and bonds, intangible assets, the Statement of Cash Flow, manufacturing, cost accounting, budgeting, analysis of financial statements, and practical managerial problems in accounting. This course may also be offered via distance learning. Grade Only.

021A • 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 extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review but do not have time for a standard full-semester course. This course includes basic business concepts, transaction’s analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may also be offered via distance learning. Pass/No Pass 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 extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review but do not have time for a standard full-semester course. This course continues the study of foundation concepts, terminology, and procedures. Topics include adjustments and closing, accounting completing the cycle, merchandising, and accrual vs. cash basis. A supplementary math review for basic accounting is also provided. This course may also be offered via distance learning. Pass/No Pass Option.

022 • BASIC ACCOUNTING PRINCIPLES & PROCEDURES .......................... 5.0 units
Acceptable for credit: California State University
Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and those who need a review or who have had difficulty in other introductory accounting classes. This course consists of a foundation module that includes: what a business is, assets and claims on assets, in-depth event analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, accounting for income, equity, expenses, and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review but do not have time for a standard full-semester course. This course continues the study of foundation concepts, terminology, and procedures. Topics include adjustments and closing, accounting completing the cycle, merchandising, and accrual vs. cash basis. A supplementary math review for basic accounting is also provided. This course may also be offered via distance learning. Pass/No Pass Option.

033 • PROJECTED CASH FLOW AND FINANCIAL STATEMENTS USING EXCEL .......................... 2.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course combines the theory and procedure of cash budgeting and financial statement projection with the use of the spreadsheet program Excel for Windows. Students will learn how to apply these procedures to actual cases through lecture, reading, problems and project assignments. Building on a simple model, and progressing to the more complex, students will forecast an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. No previous Excel experience is required. Grade Only.

034 • BUSINESS FINANCIAL PLANNING USING EXCEL .......................... 2.0 units
Advisory: MATH 903
Prerequisite: ACCTG 001A (Note: ACCTG 033 is not a prerequisite)
Acceptable for credit: California State University
This course combines theory and procedure of financial planning and analysis with the use of Excel for Windows. Students will learn through lecture, reading, problems, and project assignments. Includes Excel for Windows models for loan amortization, break even analysis, capital budgeting and project selection, lease versus buy analysis, and net present value and the time value of money. No previous Excel experience is required. Grade Only.

040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING .......................... 1.0 unit
Acceptable for credit: California State University
This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets will be introduced, and students will prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process will be stressed. This course may also be offered via distance learning. Pass/No Pass Option.
### ACCOUNTING

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>041 • INSURANCE PLANNING</td>
<td>1.0 unit</td>
<td>Acceptable for credit: California State University</td>
<td>This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance will be studied. Students will prepare their own personal insurance plans. Pass/No Pass Option.</td>
</tr>
<tr>
<td>042 • INVESTMENT PLANNING</td>
<td>1.0 unit</td>
<td>Acceptable for credit: California State University</td>
<td>This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students will prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>043 • TAX PLANNING</td>
<td>1.0 unit</td>
<td>Acceptable for credit: California State University</td>
<td>This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability; then use at least one method to plan a reduction in taxes for next year. Pass/No Pass Option.</td>
</tr>
<tr>
<td>044 • RETIREMENT PLANNING</td>
<td>1.0 unit</td>
<td>Acceptable for credit: California State University</td>
<td>This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>045 • ESTATE PLANNING</td>
<td>1.0 unit</td>
<td>Acceptable for credit: California State University</td>
<td>This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. Pass/No Pass Option.</td>
</tr>
<tr>
<td>051A • INCOME TAX</td>
<td>3.0 units</td>
<td>Advisory: MATH 903</td>
<td>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.</td>
</tr>
<tr>
<td>051B • INCOME TAX</td>
<td>3.0 units</td>
<td>Advisory: MATH 903</td>
<td>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.</td>
</tr>
<tr>
<td>052 • PAYROLL AND BUSINESS TAX ACCOUNTING</td>
<td>3.0 units</td>
<td>Advisory: MATH 903</td>
<td>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.</td>
</tr>
<tr>
<td>057A • COST ACCOUNTING</td>
<td>4.0 units</td>
<td>Advisory: MATH 903</td>
<td>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.</td>
</tr>
<tr>
<td>057B • COST ACCOUNTING</td>
<td>4.0 units</td>
<td>Advisory: MATH 903</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td>058A • INTERMEDIATE ACCOUNTING</td>
<td>4.0 units</td>
<td>Advisory: MATH 903</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td>058B • INTERMEDIATE ACCOUNTING</td>
<td>4.0 units</td>
<td>Advisory: MATH 903</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td>060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS/WINDOWS</td>
<td>3.0 units</td>
<td>Advisory: MATH 903</td>
<td>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. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>
IN this course, students use Peacht ree 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. \textit{Pass/No Pass Option.}

\textbf{071 \textbullet ADVANCED ACCOUNTING} \hspace{1cm} 4.0 \textit{units}

\textbf{Prerequisite:} ACCTG 058B or equivalent

\textit{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 instutions. 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. \textit{Grade Only.}

\textbf{ALLIED HEALTH} \hspace{1cm} (AH)

\textbf{DIVISION:} \hspace{1cm} APPLIED OCCUPATIONS

\textbf{DEPARTMENT:} \hspace{1cm} HEALTH OCCUPATIONS

\textbf{DEPT CHAIR:} \hspace{1cm} MARSHA OLIVER

\textbf{PHONE:} \hspace{1cm} 408-855-5334

\textbf{INFO:} \hspace{1cm} 408-855-5335

\textbf{COUNSELING:} \hspace{1cm} DR. CAROL BECK

\textbf{PHONE:} \hspace{1cm} 408-855-5035

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

\textbf{Student Learning Outcomes:}

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

\textbf{Career Options:}

\begin{itemize}
  \item Certified Nurse Assistant
  \item Certified Home Health Aide
  \item Acute Care Nursing Assistant
  \item Childbirth Trainer
\end{itemize}

\textbf{Certificates:}

\begin{itemize}
  \item Nurse Assistant
  \item Home Health Aide
  \item Acute Care Nursing Assistant
  \item Childbirth Trainer
\end{itemize}

\textbf{ALLIED HEALTH PROGRAM ACCEPTANCE POLICY}

Due to requirements from the California Department of Health Services, acceptance into the Certified Nursing Assistant program will depend on the following:

\textbf{Certified Nursing Program:}

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

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

\textbf{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. CNAs who complete Level II course work are eligible to receive a California Certificate as a Home Health Aide (CCHA). Completion of Level III courses provides a Mission College Acute Care Nurse Assistant Certificate. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

\textbf{LEVEL I: Nurse Assistant Certificate:}\n
\textbf{Core Curriculum Courses (Required) \hspace{1cm} Units}

\begin{tabular}{ll}
AH 020D & ……………. Fundamentals of Nursing Assistant …………….. 3.5 \\
AH 020E & ……………. Nurse Assistant Clinical ……………………. 2.0 \\
HED 004 & ……………. Standard First Aid ……………………. 0.5 \\
\end{tabular}

\textbf{Total Level I Certificate Requirements:} \hspace{1cm} 6.0

\textit{Continued in next column.}
ALLIED HEALTH

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

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 020I 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 challenging by RNs or LVNs
Total Program Certificate Requirements: 12.0

ALLIED HEALTH (AH)

003 • MEDICAL TERMINOLOGY 3.0 units
Acceptable for credit: California State University
This course provides techniques of medical word building and interpretation using basic word elements (roots, 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. This course may also be offered via distance learning. Pass/No Pass Option.

011 • BASIC LIFE SUPPORT (CPR) FOR HEALTHCARE PROVIDERS 0.5 units
Acceptable for credit: California State University
The BLS for Healthcare Providers Course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). This course is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. The course is also offered for anyone who is required to take a healthcare provider course for employment. May be repeated three times. Pass/No Pass Option.

012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS 0.5 units
This course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Grade Only.

020D • NURSING ASSISTANT FUNDAMENTALS 3.5 units
Corequisite: AH 020E
Acceptable for credit: California State University
This beginning course in nursing fundamentals will give the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with AH 020E, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Grade Only.

020F • HOME HEALTH AIDE FUNDAMENTALS 1.5 units
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: AH 020F
Acceptable for credit: California State University
This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with AH 020D, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Pass/No Pass Option.

020G • HOME HEALTH AIDE CLINICAL 0.5 units
Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
Corequisite: AH 020G
Acceptable for credit: California State University
This 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 020F, are eligible to apply for the California Home Health Aide (HHA) certificate. Grade Only.

020H • ACUTE CARE NURSING ASSISTANT 1.5 units
Advisory: MATH 900
Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
Corequisite: AH 020H
Acceptable for credit: California State University
This course is designed to 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.

020I • ACUTE CARE NURSING ASSISTANT CLINICAL 2.0 units
Advisory: MATH 900
Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
Corequisite: AH 020I
Acceptable for credit: California State University
This 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. Pass/No Pass Option.

024 • HEALTH CARE FOUNDATIONS 3.0 units
Advisory: ENGL 905 and READ 161
Acceptable for credit: California State University
This course provides the student with an overview of the structure and function of health care delivery systems, current trends, health care technology roles, educational requirements and personal qualifications for entering the health care field. Included is an exploration of career pathways and options to assist students in career decisions. This course is required for any health care provider student prior to entry into a clinical experience. Areas emphasized are communication, legal and ethical principles, interpersonal dynamics, and safe practice skills. Pass/No Pass Option.

168 • INTRODUCTION TO HEALTH CARE TRAINING TECHNIQUES 3.0 units
Advisory: MATH 900
Corequisite: AH 169, AH 190, AH 191, and NS 025
Acceptable for credit: California State University
Introduction to Health Care Training Techniques is designed to provide an introduction to the principles and techniques of health care training and their application in the development of effective approaches for use in childbirth education. Pass/No Pass Option.
160 • TECHNIQUES IN CHILDBIRTH EDUCATION  4.0 units
Advisory:  MATH 900
Corequisite: AH 168, AH 169, AH 191 and NS 025
Acceptable for credit: California State University
This course is designed to provide the student with a knowledge base in techniques and approaches to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. This preparation includes information dealing with conception, pregnancy, childbirth, and family life.  Pass/No Pass Option.

190 • PARENTING SKILLS FOR CHILDBIRTH TRAINERS  1.0 unit
Advisory:  MATH 900
Corequisite: AH 168, AH 169, AH 191, and NS 025
Acceptable for credit: California State University
This course is designed to give childbirth trainers information and teaching techniques on a variety of parenting issues such as family structure and development, childrearing patterns and practices, communication skills, single parenting, family conflicts and stress. Students will explore their own family systems as well as discuss current trends and attitudes in parenting.  Pass/No Pass Option.

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.  Pass/No Pass Option.

914 • MATH FOR HEALTH OCCUPATIONS  (NON-ASSOCIATE DEGREE COURSE)  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 via distance learning.  Pass/No Pass 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 world views 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
• Archaeologist
• Transcultural Health-Care Worker
• Museum Curator
• Environmental Impact Analyst

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 1</td>
<td>D, E</td>
<td>D, E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>ANTHR 1L</td>
<td>E</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 2</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>E</td>
<td>D</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>ANTHR 51</td>
<td></td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 55</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 57</td>
<td></td>
<td></td>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

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

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:  
<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
</tbody>
</table>

Plus 3 courses from the following:  
<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 048</td>
<td>Cultural Traditions in Health Care</td>
</tr>
<tr>
<td>ANTHR 051</td>
<td>Culture and Food</td>
</tr>
<tr>
<td>ANTHR 055</td>
<td>Magic, Witchcraft and Religion</td>
</tr>
</tbody>
</table>

Continued in next column.
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: Units
ANTHR 002 .......... Introduction to Anthropology .................. 3.0
ANTHR 003 .......... Introduction to Cultural Archaeology ........... 3.0
ANTHR 057 .......... Native Peoples of North America ............... 3.0
CA 030A .......... Introduction to Word Processing ................ 3.0
ENGL 001A .......... English Composition ................................. 3.0
Total courses to be taken at Mission College .......................... 15.0

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

Plus off-campus courses: Units
ARCHE 2  Archaeological Survey .................................................. 3.0
ARCHE 3  Data Management ...................................................... 3.0
ARCHE 4  Field Excavation ......................................................... 3.0
ARCHE 5  Laboratory and Analysis .............................................. 3.0
ARCHE 113A,B,C Laws and Regulations .................................... 3.0
Total courses to be taken off-campus ........................................ 15.0

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

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

Required core courses: Units
SOC 001 .......... Introduction to Sociology ................................. 3.0
SOCSC 032 ...... Community Services ...................................... 2.0
SOCSC 061 ...... Basic Services of Human Services ..................... 3.0
PSYCH 001 .......... Introduction to Psychology ............................. 3.0

Plus 4.0 units from the following: Units
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: Units
SOCSC 066A ...... Family Services A ........................................... 4.0
SOCSC 066B ...... Family Services B ........................................... 4.0
Total Program Certification Requirements ............................... 8.0

ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY ........................................... 3.0

CULTURAL TRADITIONS IN HEALTH CARE ................................. 3.0

Note: Courses in this program cover Disability Issues

001L • PHYSICAL ANTHROPOLOGY LAB .................................. 1.0
Corequisite: ANTHR 001
Acceptable for credit: University of California, California State University
This is an introductory laboratory course that includes methods and techniques of Physiological 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. Pass/No Pass Option.

002 • INTRODUCTION TO ARCHEOLOGY .................................. 3.0

Note: Courses in this program cover Disability Issues

003 • INTRODUCTION TOCULTURAL ANTHROPOLOGY .................. 3.0

CULTURES OF THE SOUTHWEST .................................................. 3.0

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 consults 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. Pass/No Pass Option.

039A • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST .................. 3.0

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 consults 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. Pass/No Pass Option.

039B • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO .................................................. 3.0

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 consults 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. Pass/No Pass Option.

048 • CULTURAL TRADITIONS IN HEALTH CARE ................................. 3.0

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

055 • MAGIC, WITCHCRAFT, AND RELIGION 3.0 units
Acceptable for credit: University of California, California State University
A cross-cultural study of beliefs and practices dealing with the supernatural. Using the major theoretical approaches of anthropology, the student will study the cultural context in which each belief and practice is found, including ritual, symbolism, totems, magic, myth, witchcraft, and pantheism. The cultural function of individual experiences, such as altered states of consciousness, development of a “belief” system, and revitalization are explored. This course may also be offered via distance learning. Pass/No Pass Option.

057 • NATIVE PEOPLES OF NORTH AMERICA 3.0 units
Acceptable for credit: University of California, California State University
This course is a survey of the native peoples and cultures of North America, including American Indians, Aleuts, and Eskimos. Emphasis is placed on the nature and organization of cultures prior to European-American dominance. The conditions of present day Native-American communities are investigated and the origins of such conditions are explored. Pass/No Pass Option.
### Art Certificate

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

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

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

### Art - A.A. Degree

#### Foundation Courses

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031B</td>
<td>Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035D</td>
<td>Life Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 039A</td>
<td>Survey of Printmaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

A. Survey of Art - 6 units selected from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001B</td>
<td>Survey of Western Art II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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.

#### A. History or Theory (total of 12 units)

Courses in which the student studies the history and/or theory of Creative Arts related subjects. The student should complete 3 units in each of the following four disciplines: Art, English, Dance, and Music. The following courses are recommended in this area (relevant courses not on this list may also be approved on a course-by-course basis):

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

Students who major in the Creative Arts program at Mission College may wish to complete a four-year Creative Arts major leading to a Bachelor of Arts Degree at San Jose State University, to which all units completed in this program at Mission College will transfer. A certificate is also awarded upon completion of the above 18 units.

### ART (ART)

#### 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 via distance learning. Pass/No Pass Option.

#### 001B • SURVEY OF WESTERN ART II 3.0 units

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

#### 001D • ART OF THE 20TH CENTURY 3.0 units

A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of the changing attitudes toward form and content. Slide lectures. Field trips to museums are a possibility. Pass/No Pass Option.

#### 004 • 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. Pass/No Pass Option.
007 • SURVEY OF ASIAN ART
Acceptable for credit: University of California, California State University
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. Pass/No Pass Option.

010 • ART OF THE UNITED STATES
Acceptable for credit: University of California, California State University
3.0 units
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. Pass/No Pass Option.

011 • THE HISTORY OF MODERN DESIGN
Acceptable for credit: University of California, California State University
3.0 units
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. Pass/No Pass Option.

020A • MUSEUM/GALLERY INTERNSHIP
Acceptable for credit: California State University
1.0 unit
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 54 hours per semester. Course may be repeated three times. Pass/No Pass Option.

020B • MUSEUM/GALLERY INTERNSHIP
Acceptable for credit: California State University
2.0 units
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 108 hours per semester. Course may be repeated three times. Pass/No Pass Option.

020C • MUSEUM/GALLERY INTERNSHIP
Acceptable for credit: California State University
3.0 units
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 162 hours per semester. Course may be repeated three times. Pass/No Pass Option.

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

031B • DRAWING
3.0 units
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Pass/No Pass Option.

033A • BASIC DESIGN: TWO-DIMENSIONAL
3.0 units
Acceptable for credit: University of California, California State University
This is a 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. Pass/No Pass Option.

033B • BASIC DESIGN: THREE-DIMENSIONAL
3.0 units
Prerequisite: ART 033A
Recommended eligibility ENGL 108A
Acceptable for credit: University of California, California State University
This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to 3-dimensional problems, and contemporary attitudes in design. Pass/No Pass Option.

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

034A • INTRODUCTION TO DIGITAL ART
3.0 units
Advisory: ART 031A
Acceptable for credit: University of California, California State University
This course is an introductory digital art course. The course introduces students to microcomputers (Macintosh and PCs), their operating systems and graphic software (Adobe Photoshop) for creating and manipulating images. This course will introduce the student to basic Design Elements and Principles. Specific projects will be executed relating to visual awareness, line, shape, form, space, and color. Students will learn drawing skills on a computer. Students will learn drawing skills on a computer. Students will work with peripheral devices. Pass/No Pass Option.

034B • ADVANCED DIGITAL ART
3.0 units
Prerequisite: ART 034A
Acceptable for credit: University of California - pending, California State University
This is an advanced course combining computer graphics and fine arts image processing. The course utilizes micro-computers to create and manipulate images. It introduces the student to advanced concepts and principles. Specific projects are executed related to unity, variety, rhythm/pattern, color, movement, balance, computer particle animation and 3D modeling techniques. Students learn techniques for file management and data backup and recovery, and peripheral devices as creative tools for the artist. May be repeated one time. Pass/No Pass 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>034C • ADVANCED COMPUTER-AIDED ART</strong></td>
<td>2.0 units</td>
<td>Prerequisite: ART 034B</td>
<td>Advanced course combining Computer Graphics and Fine Arts image processing. Course utilizes microcomputers to create and manipulate images. Course will introduce the student to advanced concepts and principles. Specific projects will be executed related to unity, variety, rhythm/pattern, color, movement, balance, computer animation with shape tables and multiple screens technique. Students will learn the technique needed to use microcomputer, and peripheral devices as creative tools for the artist. May be repeated two times. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>035A, B, C, D • LIFE DRAWING</strong></td>
<td>3.0 units each</td>
<td>Prerequisite for ART 035A: ART 031A for ART 035B: ART 035A for ART 035C: ART 035B for ART 035D: ART 035B</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>037A • INTRODUCTION TO COMPUTER ANIMATION</strong></td>
<td>3.0 units</td>
<td>Advisory: ART 034A</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>037B • ADVANCED COMPUTER ANIMATION</strong></td>
<td>3.0 units</td>
<td>Prerequisite: ART 037A</td>
<td>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., Maya, Studio Pro and/or 3-D Studio Max), including texture mapping and lighting effects. Students will create complex 3-D scenes and create animations on different platforms. May be repeated two times. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>038A • INTRODUCTION TO ADOBE PREMIERE</strong></td>
<td>3.0 units</td>
<td>Advisory: ART 034A</td>
<td>Acceptable for credit: California State University This is an introductory course to Adobe Premiere. Students will learn: video techniques using Quicktime movies, stills and sound files; to record and edit video materials, and to use and apply transitions and special effects to create quicktime movies. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>039A • SURVEY OF PRINTMAKING</strong></td>
<td>3.0 units</td>
<td>Prerequisite: ART 031A or ART 033A</td>
<td>Acceptable for credit: University of California, California State University This course will cover various techniques and media used in fine art printmaking. The students will explore the use of the etching press as well as other transfer tools used in making the printed image. In addition, the students will explore the development of printing plates, i.e. intaglio, monotype, collagraph and others. Media used will include both water based inks as well as the more traditional oil based inks and paints. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>043A • DIGITAL CHARACTER ANIMATION</strong></td>
<td>3.0 units</td>
<td>Advisory: ART 034A</td>
<td>Prerequisite: ART 031A</td>
</tr>
<tr>
<td><strong>047A, B, C, D • WATERCOLOR</strong></td>
<td>3.0 units each</td>
<td>Advisory for ART 047A: ART 033A or ART 033A for ART 047B: ART 047A for ART 047C: ART 047B for ART 047D: ART 047A</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>048A, B, C, D • AIRBRUSH PAINTING</strong></td>
<td>3.0 units each</td>
<td>Advisory for ART 048A: ART 033A or ART 033A for ART 048B: ART 048A for ART 048C: ART 048B for ART 048D: ART 048A</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td><strong>049A, B, C, D • PAINTING</strong></td>
<td>3.0 units each</td>
<td>Advisory for ART 049A: ART 033A or ART 033A for ART 049B: ART 049A for ART 049C: ART 049B for ART 049D: ART 049A</td>
<td>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. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

*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.*
065A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
Advisory for ART 065A, ART 065B, ART 065C, ART 065D
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. Pass/No Pass Option.

067A , B , C, D • CERAMICS-POTTER'S WHEEL 3.0 units each
Advisory for ART 067A: ART 067B
for ART 067B: ART 067C
for ART 067C: ART 067D
Prerequisite for ART 067B: ART 067A
for ART 067D: ART 067C
Acceptable for credit: University of California, California State University
ART 67A will introduce the student basic skills and techniques using the potter's wheel. Instruction will be offered in wheel throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

ART 67B is an advanced wheel throwing course directed toward refinement of skills on the potter's wheel: production throwing techniques, advanced kiln firing techniques, clay compositions thrown sculpture, complex thrown ceramic ware, and combination hand and wheel techniques.

ART 67C and ART 67D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Pass/No Pass Option.

075A • METALSMITHING 3.0 units
Advisory: ART 075A, ART 075B or demonstrated subject/skill 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. Pass/No Pass Option.

075B • METALSMITHING 3.0 units
Prerequisite: ART 075A, 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. Pass/No Pass Option.

075C • METALSMITHING 3.0 units
Acceptable for credit: California State University
Prerequisite: ART 075B
ART 075C is an advanced course in metalsmithing providing students with an opportunity to build on previous experience and explore new techniques. Pass/No Pass Option.

075D • METALSMITHING 3.0 units
Prerequisite: ART 075C
Acceptable for credit: California State University
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. Pass/No Pass Option.

078A • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 078A, ART 078B or ART 078C
Acceptable for credit: California State University
ART 078A 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. Pass/No Pass Option.

078B • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 078A and ENGL108A or ENGL108B
Acceptable for credit: University of California, California State University
ART 078B is an advanced course in sculpture providing students with an opportunity to build on previous experience and explore new techniques. Pass/No Pass Option.

085A • SCULPTURE 3.0 units
Prerequisite: ART 085A
Acceptable for credit: University of California, California State University
ART 085A focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Pass/No Pass Option.

085B • SCULPTURE 3.0 units
Prerequisite: ART 085B
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. Pass/No Pass Option.

085C • SCULPTURE 3.0 units
Prerequisite: ART 085B
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. Pass/No Pass Option.

085D • SCULPTURE 3.0 units
Acceptable for credit: California State University
Prerequisite: ART 085D
ART 085D focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Pass/No Pass Option.

088A • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 088A
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. Pass/No Pass Option.

088B • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 088A
Acceptable for credit: California State University
ART 088B 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. Pass/No Pass Option.

088C • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 088B
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. Pass/No Pass Option.

088D • METAL SCULPTURE CASTING 3.0 units
Prerequisite: ART 088C
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. Pass/No Pass 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.
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 include a laboratory and comply with general education transfer requirements. The courses are excellent 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 FALL SPRING SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001 D,E D,E E</td>
</tr>
<tr>
<td>ASTRO 002 D,E D,E</td>
</tr>
<tr>
<td>D= DAY CLASSES; E= EVENING CLASSES</td>
</tr>
</tbody>
</table>

Physical Science - A.S. Degree

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astro 001 Astronomy 3.0</td>
</tr>
<tr>
<td>Astro 002 Astronomy Lab 1.0</td>
</tr>
<tr>
<td>CHEM 001AB General Chemistry 5.0 each</td>
</tr>
<tr>
<td>CHEM 002 Introductory Chemistry 4.0</td>
</tr>
<tr>
<td>CHEM 005 Quantitative Analysis 4.0</td>
</tr>
<tr>
<td>CHEM 030AB Fundamentals of Chemistry 3.0 each</td>
</tr>
<tr>
<td>PHYS 002AB General Physics 5.0 each</td>
</tr>
<tr>
<td>Phys 004A Engineering Physics - Mechanics 5.0</td>
</tr>
<tr>
<td>Phys 004B Engineering Physics - Electricity and Magnetism 5.0</td>
</tr>
<tr>
<td>Phys 004C Engineering Physics - Light and Heat 5.0</td>
</tr>
<tr>
<td>Phys 004D Atomic Physics 2.0</td>
</tr>
<tr>
<td>Phys 010 Introduction to Physics 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, graphics, telescopes and simple household instruments reinforcing the concepts introduced in descriptive astronomy lectures. Grade Only.
### Biological Sciences - A.S. Degree

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

<table>
<thead>
<tr>
<th>Select 18 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001 Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 001A General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004 Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 005 Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007 Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 010 Biology-Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015 Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016 Marine Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 025 Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030 Tropical Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 047 Human Anatomy</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 048 Human Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>NS 015 Human Nutrition</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units **18.0**

### Biological Sciences (BIOSC)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 001A</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 008</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>D,S</td>
<td>D,S</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 011</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>D,E,ONLINE</td>
<td>D,E, ONLINE</td>
<td></td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 022</td>
<td>D,S</td>
<td>D,S</td>
<td>E</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>BIOSC 041</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>BIOSC 042</td>
<td>TBA</td>
<td>TBA</td>
<td>E</td>
</tr>
<tr>
<td>BIOSC 043</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Schedule Matrix:

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.

### Schedule Matrix:

#### Biological Sciences - A.S. Degree

- **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.

#### Biological Sciences - A.S. Degree

- **Advisory:** MATH 903, ENGL 108A and READ 053
- **Prerequisite:** BIOSC 001A
- **Advisory:** MATH 903, ENGL 108A 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.

#### Biological Sciences - A.S. Degree

- **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. Pass/No Pass 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 via distance learning. Pass/No Pass 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) This course may also be offered via distance learning. Grade Only.

011 • HUMAN BIOLOGY  4.0 units
Advisory: ENGL 108A and READ 053
Acceptable for credit: University of California (pending approval), California State University
This course is an introduction to biology, with an emphasis on human beings. The principles and concepts of biology will be covered, including the scientific method, cells, genetics, evolution, ecology and basic anatomy and physiology of humans. BIOSC 011 satisfies the same general education requirement as BIOSC 010. This course may also be offered via distance learning. Pass/No Pass Option.

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 genetics, with a focus on conditions and diseases with a genetic basis. It is designed for the general education student. This course may also be offered via distance learning. Pass/No Pass Option.

016 • MARINE BIOLOGY  4.0 units
Acceptable for credit: University of California, California State University
Marine Biology is an introduction to ocean environments and marine life. General ecological principles, biodiversity and marine conservation issues are emphasized. Human activities that modify ocean ecosystems are examined. Discussions include overviews of characteristics and the inhabitants of a variety of marine ecosystems, such as: rocky and sandy shores, estuaries, kelp forests, coral reefs, continental shelves, the open ocean and the deep sea. This field intensive course has seven required field trips in the San Francisco and Monterey bays, allowing students to investigate ocean life in our local marine environments. This four unit science course with lab is open to students of all majors. Grade Only.

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: University of 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. Pass/No Pass Option.

041 • PRINCIPLES OF ANIMAL BIOLOGY  5.0 units
Advisory: ENGL 108A and READ 053
Prerequisite: High School or College Biology course, MATH 000C and CHEM 002.
Acceptable for credit: University of California (pending approval), California State University
This course introduces the principles of animal biology and evolutionary theory to the biology major. Topics in zoology include animal phylogeny, diversity, ecology, natural history, morphology, physiology, and development. Grade Only

042 • PRINCIPLES OF PLANT BIOLOGY  5.0 units
Advisory: Concurrent enrollment in CHEM 001A, Eligibility for ENGL 108A and READ 053
Prerequisite: High School or College biology course, MATH 000C and CHEM 001A
Acceptable for credit: University of California (pending approval), California State University
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. Diversity and biology of fungi, algae, and cyanobacteria are included in this overview. Ecological principles are also discussed. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the Bay Area provide numerous opportunities to study local flora. Grade Only.

043 • PRINCIPLES OF CELL AND MOLECULAR BIOLOGY  5.0 units
Advisory: CHEM 001B, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 010 or BIOSC 011 or Equivalent course in College Biology, CHEM 001A and Math 000C
Acceptable for credit: University of California (pending approval), California State University
This course is a comprehensive introduction to cell and molecular biology, and is designed for students majoring in the biological sciences and pre-professional majors such as medicine, pharmacy, and dentistry. Topics continued on next page.
addressed in lecture and lab include the principles of cell biochemistry and metabolism, the structure and function of prokaryotic and eucaryotic cells and viruses, the taxonomy of the Bacteria, Archaea, and protists, classical and molecular genetics, and animal development. Grade Only.

047 • HUMAN ANATOMY  5.0 units
Prerequisite: BIOOSC 011 or equivalent course in College Biology. 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: BIOOSC 047 or equivalent course, CHEM 001A or higher or CHEM 030A 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 003
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: 408-855-5030
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 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
• Global Business
• Project Management
• Small Business Start Up

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 021</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 027</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 029B</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 037</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>BUS 038</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>BUS 050</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>BUS 051</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>D,E,O</td>
</tr>
<tr>
<td>BUS 052</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>BUS 054</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>BUS 055</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>BUS 061</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

Continued in next column.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 064A</td>
<td>D</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>D</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 064D</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 077</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 077B</td>
<td>D</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 077C</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 078A</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>D,O</td>
<td></td>
<td></td>
<td>E,O</td>
</tr>
<tr>
<td>BUS 078C</td>
<td></td>
<td></td>
<td></td>
<td>O</td>
</tr>
<tr>
<td>BUS 078D</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 078E</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 078F</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 078G</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUS 079</td>
<td>D</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BUS 086</td>
<td>E</td>
<td></td>
<td></td>
<td>O</td>
</tr>
<tr>
<td>BUS 086A</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

D= Day classes; E= Evening classes; X= Weekend; O=ONLINE

**Business - A.S. Degree**

Business faculty recommend the A.S. degree program for the most comprehensive two year business education but Business Certificates are useful to students wishing to certify achieved competencies for occupational purposes. You will have greater success developing your majors and higher grade point averages if you delay more difficult advanced courses until you have learned the knowledge in basic foundation courses; BUS51, Introduction to American Business, and BUS 64B, Business Math Using Calculators, are foundation courses that should be the first two courses in your college program to prepare you to achieve more difficult business courses such as economics and accounting with greater ease.

**Dept. Core Courses (14 units required)**

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

**Total Core Course Requirements:** 14.0

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>Global Business</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
</tr>
<tr>
<td>BUS 052</td>
<td>Fundamentals of Financial Investments</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up &amp; Management</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
</tr>
</tbody>
</table>

**Total Additional Electives Required:** 16.0

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

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

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

**Core Curriculum Courses (Required)**

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

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

---

**Core Curriculum Courses (Required)**

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

**Total A.A. Major Units Required:** 28.0

**Core Curriculum -- Choose One Course:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBL 001</td>
<td>Global Perspectives</td>
</tr>
<tr>
<td>GLOBL 002</td>
<td>Global Issues</td>
</tr>
</tbody>
</table>

**Choose 3 of the following courses:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Introduction to Inter-cultural Communication</td>
</tr>
<tr>
<td>MKT 058</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
</tr>
</tbody>
</table>

**Total A.S. Major Units Required:** 28.0

---

**Business - Certificate**

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

**LEVEL I Certificate:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math Using Calculators</td>
</tr>
</tbody>
</table>

**Plus 9 units from the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>Global Business</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Laboratory</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
</tbody>
</table>

**Total Level I Certificate Requirements:** 18.0

**LEVEL II Certificate:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 027</td>
<td>Principles of E-Business</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
</tr>
<tr>
<td>BUS 052</td>
<td>Fundamentals of Financial Investing</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
</tbody>
</table>

**Total Level II Certificate Requirements:** 27.0

---

Continued in next column.
## Business Communications - Certificate
Mission College offers a 16-unit Business Communications Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary skills 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.

### Core Curriculum Course (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078C</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Choose a minimum of 2 courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078D</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078E</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078F</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078G</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Choose a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078H</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 083A</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 004</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 16.0

## Business Computing - Certificate
Mission College offers a 16-unit Business Computing Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary computer skills to work in business. This certification is noted on the student's college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in business computing.

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Choose a minimum of 12 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 025</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 083A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>2.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 16.0

## E-Business - Certificate
Mission College offers a 16-unit e-Business Certificate to students who successfully complete 16 or more units of coursework 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 Course (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 027</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 061</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Choose a minimum of 10 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 021A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 025</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054A</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 055A</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078F</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 06A</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 084</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 16.0

## Global Business Certificate
Mission College offers a 16-unit Global Business Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to conduct global 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 global business.

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 060</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Choose a minimum of 7 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 055</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 055A</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 001</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 058</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 006</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 16.0
Mission College offers a 16-unit Project Management Certificate to students who successfully complete 16 or more units of coursework 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 Course (Required)  

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

Choose a minimum of 10 units from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 078C</td>
<td>Business Report Writing</td>
</tr>
<tr>
<td>BUS 078H</td>
<td>Writing Effective E-mail for Business</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management</td>
</tr>
<tr>
<td>MGMT 111</td>
<td>Problem Solving for Managers</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0 units

Mission College offers a 16-unit Small Business Start Up Certificate to students who successfully complete 16 or more units of coursework 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.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
</tr>
<tr>
<td>BUS 054A</td>
<td>The Business Plan</td>
</tr>
</tbody>
</table>

Choose a minimum of 12 units from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
</tr>
<tr>
<td>BUS 055A</td>
<td>Industry and Competitive Analysis</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>BUS 064A</td>
<td>Basic Business Arithmetic</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Customer Relationship Management</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 113</td>
<td>Management in Practice</td>
</tr>
<tr>
<td>MKT 040</td>
<td>Professional Selling</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>ACCGT 021A</td>
<td>Basic Accounting I</td>
</tr>
<tr>
<td>MGMT 022</td>
<td>Budgeting for Managers</td>
</tr>
<tr>
<td>MKT 040A</td>
<td>Fundamentals of Selling</td>
</tr>
<tr>
<td>MKT 040B</td>
<td>Prospecting Strategies</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0 units

Mission College offers a 16-unit Small Business Start Up Certificate to students who successfully complete 16 or more units of coursework 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.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
</tr>
<tr>
<td>BUS 054A</td>
<td>The Business Plan</td>
</tr>
</tbody>
</table>

Choose a minimum of 12 units from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
</tr>
<tr>
<td>BUS 055A</td>
<td>Industry and Competitive Analysis</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>BUS 064A</td>
<td>Basic Business Arithmetic</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Customer Relationship Management</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 113</td>
<td>Management in Practice</td>
</tr>
<tr>
<td>MKT 040</td>
<td>Professional Selling</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>ACCGT 021A</td>
<td>Basic Accounting I</td>
</tr>
<tr>
<td>MGMT 022</td>
<td>Budgeting for Managers</td>
</tr>
<tr>
<td>MKT 040A</td>
<td>Fundamentals of Selling</td>
</tr>
<tr>
<td>MKT 040B</td>
<td>Prospecting Strategies</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0 units

This course provides a comprehensive overview of global business including international management, finance, law, global strategy and marketing. This course may also be offered via distance learning. Pass/No Pass Option.

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 via distance learning. Pass/No Pass Option.

This course may also be offered via distance learning. Pass/No Pass Option.

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

This course introduces students to the basics of electronic business and commerce. This course covers 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 via distance learning. Pass/No Pass Option.

This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business and commerce. This includes 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 via distance learning. Pass/No Pass Option.

This course offers an introduction to the codes of laws in the United States with an emphasis on matters relating to the conduct of business and commerce. This includes 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 via distance learning. Pass/No Pass Option.

This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business and commerce. This includes 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 via distance learning. Pass/No Pass Option.

This course provides a comprehensive overview of global business including international management, finance, law, global strategy and marketing. This course may also be offered via distance learning. Pass/No Pass Option.
MISSION COLLEGE

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

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. Pass/No Pass 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 via distance learning. Pass/No Pass Option.

051 • INTRODUCTION TO AMERICAN BUSINESS  3.0 units
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 simulate setting up their own business to experience different facets of the business arena. The students develop an overall personal concept of the functions of business and its role in society, how today's worker fits in the workplace, and who gets hired, promoted or fired. The students are 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 via distance learning. Pass/No Pass Option.

052 • FUNDAMENTALS OF FINANCIAL INVESTMENTS  3.0 units
Advisory: MATH 903, BUS 061
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 via distance learning. Pass/No Pass Option.

054 • SMALL BUSINESS START UP AND MANAGEMENT  3.0 units
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 via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass Option.

055 • BUSINESS STRATEGY FOR SUCCESS  3.0 units
Acceptable for credit: California State University
This course is designed to provide an overview of business strategy and its impact on organizational 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 via distance learning. Pass/No Pass 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. This course may also be offered via distance learning. Pass/No Pass Option.

061 • BUSINESS AND SOCIETY  3.0 units
Acceptable for credit: University of California, California State University
This course examines business and its impact on society and society's influence on business. There is a critical and comparative examination of business ethics, the global environment of business, and societal changes and benefits of business activity. Regardless of a student's major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. This course may also be offered via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass Option.

064D • BUSINESS MATHEMATICS PREP  0.5 units
This course allows students to review basic business math skills in preparation for taking BUS 064B. Pass/No Pass Option.

074 • PURCHASING  3.0 units
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/price analysis and value analysis, in a global environment. This course may also be offered via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass 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. Pass/No Pass Option.

077B • CUSTOMER SERVICE PHONE SKILLS 0.5 unit
This course helps students develop exceptional customer service phone skills. Pass/No Pass Option.

077C • 50 WAYS TO IMPROVE CUSTOMER SERVICE 0.5 unit
This course outlines 50 ways businesses can improve customer service. Pass/No Pass 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. Pass/No Pass Option.

078B • BUSINESS COMMUNICATIONS 3.0 units
Advisory:  MATH 903
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment and emphasizes the problem solving approach to cover communication theory, business writing style and oral communication. Various forms of written communication are covered, including correspondence, memorandums, and reports. This course may also be offered via distance learning. Pass/No Pass Option.

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

078D • GRANT WRITING 1.0 unit
Acceptable for credit: California State University
This course covers the practical aspects of grant writing. This course may also be offered via distance learning. Pass/No Pass Option.

078E • PERSUASIVE BUSINESS WRITING 1.0 unit
Acceptable for credit: California State University
This course covers the practical aspects of persuasive business writing. This course may also be offered via distance learning. Pass/No Pass 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. This course may also be offered via distance learning. Pass/No Pass 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. This course may also be offered via distance learning. Pass/No Pass 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. Pass/No Pass 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 assist students in dealing with human relations problems with an emphasis on interactions in the business organization environment. This course may also be offered via distance learning. Pass/No Pass Option.

082A • BUSINESS SPREADSHEETS USING EXCEL 3.0 units
Advisory:  BUS 021, BUS 021L and MATH 903, CA 062B
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 via distance learning. Pass/No Pass Option.

083A • BUSINESS PRESENTATIONS USING POWERPOINT 3.0 units
Advisory:  BUS 021, BUS 021L, CA 046C, CA 046D
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 via distance learning. Pass/No Pass Option.

086 • BUILDING BUSINESS WEBSITES 3.0 units
Advisory:  BUS 021, BUS 021L
Acceptable for credit: California State University
This course is an introduction to planning, creating and managing business Web sites. The student will learn about the Web site development lifecycle. Students will also learn how to create Web sites, add graphic features to Web pages, create tables and frames, work with HTML forms, and publish and maintain Web sites. Sound, application (HTML) documents and structure will be explored. Students will develop their own business Web pages and present them to the class. Basic experience with the Windows operating system is assumed. This course may also be offered via distance learning. Pass/No Pass 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. Pass/No Pass Option.

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.
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, and apply these to problem solving.

**Career Options:**

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

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

**Highlights:**

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

**A.S. Degree:**

- Physical Science

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>CHEM 030B</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td>X</td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; X= WEEKEND

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

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

Select 18 units from the following:

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

Total Program A.S. Degree Requirements: 18.0

**CHEMISTRY (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**

- 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 via distance learning. Grade Only.

**001B • GENERAL CHEMISTRY**

- 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 via distance learning. Grade Only.

**002 • INTRODUCTORY CHEMISTRY**

- 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**

- 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**

- 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 via distance learning. 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus one of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 008 OR</td>
<td>6.0</td>
</tr>
<tr>
<td>CHD 012</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 15.0 - 18.0
## CHILD DEVELOPMENT

**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>Principles and Practices in 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</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<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 016</td>
<td>Understanding the 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</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</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>Principles and Practices in 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

---

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

### Core Curriculum Courses

<table>
<thead>
<tr>
<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 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 014</td>
<td>Art &amp; Creative Development of Young Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Plus one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 008 OR</td>
<td>Practicum in Child Development</td>
<td>6.0</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Field Work</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 27.0 - 30.0

---

**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 Child Development Teacher and/or Master Teacher Permits when combined with 16 units of general education.

### Core Curriculum Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language 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 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 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: 33.0

---

**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 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 008</td>
<td>Practicum in Child Development</td>
<td>6.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in 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 and Literacy for the Young</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>
</tbody>
</table>

### READ 053 Tutoring Reading in Elementary Schools | 3.0 |

### 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.
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>Principles and Practices in 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>3.0</td>
</tr>
<tr>
<td></td>
<td>Managing Challenging Behaviors</td>
<td></td>
</tr>
<tr>
<td>CHD 025</td>
<td>Facilitating Inclusion in Early Childhood Pgrms</td>
<td>3.0</td>
</tr>
</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 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>Principles and Practices in 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>3.0</td>
</tr>
<tr>
<td></td>
<td>Managing Challenging Behaviors</td>
<td></td>
</tr>
<tr>
<td>CHD 025</td>
<td>Facilitating Inclusion in Early Childhood Pgrms</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 27.0 units

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

CHILD DEVELOPMENT (CHD)

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 via distance learning. 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: CHD002, CHD003, and CHD010
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 in-service 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 CHD001 and CHD002, 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 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: Eligibility for ENGL 108A and READ 053, CHD 001 and CHD 003
Prerequisite: CHD 008
Corequisite: CHD 009
Acceptable for credit: California State University
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 learn how to develop relationships with children, families and teachers. This course is a companion course to CHD 009I, an internship at the Mission College CDC which fulfills requirements for child-care teachers and directors for supervised teaching experience for the Child Development Permit Matrix. This course is to be taken concurrently with CHD 009I, a paid academic internship at the Mission College CDC. This course may be repeated twice. Pass/No Pass Option.

010 • PRINCIPLES AND PRACTICES IN 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.

013 • TEACHING IN A DIVERSE SOCIETY 3.0 units
Acceptable for credit: California State University
This course is an examination of the development of social identities and the theoretical and practical implications of oppression and privilege as they apply to teaching young children. Various classroom strategies are explored emphasizing culturally appropriate approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity and stereotypes. 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 children’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 001
Acceptable for credit: California State University
This course is the study of methods of observation and recording of those observations of children. Emphasis is on analyzing those observations to understand the child’s behavior and to plan experiences and activities to further the child’s development. Students are required to conduct supervised observations within the lab child development center. Grade Only.

016 • UNDERSTANDING THE YOUNG CHILD 3.0 units
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 via distance learning. Grade Only.

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

020 • THE CHILD WITH SPECIAL NEEDS IN THE COMMUNITY 3.0 units
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. This 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
This course will focus on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, language and physical development. Students observe children’s play behavior and plan and implement developmentally appropriate experiences for young children in a group setting. Creating inclusive play curricula and developing and implementing special techniques for children with special needs will be discussed. Grade Only.

022 • ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM 2.0 units
Advisory: Eligibility for ENGL 108A and READ 053
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 are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course is designed for those who are preparing to work with school age children in a variety of after-school, recreation, and summer day camp programs and as instructional aides 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.

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 aides 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.

• Updated curriculum in Interpersonal, Intercultural, Career Communication, Group Communication, Mass Communication and Voice and Articulation.

• 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 demonstrate 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.

Core Curriculum Course (One Course Required) Units
COMM 001 Public Speaking .................................................. 3.0
COMM 020 Argumentation and Debate ................................... 3.0

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

Continued on next page.
MISSION COLLEGE

COMMUNICATION STUDIES

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

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

COMMUNICATION STUDIES (COMM)

001 • PUBLIC SPEAKING 3.0 units
CAN SPCH 4
Advisory: ENGL 108A
Acceptable for credit: California State University
This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Grade Only.

004 • SMALL GROUP COMMUNICATION 3.0 units
CAN SPCH 10
Advisory: ENGL 108A
Acceptable for credit: California State University
This course is designed to provide students with theoretical and practical experiences into the interaction, information-sharing, decision-making and problem-solving processes of small groups. In addition, students will demonstrate effective oral communication skills in a variety of situations. Course content emphasizes communication skills and theory important to the social-emotional, task and the leadership functions of the small group. This course satisfies the AS degree requirement for oral communication competency and the CSU transfer Area E requirement. (UC credit may be limited; see a counselor) Grade Only.

008 • INTERPERSONAL COMMUNICATION 3.0 units
CAN SPCH 8
Acceptable for credit: California State University
This course involves practical communication skills useful for communicating in one’s personal life as well as working relationships. The student will demonstrate interpersonal communication skills by completing course objectives. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. (UC credit may be limited; see a counselor) Pass/No Pass Option.

010 • PERSUASIVE SPEAKING 3.0 units
Advisory: ENGL 108A
Acceptable for credit: University of California
Persuasive Speaking is a basic course in communication studies that develops the students’ organizational, speaking and listening abilities with emphasis placed on the study of persuasion as it applies to historical and/or contemporary communication events. Students will also learn skills to enhance their own persuasive skills and ability in a variety of situations. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement. Grade Only.

012 • INTRODUCTION TO INTERCULTURAL COMMUNICATION 3.0 units
CAN SPCH 12
Advisory: ENGL 108A
Acceptable for credit: University of California, California State University
This is an introductory course examining the effects of culture on interpersonal communication. Students will learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. Grade Only.

015 • FUNDAMENTALS OF COMMUNICATION 3.0 units
Acceptable for credit: University of California
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 1.0 unit each
Acceptable for credit: University of California
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. Pass/No Pass Option.

020 • ARGUMENTATION AND DEBATE 3.0 units
CAN SPCH 6
Advisory: ENGL 108A
Acceptable for credit: University of California, California State University
This is a basic course in rhetorical theory and practice in argumentation and debate in which the students learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. Attention will be given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning, correct use and analysis of evidence, and the identification and analysis of fallacies. This satisfies the 3 unit General Education oral communication requirement. Grade Only.

022 • VOICE AND ARTICULATION 2.0 units
Acceptable for credit: University of California
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. Pass/No Pass Option.

025 • MASS COMMUNICATION AND SOCIETY 3.0 units
Advisory: ENGL 108A
Acceptable for credit: University of California
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 0.5 units each
Acceptable for credit: University of California
This lab course is offered primarily to help students prepare for presentations in Speech courses. Student speeches and activities will be videotaped and played back so that students may critically evaluate them and obtain individual assistance and feedback. Students may also attend the lab for several other purposes, reviewing sample video speeches in the department’s videotape library, viewing videotape department-owned materials on speech preparation and on persuasion; obtaining individual assistance with their speech preparation from the faculty lab supervisor on duty; and assisting E.S.L. students with their conversation skills. Pass/No Pass Option.

051A, B • EFFECTIVE SPEECH 1.0 unit each
Acceptable for credit: Santa Monica College
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. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

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. Pass/No Pass Option.

COMMUNITY HEALTH (COMHL)
DIVISION:  APPLIED SCIENCE
DEPARTMENT:  HEALTH OCCUPATIONS
DEPT CHAIR:  MARSHA OLIVER
PHONE:  408-855-5334
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:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMHL 042</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMHL 042</td>
<td></td>
<td></td>
<td>X*</td>
</tr>
</tbody>
</table>
* = 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 ................ 3.0
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 • COMPUTER APPLICATIONS

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

COMMUNITY HEALTH (COMHL)

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 903
Acceptable for credit: California State University

This course provides the student an opportunity to apply theoretical knowledge in a community clinical setting. Emphasis is on normalization of the developmentally disabled client through application of the principles of a behavioral learning program. Pass/No Pass 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
• Office Support Specialist
• Oracle Developer

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>CA 010A</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>CA 010C</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>CA 011</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>CA 013</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>CA 023</td>
<td>D,E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 031B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 033A</td>
<td>D,E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 033B</td>
<td>D,E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 037A</td>
<td>D,E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 045A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 045B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 046D</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 046E</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 051</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 052</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued in next column.
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**

- CA 033A - Word Processing - Course 1: 3.0 units
- CA 033B - Word Processing - Course 2: 3.0 units
- CA 045A - Introductory Microsoft Project: 1.0 unit
- CA 045B - Intermediate Microsoft Project: 2.0 units
- CA 046D - Introduction to Microsoft PowerPoint: 1.0 unit
- CA 046E - Intermediate PowerPoint: 1.0 unit
- CA 062B - Introduction to Microsoft Excel: 1.0 unit
- CA 063B - Intermediate Microsoft Excel: 2.0 units
- CA 071E - Microsoft Outlook: 0.5 unit
- CA 081B - Introduction to Microsoft Access: 1.0 unit
- CA 082B - Intermediate Microsoft Access: 2.0 units
- CA 096B - Internet Use: Personal and Business 1: 1.0 unit
- CA 096D - Internet Use: Personal and Business 2: 1.0 unit

**Plus 2.5 units from the following:**

- CA 010A - Learning the Keyboard: 1.0 unit
- CA 013 - Ten-Key Numeric Keypad: 1.0 unit
- CA 034A - Microsoft Word: Mail: 0.5 unit
- CA 053 - PALM Pilot: Basic: 0.5 unit
- CA 056 - Oracle: Check It Out!: 1.0 unit
- CA 096F - Introduction to MS Expression Web: 1.0 unit
- CA 097A - Creating Web Pages - Course 1: 1.0 unit

**Total Program Certificate Requirements:** 17.5 units

**Office Administration - A.S. Degree**

**Core Curriculum Courses Required**

- ACCTG 021A - Basic Accounting I: 2.0 units
- BUS 028A - Business Law: 3.0 units
- BUS 050 - Administrative Office Procedures: 4.0 units
- BUS 078 - Business Communications: 3.0 units
- CA 010C - Computer Keyboarding Speed and Accuracy: 1.0 unit
- CA 013 - Ten Key Numeric Keypad: 1.0 unit
- CA 033A - Word Processing - Course 1: 3.0 units
- CA 033B - Word Processing - Course 2: 3.0 units
- CA 036 - Machine Transcription: 3.0 units
- CA 037A - Computer Usage for the Workplace Professional: 3.0 units
- CA 046D - Introduction to Microsoft PowerPoint: 1.0 unit
- CA 062B - Introduction to Microsoft Excel: 1.0 unit
- CA 081B - Introduction to Microsoft Access: 1.0 unit

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

- ACCTG 021B - Basic Accounting II: 4.0 units
- BUS 051 - Introduction to American Business: 3.0 units
- BUS 064 - Business Math Using Calculators: 4.0 units
- BUS 079 - Human Relations Applied in Business: 3.0 units
- CA 045A - Introductory Microsoft Project: 1.0 unit
- CA 046E - Intermediate PowerPoint: 1.0 unit
- CA 063B - Intermediate Microsoft Excel: 2.0 units
- CA 096A - Internet Use Personal & Business 1: 1.0 unit
- CA 096B - Internet Use Personal & Business 2: 1.0 unit
- MGMT 103 - Functions of Management I: 3.0 units
- MKT 056A - Marketing Principles: 3.0 units

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

**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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 02B</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>CA 03B</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>CA 070</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 071E</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 081B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 082B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 084</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 084A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 084B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 084C</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 084D</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 096A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 096B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 096F</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 097A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 097B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 097C</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 097D</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA 097E</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D=DAY CLASSES; E=EVENING CLASSES

Most classes are available online - please see the schedule of classes.
# Computer Applications

## Office Administration - Certificate

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

### 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 013</td>
<td>Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<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 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</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>
<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 MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Adobe Indesign</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Plus four units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 031B</td>
<td>Microsoft Word: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introduction to Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 009</td>
<td>Intro Supervision &amp; Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Job Stress Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 017</td>
<td>Performance Appraisal</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 019</td>
<td>Dealing with Difficult People</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 26.5

*Students should complete CA 052 before starting CA 033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a degree. NOTE: Knowledge of basic Macintosh skills is recommended prior to taking GRART 063.*

## Office Information Systems - Certificate

The Office Information Systems program is designed to provide computer applications instruction to students who plan to seek employment in an automated business setting. The courses will prepare the student for a position in several areas, as well as increase the student's potential for advancement. Developing computer skills and attitudes necessary to succeed on the job is the program objective. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

### Core Curriculum Courses (Required)

<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>
<tr>
<td>CA 045A</td>
<td>Introduction to Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 26.5

*Students should complete CA 052 before starting CA 033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a certificate.*

## 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 Keyboard</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 033B</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 MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Personal and Business I</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 8.0

## Oracle Developer/DBA Certificate

The Oracle Developer/DBA Certificate is designed to provide students with basic and broad-based skills to work with the Oracle database in business environments.

### Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 084B</td>
<td>Oracle - Forms</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 084C</td>
<td>Oracle - Reports</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 084D</td>
<td>Oracle - Forms 2</td>
<td>3.0</td>
</tr>
<tr>
<td>C 052A</td>
<td>Develop PL / SQL Programs Units</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 082</td>
<td>DBA: Architecture &amp; Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 084</td>
<td>DBA: Backup &amp; Recovery</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 182</td>
<td>DBA: Architecture &amp; Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 184</td>
<td>DBA: Backup &amp; Recovery Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 186</td>
<td>DBA: Performance Tuning Lab</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 16.0

---

**Before You Enroll in Degree Applicable Courses, It is Recommended that You are Eligible to Enroll in ENG 108A and Read 053.**
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)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 096A</td>
<td>Internet Personal and Business 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096B</td>
<td>Internet Personal and Business 2</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097A</td>
<td>Creating Web Pages – Course 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097B</td>
<td>Creating Web Pages – Course 2</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097C</td>
<td>Creating Web Pages – Course 3</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097D</td>
<td>Creating Web Pages with XML – Course 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097E</td>
<td>Creating Web Pages with XML – Course 2</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096F</td>
<td>Introduction to MS Expression Web</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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 anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding will be emphasized to develop speed and accuracy. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Only.

010C • COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 unit

Acceptable for credit: California State University

This course is designed for anyone who wants to improve basic keyboarding technique, speed, and accuracy on the computer. There is extensive drill practice and time skill development exercises with personalized instruction based on individual needs. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Only.

011 • BEGINNING KEYBOARDING WITH WORD PROCESSING 3.0 units

Acceptable for credit: California State University

This course is designed for anyone who wishes to learn the “touch” system of keyboarding and word processing. Students practice on simple business letters, manuscripts, and personal-use correspondence as well as develop proper keyboarding techniques, speed, and accuracy on the computer. Pass/No Pass Option.

013 • TEN-KEY NUMERIC KEYPAD 1.0 unit

Acceptable for credit: California State University

This course develops entry-level vocational proficiency in the use of the 10-key numeric keypad. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass 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 via distance learning. Pass/No Pass Only.

031B • MICROSOFT WORD: CHECK IT OUT! 1.0 unit

Advisory: CA 010A

Acceptable for credit: California State University

The software program Microsoft Word is taught in this course. Students learn the syntax and structure of the software and basic operating procedures. Specific topics 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. This course may also be offered via distance learning. Pass/No Pass Option.

033A • WORD PROCESSING - COURSE 1 3.0 units

Advisory: CA 010A or CA 011 and CA 033B

Acceptable for Credit: California State University

Word processing is accomplished on a microcomputer using Microsoft Word for Windows. Students develop a working knowledge of a program that offers flexibility in selecting commands, using function keys, as well as an alternative (a “mouse” device) to using the keyboard to select commands. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus. This course may also be offered via distance learning. Pass/No Pass Option.

033B • WORD PROCESSING - COURSE 2 3.0 units

Advisory: CA 010A or CA 011 and CA 033A

Acceptable for Credit: California State University

Word Processing is accomplished on a computer, and students develop in-depth knowledge of Word to prepare documents. Course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. This course may also be offered via distance learning. Pass/No Pass Option.

034 • MS WORD-ADVANCED FEATURES 2.0 units

Advisory: CA 010A, CA 021, CA 032 or CA 070

Acceptable for credit: California State University

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

034E • MS WORD-NEW VERSION UPDATE 0.5 units

Advisory: CA 010A, CA 020A, or CA 070

Acceptable for credit: California State University

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

036 • MACHINE TRANSCRIPTION WITH WORD 3.0 units

Advisory: CA 033A, CA 033B

Acceptable for credit: California State University

This course includes extensive practice in the preparation of business correspondence using computers and transcription machines. There are intensive drills on transcription skills with an emphasis on the quality of production for mailable copy. There is a review of punctuation, spelling, vocabulary building, letter styles, proofreading, and grammar. Pass/No Pass Option.

037A • COMPUTER USAGE FOR WORKPLACE PROFESSIONALS 3.0 units

Advisory: CA 010A or CA 011

Acceptable for credit: California State University

Explores the effect of computer technology and how to use this technology to increase productivity. Covers various aspects of office automation, to include basics on how computers work, what a programmer does, how the Internet works, what a System Analyst does, and basics as to IT responsibilities. Includes hands-on MS Word and MS Excel to learn applications used in office automation. This course may also be offered via distance learning. Pass/No Pass Option.
037B • INTRODUCTION TO MICROSOFT WORKS 1.0 unit
Advisory: CA 037A
Acceptable for credit: California State University
This course provides instruction in the use of the integrated software package Microsoft Works. The student creates documents with each of the application programs contained in the package, including word-processing, spreadsheet and database compilation, page-layout and graphic-image construction. In addition, the student explores the multi-tasking capability of the package, combining the output of two or more of the applications to produce integrated documents. May be repeated one time. Scheduled As Needed. Pass/No Pass Option.

038A • COMPUTER APPLICATIONS INTERNSHIP 1.0, 1.5, 2.0 units
Advisory: CA 030A, CA 031, CA 033, CA 027A, CA 052
Acceptable for credit: California State University
This course allows the student to gain practical work experience in a word processing environment. Students will keyboard and text edit copy in a self-paced setting using the instructor as a supervisor to complete documents using software. Students will also reinforce work skills, and learn to function as a team member by serving as lead operators to tutor other students in the instructional lab. Lead students will perform duties similar to those found in an actual word processing environment. Self-paced with variable credit. May be repeated to a maximum of 4 units. Pass/No Pass Only.

045A • INTRODUCTORY MICROSOFT PROJECT 1.0 unit
Advisory: CA 010A, CA 021, CA 070
Acceptable for credit: California State University
This course will cover the basic concepts of project management. Students will work with the project management tools of Microsoft Project, which allows the use of project data, such as tasks, resources and time, to manage a project. This course may also be offered via distance learning. Pass/No Pass Option.

045B • INTERMEDIATE MICROSOFT PROJECT 2.0 units
Advisory: CA 020A, CA 021 or CA 070, CA 045A
Acceptable for credit: California State University
This course will continue the concepts of project management. Students will work with the project management tools of Microsoft Project to analyze schedules, work with resource and allocation problems, monitor and analyze the progress of the project. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.

046D • INTRODUCTION TO MICROSOFT POWERPOINT 1.0 unit
Advisory: CA 010A
Acceptable for credit: California State University
The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course is the first of two courses that teach PowerPoint. This course may also be offered via distance learning. Pass/No Pass Only.

046E • INTERMEDIATE MICROSOFT POWERPOINT 1.0 unit
Advisory: CA 010A, CA 046D, CA 120
Acceptable for credit: California State University
This course covers more advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and Web pages. They learn to customize a slide show. This course may also be offered via distance learning. Pass/No Pass Option.

051 • HELP DESK AND SUPPORT SPECIALIST 2.0 units
Advisory: CA 010A, CA 070, CA 120
Acceptable for credit: California State University
This course covers the concepts of working in the computer user support area (or help desk). Students cover the skills and abilities commonly used in this position and the tasks employers expect an entry-level support staff person to be able to perform. May be repeated two times. This course may also be offered via distance learning. Pass/No Pass 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. Pass/No Pass Only.

062A • 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. This course may be offered via distance learning. Pass/No Pass Option.

062B • 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. Pass/No Pass Only.

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

071E • MICROSOFT OUTLOOK 0.5 units
Advisory: CA 021 or CA 070
Acceptable for credit: California State University
Students will learn the basic features of Microsoft Outlook, a desktop information management system. This course will provide an overview of the software package and will teach students how to enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks and contacts. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Pass/No Pass Only.

081B • INTRODUCTION TO MICROSOFT ACCESS 1.0 unit
Advisory: CA 010A, CA 070
Acceptable for credit: California State University
Take the first professional and personal step using Access. Learn Access features to enhance database table design, customize forms and reports, 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 two times. This course may also be offered via distance learning. Pass/No Pass 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 reports, 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 two times. This course may also be offered via distance learning. Pass/No Pass Option.
084 • ORACLE: CHECK IT OUT!  1.0 unit
Advisory: CA 010A, CA 070
Acceptable for credit: California State University
Students receive an introduction to Oracle, a powerful relational database. They 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 via distance learning. Pass/No Pass Option.

084A • ORACLE - SQL AND PL/SQL  3.0 units
Advisory: CA 010A, CA 070
Acceptable for credit: California State University
This course covers the concepts of building and testing interactive applications. Students 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 two times. This course may also be offered via distance learning. Pass/No Pass Option.

084B • ORACLE – FORMS  3.0 units
Advisory: CA 010A or CA 070, CA 084A
Acceptable for credit: California State University
This course covers the concepts of building and testing interactive applications. Students 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 two times. This course may also be offered via distance learning. Pass/No Pass Option.

084C • ORACLE – REPORTS  3.0 units
Advisory: CA 010A or CA 070, CA 084A
Acceptable for credit: California State University
This course covers the concepts of building a variety of standard and custom reports. Students 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 via distance learning. Pass/No Pass Option.

084D • ORACLE FORMS 2  3.0 units
Advisory: CA 010A or CA 070, CA 084A
Acceptable for credit: California State University
This course continues the concepts of building and testing interactive applications using Oracle Developer. Students work with a graphical user interface to customize forms by creating menus, an integrated database application, form calculations, and stored program units. They manage a multiple form application. This course is preparation for Oracle application development. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.

096F • INTRODUCTION TO MS EXPRESSION WEB  1.0 unit
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 096C
Acceptable for credit: California State University
Students will learn he 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. Pass/No Pass Option.

097A • CREATING WEB PAGES - COURSE 1  1.0 unit
Advisory: Eligibility for ENGL 108A and READ 053, CA 010A, CA 070
Acceptable for credit: California State University
Take this 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 two times. This course may also be offered via distance learning. Pass/No Pass Option.

097B • CREATING WEB PAGES - COURSE 2  1.0 unit
Advisory: CA 010A, CA 070, CA 097A
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 include: working with frames, forms, multimedia and cascading style sheets. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.

097C • CREATING WEB PAGES - COURSE 3  1.0 unit
Advisory: CA 010A, CA 070, CA 097A
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 include: working with XHTML, JavaScript, and cookies. May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.

098A • CREATING WEB PAGES USING XML - COURSE 1  1.0 unit
Advisory: CA 010A, CA 070, CA 097A
Acceptable for credit: California State University
This course covers the concepts of building a Web page using XML. Students work with XML tags that 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 via distance learning. Pass/No Pass Option.

098B • WEB PAGES USING XML - COURSE 2  1.0 unit
Advisory: CA 010A, CA 070, CA 098A
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 include: working with cascading and computational style sheets, element groups and the document object model. May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.

101 • COMPUTER APPLICATIONS OPEN LAB  0.5 units
Advisory: Eligibility for ENGL 108A and READ 053 CA 010A, CA 052
This is an open lab for computer application classes. The student is allowed to use the appropriate software and equipment to upgrade his/her skills. Students should be able to operate the printer. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.
### Computer Information Systems - A.S. Degree

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A........... “C” Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A........... Computer Lab: “C”</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 037B........... Advanced “C” Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172B........... Computer Lab: Advanced “C”</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........... 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>
<td>5.0</td>
</tr>
<tr>
<td>MATH 004A........... Intermediate Calculus</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**OR**

| MATH 019........... Discrete Mathematics                                           | 4.0   |

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

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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002........... Intro. to Computer Systems with Visual Basic</td>
</tr>
<tr>
<td>CIS 180........... Computer Lab: Visual Basic.NET (VB.NET)</td>
</tr>
<tr>
<td>CIS 014........... Data Structures and Algorithms</td>
</tr>
<tr>
<td>CIS 172C........... Computer Lab: Data Structures with “C”</td>
</tr>
<tr>
<td>CIS 170A........... Computer Lab: Intro to Visual Basic.NET</td>
</tr>
<tr>
<td>CIS 044A........... Introduction to Perl Programming</td>
</tr>
<tr>
<td>CIS 184A........... Computer Lab: Perl Programming Language</td>
</tr>
<tr>
<td>CIS 045B........... UNILINUX Operating System</td>
</tr>
<tr>
<td>CIS 181........... Computer Lab: UNILINUX</td>
</tr>
<tr>
<td>CIS 046A........... UNILINUX Shell Programming</td>
</tr>
<tr>
<td>CIS 181A........... Computer Lab: UNILINUX Shell Programming</td>
</tr>
<tr>
<td>CIS/CET 081........... Introduction to Computer Networking</td>
</tr>
<tr>
<td>CIS 049A........... Client–Side Web Programming</td>
</tr>
</tbody>
</table>

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

### Computer Information Systems - Certificate

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

<table>
<thead>
<tr>
<th>Certificate Requirement courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A........... “C” Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A........... Computer Lab: “C”</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 037B........... Advanced “C” Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172B........... Computer Lab: Advanced “C”</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........... 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>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002........... Intro. to Computer Systems with Visual Basic</td>
</tr>
<tr>
<td>CIS 180........... Computer Lab: Visual Basic.NET (VB.NET)</td>
</tr>
<tr>
<td>CIS 014........... Data Structures and Algorithms</td>
</tr>
<tr>
<td>CIS 172C........... Computer Lab: Data Structures with “C”</td>
</tr>
<tr>
<td>CIS 170A........... Computer Lab: Intro to Visual Basic.NET</td>
</tr>
<tr>
<td>CIS 044A........... Introduction to Perl Programming</td>
</tr>
<tr>
<td>CIS 184A........... Computer Lab: Perl Programming Language</td>
</tr>
<tr>
<td>CIS 045B........... UNILINUX Operating System</td>
</tr>
<tr>
<td>CIS 181........... Computer Lab: UNILINUX</td>
</tr>
<tr>
<td>CIS 046A........... UNILINUX Shell Programming</td>
</tr>
<tr>
<td>CIS 181A........... Computer Lab: UNILINUX Shell Programming</td>
</tr>
</tbody>
</table>

Continued in next column.
CIS/CET 081 • Introduction to Computer Networking ..................3.0
CIS 049A • Client–Side Web Programming ........................................1.0

Total Program Certificate Requirements: .............................................31.0

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

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

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

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

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

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

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

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

UNIX Systems Administration (Level 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/LINUX Operating System .....................................3.0
CIS 181 • Computer Lab: UNIX .........................................................1.0
CIS 046A • UNIX Shell Programming ..............................................3.0
CIS 181A • Computer Lab: UNIX Shell ............................................1.0
CIS 047A • Introduction to the UNIX System Administration ............3.0
MGT 019 • Dealing with Difficult People ........................................0.5
MGT 023 • Personal Effectiveness .....................................................0.5
CIS 081 • Introduction to Computer Networking ............................3.0
CIS 049 • Web Development on UNIX Programming Language ....2.0

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 Systems Administration .....................3.0
CIS 048 • Intro to UNIX Networking/Security ..................................3.0
CIS 081B • TCP/IP .................................................................3.0

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

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

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 ....................3.0
CIS 045C • Introduction to Windows NT ........................................1.0
CIS 056 • Supporting MS Windows ..............................................3.0
CIS 056A • Supporting MS Windows NT .........................................3.0
CIS 056B • Supporting MS Windows NT Server ..............................3.0
CIS 081 • Introduction to Computer Networking .............................3.0

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/LINUX Operating System .....................................3.0
CIS 181 • Computer Lab: UNIX .........................................................1.0
CIS 043 • Software Development with Java Programming .............3.0
CIS 183 • Computer Lab: JAVA .......................................................1.0
CIS 049 • Web Design/Programming (Unix) ....................................3.0
CIS 051 • Networking Programming Using Java ............................3.0
CIS 053 • Distributed programming With Java ...............................3.0

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

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

002 • INTRODUCTION TO COMPUTER PROGRAMMING USING VISUAL BASIC.NET (VB.NET) 3.0 units
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) Pass/No Pass Option.
004 • COMPUTER PROGRAMMING I (PASCAL) 3.0 units
Advisory: MATH 903, CIS 002 and CIS 054A
Corequisite: CIS 171A
Acceptable for credit: University of California, California State University
This is a beginning course for students in Computer Science. The emphasis of the course is on the techniques of algorithm development and programming style. Students will be introduced to a high-level programming language (PASCAL) and will use that language to design, code and execute programs with emphasis on efficient algorithms, structure programming techniques and good documentation. (UC credit may be limited; see a counselor) Pass/No Pass Option.

004B • COMPUTER PROGRAMMING II (PASCAL) 3.0 units
Advisory: MATH 903
Prerequisite: CIS 004A
Corequisite: CIS 171B
Acceptable for credit: University of California, California State University
Computer Programming II is a continuation of Computer Programming I. Introducing the analysis and more programming concepts such as string processing, recursion and simple data structures development. Programming assignments in PASCAL will be completed in the CIS Computer Lab using terminals and/or microcomputers. Pass/No Pass Option.

005 • APPLICATIONS PROGRAMMING (COBOL) 3.0 units
Advisory: MATH 903
Corequisite: CIS 174
Acceptable for credit: University of California, California State University
This is a beginning computer problem solving and programming course using COBOL. Structured COBOL syntax will be studied in detail. Emphasis will be placed on taking a number of business applications from the initial job definition phase through programming and testing. Programs will be compiled and executed on computer. Pass/No Pass Option.

005A • APPLICATIONS PROGRAMMING (COBOL) 3.0 units
Advisory: MATH 903
Corequisite: CIS 174
Acceptable for credit: University of California, California State University
This is a beginning course for students in Computer Science. The emphasis is on the techniques of algorithm development and programming style. Students will be introduced to a high-level programming language (PASCAL) and will use that language to design, code and execute programs with emphasis on efficient algorithms, structure programming techniques and good documentation. (UC credit may be limited; see a counselor) Pass/No Pass Option.

014 • DATA STRUCTURES AND ALGORITHMS 3.0 units
Advisory: MATH 003A
Prerequisite: CIS 037B
Acceptable for credit: University of California, California State University
This is an advanced course in the Computer Science option. The course reviews basic data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics introduced are the definition and terminology of graphs, internal and external sorting/merging/searching, dynamic storage allocation and the algorithms for implementing each topic. Pass/No Pass Option.

021 • INTRODUCTION TO PROGRAMMING FOR SCIENTISTS AND ENGINEERS 3.0 units
Advisory: MATH 003A, CIS 002 and CIS 054A
Corequisite: CIS 172
Acceptable for credit: University of California, California State University
Overview of the basic concepts of a computer. Major emphasis on the use of the computer as a tool to aid solving the scientific problems. To this end a high-level programming language such as C and numerical methods are employed to program and execute a variety of scientific computing problems. Familiarity with computers is not necessary. (UC credit may be limited; see a counselor) Pass/No Pass Option.

031 • PROGRAMMING IN BASIC / VISUAL BASIC 3.0 units
Advisory: MATH 903, CIS 002 and CIS 054A
Corequisite: CIS 170
Acceptable for credit: University of California, California State University
An introduction to the concepts and methods of computer programming. The BASIC/VB language is commonly used min/microcomputers with both business/commercial and scientific/mathematical applications. This course presents language features and processing concepts applicable to a wide variety of problems. Pass/No Pass Option.

031A • FUNDAMENTALS OF MICROSOFT VISUAL BASIC.NET 3.0 units
Advisory: MATH 905, CIS 002 and CIS 054A
Corequisite: CIS 170A
Acceptable for credit: University of California, California State University
Visual Basic.Net is a preferred development programming language for the Windows Graphical User Interface (GUI) environment. This course will give beginning students the opportunity to learn how to create single-user applications using the Microsoft Visual Basic.Net programming system. Pass/No Pass Option.

032 • FORTRAN PROGRAMMING 3.0 units
Advisory: MATH 903
Prerequisite: CIS 031A
Corequisite: CIS 171A
Acceptable for credit: University of California, California State University
This is a computer problem solving and programming course using FORTRAN. Structured FORTRAN syntax will be studied in detail. Emphasis will be placed on taking a number of scientific applications from the initial job definition phase through programming and testing. Good programming style will be emphasized and substantial applications of FORTRAN will be compiled and executed on the computer. Pass/No Pass Option.

033 • INTRODUCTION TO PROLOG PROGRAMMING 3.0 units
Advisory: MATH 903, CIS 002 and CIS 054A
Corequisite: CIS 175
Acceptable for credit: University of California, California State University
This is a beginning computer problem solving and programming course using PROLOG. This course will include PROLOG objects, relationships, facts, rules and variables. Presentation of Prolog syntax will include characters, operators, equality and arithmetic. Satisfying goals of representing objects and relationships by using trees and lists data structures, backtracking and “Cut,” Input/Output and built-in predicates will be covered. The course will also include an introduction to Prolog windows, graphics and sound, as well as building a small expert system. Pass/No Pass Option.

036 • PASCAL PROGRAMMING 3.0 units
Advisory: MATH 903 and CIS 002 and CIS 054A
Corequisite: CIS 171
Acceptable for credit: University of California, California State University
PASCAL is a relatively easy-to-learn language that is rapidly gaining popularity because of its suitability for structured programming. This course presents principles of the language in a problem solving environment. (Credit not given for both CIS 4A and CIS 36) (UC credit may be limited; see a counselor) Pass/No Pass Option.

037 • "C" PROGRAMMING 3.0 units
Advisory: MATH 903 and CIS 031A or CIS 002
Corequisite: CIS 172A
Acceptable for credit: University of California, California State University
An introduction to the concepts and methods of computer programming using a problem solving approach—"C" is a powerful, low-level, general purpose programming language, commonly used on UNIX based computer systems. Pass/No Pass Option.
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.

**037B • ADVANCED "C" PROGRAMMING**  3.0 units
Advisory: MATH 903
Prerequisite: CIS 037A
Corequisite: CIS 178
Acceptable for credit: University of California, California State University
This is an advanced course in the "C" programming language. The course will include more complex/advanced topics in the "C" programming language, such as run-time libraries, "C" - UNIX interface, "C" - Assembly interface, and basic data structures with stacks, queues, lists and trees. Students will design, code and execute complex programs with an emphasis on efficient algorithms, structured programming techniques, and good documentation. **Pass/No Pass Option.**

**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). **Pass/No Pass 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. **Pass/No Pass 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. **Pass/No Pass 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 (Hyper/Text Markup Language) and introducing intermediate level HTML. The course also includes the details of how Java applets work and use of existing applets, such as graphics and sound applets. In addition, handling user interface events, using Java libraries and uploading portfolio-quality Web sites with Java applets is also included. It also reviews Java programming and introduces students to object-oriented programming and Java's features. **Pass/No Pass 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. **Pass/No Pass 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. Pass/No Pass Option.**

**045A • INTRODUCTION TO UNIX OPERATING SYSTEM**  1.0 unit
Advisory: MATH 903 and CIS 054A
Corequisite: CIS 181
Acceptable for credit: University of California, California State University
This is an introductory course in the UNIX operating system. This course includes basic UNIX commands, setup vi environment, using advanced vi features, UNIX file and directory manipulation, processes and standard files, access permission, and UNIX mail, write and talk. The course also includes an introduction to the Bourne Shell, including the shell command line, setup, customizing the shell environment, the alias mechanism, pipes, filters, I/O redirection and the text manipulation commands sort and nroff. In addition, document formatting packages and an introduction to system administration will be covered. **Pass/No Pass 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 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 UNIX 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++, tcsh, and perl programming with Linux. **Pass/No Pass 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 UNIX 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++, tcsh, and perl programming with Linux. **Pass/No Pass Option.**

**046A • UNIX SHELL PROGRAMMING**  3.0 units
Advisory: MATH 903
Prerequisite: CIS 054B
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. **Pass/No Pass 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. **Pass/No Pass 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 standard computer commands, setting up and managing user accounts and groups, and administering web services. Students will use UNIX tools to administer computer systems, including setting up and managing user accounts and groups, as well as troubleshooting and managing file access problems. Pass/No Pass 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 standard computer commands, setting up and managing user accounts and groups, and administering web services. Students will use UNIX tools to administer computer systems, including setting up and managing user accounts and groups, as well as troubleshooting and managing file access problems. Pass/No Pass 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, I//O (Transfer Level Interface), RCP (Remote Procedure Calls) and frequently used diagnostic utilities. Pass/No Pass 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 windows environment. Pass/No Pass Option.

049A • CLIENT-SIDE WEB PROGRAMMING  3.0 units
Advisory: CS 039A and CIS 031A
Acceptable for credit: California State University
This course enables participants to learn client-side programming for the web pages that require data collection and other user interactions. Students will learn how to write Javascript and embed them into the HTML documents to enhance the dynamics and interactive features of the web, by checking and validating the forms, adding special effects, customizing graphic selections, creating security passwords etc. Participants will use Document Object Model (DOM) to dynamically access and update the content, structure and style of the document. Pass/No Pass 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 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 applet libraries and JavaScript. Pass/No Pass 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. Pass/No Pass Option.

051 • NETWORK PROGRAMMING USING JAVA  3.0 units
Prerequisite: CIS 043
Acceptable for credit: California State University
This course explores Java Beans component architecture, focusing on creating Java Beans and integrating Java Beans into Active X projects. Other topics included in this course are introduction to distributed systems and remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicasting protocol and content handlers, and servlets. Pass/No Pass 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 introduction to distributed systems and remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicasting protocol and content handlers, and servlets. Pass/No Pass 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 wire distributed application and, therefore discusses issues like designing protocols, security, working with databases, and dealing with low bandwidth situations. Pass/No Pass 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.  Pass/No Pass Option.

054B • ADVANCED MS OPERATING SYSTEM  1.0 unit
Advisory:  MATH 903
Prerequisite:  CIS 054A
Acceptable for credit:  California State University
This is an advanced operating system course for IBM-PC/AT Microcomputers using MS-OS. 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.  Pass/No Pass Option.

056 • SUPPORTING MS WINDOWS  3.0 units
Advisory:  MATH 903 and CIS 054B
Acceptable for credit:  California State University
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.  Pass/No Pass Option.

056A • SUPPORTING MS WINDOWS NT  3.0 units
Advisory:  MATH 903
Prerequisite:  CIS 054C
Acceptable for credit:  California State University
This course is designed to support the Microsoft Windows NT operating system for Workstations and installing and configuring the system with the Windows NT setup tools. This course includes installing network components, accessing network resources, security issues and access permissions. The course also includes supporting applications for various platforms, printers and printer resources, Internet networking with TCP/IP (Transmission Control Protocol/Internet Protocols). In addition, document formatting packages and an introduction to system administration will be covered. Pass/No Pass Option.

056B • SUPPORTING MS WINDOWS NT SERVER  3.0 units
Advisory:  MATH 903
Prerequisite:  CIS 056A
Acceptable for credit:  California State University
This course is intended for system engineers, network administrators and other support professionals, who are responsible for installing, configuring, maintaining and troubleshooting the Windows NT operating system. This course also includes managing domains, utilizing groups to manage users and protecting server data. Also included are topics such as optimizing performance for Windows NT workstation service and Windows NT server, implementing TCP/IP, internetworking and monitoring network activity.  Pass/No Pass Option.

081 • INTRODUCTION TO COMPUTER NETWORKING  3.0 units
Math 903, CIS 037A, CIS 054B and CET 078
Acceptable for credit:  California State University
This is a comprehensive course in networking. Local area network (LAN) technology is used to implement broadband/baseland broadcast protocols, and different access methods. The course will also include different topologies, transmission media, access methods, interface techniques, composite systems and discuss different standards. Students will also learn different architectures and hardware/software architectural consideration. Additionally, this course will include LAN operating systems, gateways/servers, network control and implementation consideration/product review. (Also listed as CET 081).  Pass/No Pass Option.

081B • INTRODUCTION TO TCP/IP  3.0 units
Acceptable for credit:  California State University
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, troubleshooting TCP/IP networks/internetworks and a wide range of routing problems using protocol analysis techniques.  Pass/No Pass Option.

085A • DEVELOP PL/SQL PROGRAM UNITS  3.0 units
Acceptable for credit:  California State University
This course enables participants to learn how to write PL/SQL procedures, function and packages. Working in both the Procedure Builder and the SQL*Plus environments, participants will learn how to create and manage PL/SQL program units and database triggers. Participants will also learn how to use some of the Oracle-supplied packages. This course is useful for Database Administrators, Designers/Developers, and Application Developers. May be repeated 3 times.  Pass/No Pass Option.

150A • COMPUTER PROGRAMMING I (JAVA) LAB  1.0 unit
Corequisite:  CIS 050A
Acceptable for credit:  University of California, California State University
This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 50A, and students are graded for hands-on experience using Java and writing programs in Java.  Pass/No Pass Option.

170 • COMPUTER LAB: BASIC/VB  1.0 unit
Advisory:  MATH 903
Corequisite:  CIS 031
Acceptable for credit:  University of California, California State University
This course is designed for students writing programs in BASIC/VB and using the Mission Computer lab for BASIC/VB programming. It is required for CIS 31 students using the computer lab. May be repeated three times.  Pass/No Pass Option.

170A • COMPUTER LAB: MICROSOFT VISUAL BASIC.NET  1.0 unit
Advisory:  MATH 903
Corequisite:  CIS 031A
Acceptable for credit:  University of California, California State University
This course is designed for students writing programs in Visual Basic.Net using the Windows Graphical User Interface (GUI) environment. It is a required lab for CIS 031A.  Pass/No Pass Option.

170B • COMPUTER LAB: ADVANCED VISUAL BASIC  1.0 unit
Advisory:  MATH 903
Corequisite:  Concurrent enrollment in CIS 031B
Acceptable for credit:  University of California, California State University
This course is designed for students writing programs in Advanced Visual Basic preferably on PC platform. It is required laboratory course for CIS 31B Application Programming Using Visual Basic.  Pass/No Pass Option.
171 • COMPUTER LAB: PASCAL  
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 4A students using the computer lab. May be repeated three times. Pass/No Pass Option.

171A • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL  
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.  

171B • COMPUTER LAB: ADVANCED PASCAL  
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.  

172 • COMPUTER LAB: "C"  
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.  

172A • COMPUTER LAB: INTRO TO "C" PROGRAMMING  
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.  

172B • COMPUTER LAB: ADVANCED "C"  
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.  

172C • COMPUTER LAB: DATA STRUCTURES AND ALGORITHMS  
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.  

173 • COMPUTER LAB: FORTRAN  
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.  

174 • COMPUTER LAB: COBOL  
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 35A students using the computer lab.  

175 • COMPUTER LAB: PROLOG  
Advisory: MATH 903  
Corequisite: CIS 034  
Acceptable for credit: University of California, California State University  
This course is designed for students writing program in PROLOG and using the Mission Computer lab for PROLOG programming. It is required for CIS 34 students using the computer lab.  

176 • COMPUTER LAB: JAVA  
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.  

176B • COMPUTER LAB: JAVA FOR NON-PROGRAMMERS  
Advisory: MATH 903  
Corequisite: CIS 043B  
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 43B, and credit is given to students for hands-on experience using Java and writing programs in Java.  

178 • COMPUTER LAB: C++  
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.  

179 • COMPUTER LAB: VISUAL BASIC.NET (VB.NET)  
Advisory: MATH 903  
Corequisite: CIS 042  
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.  

180 • COMPUTER LAB: UNIX SHELL PROGRAMMING  
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 45B. May be repeated three times.  

181 • COMPUTER LAB: UNIX  
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 45B.  

183 • COMPUTER LAB: VISUAL BASIC.NET (VB.NET)  
Advisory: MATH 903  
Corequisite: CIS 043  
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.  

184 • COMPUTER LAB: ADVANCED UNIX OPERATION SYSTEM  
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 Advanced UNIX Operating Systems. It is a required laboratory course for CIS 45B.  

185 • COMPUTER LAB: JAVA  
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.  

186 • COMPUTER LAB: JAVA FOR NON-PROGRAMMERS  
Advisory: MATH 903  
Corequisite: CIS 043B  
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 43B, and credit is given to students for hands-on experience using Java and writing programs in Java.
184 • COMPUTER LAB: INTRODUCTION TO DATA STRUCTURES USING JAVA 1.0 unit
Advisory: MATH 003A
Prerequisite: CIS 043 and CIS 183
Concurrent enrollment in CIS 044 is required. Pass/No Pass 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. Pass/No Pass Option.

184 • COMPUTER LAB: INTRODUCTION TO DATA STRUCTURES USING JAVA 1.0 unit
Advisory: MATH 003A
Prerequisite: CIS 043 and CIS 183
Concurrent enrollment in CIS 044 is required. Pass/No Pass 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. Pass/No Pass Option.

COMPUTER INFORMATION TECHNOLOGY (CIT)

DIVISION: TECHNOLOGY
DEPARTMENT: COMPUTER INFORMATION TECHNOLOGY
DEPT CHAIR: WAEL ABDELJABBAR
PHONE: 408-855-5250
COUNSELING: 408-855-5030

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

Core Curriculum Courses (Required)         Units
CIT 011.........Desktop Operating Systems .................................4.0
CIT 012..........Network Hardware & Software .........................2.0
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. Student must first complete the CCNA certification as a prerequisite to the CCNP certification.

Prerequisite - Completion of the CCNA certification (27 units)
Core Curriculum Courses (Required)         Units
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 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.........Netware Administration .....................................3.0
CIT 062.........Netware Advanced Administration ....................2.0
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
COMPUTER INFORMATION TECHNOLOGY

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

Microsoft Certified Systems Engineer (MCSE) Certificate

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

Core Curriculum Courses (Required) Units
CIT 012 Network Hardware & Software ........................................ 4.0
CIT 014 Introduction to Computer Hardware .................................... 4.0
CIT 041 Microsoft OS Essentials .................................................. 3.0
CIT 043 Microsoft Server .......................................................... 3.0
CIT 044 Supporting MS Windows Network Infrastructure ................. 3.0
CIT 045 Implementing and Administering Windows..................... 3.0
CIT 046 Designing a Secure Windows 2000 Network ....................... 3.0
CIT 141 Microsoft OS Essentials Lab ............................................ 1.0
CIT 143 Microsoft Server Lab .................................................... 1.0
COMM 015 Career Communications ........................................... 3.0

Plus choose two courses from the following:
CIT 049 System Admin for Microsoft SQL Server ......................... 3.0
CIT 052A Designing and Implementing a Data Warehouse ............. 3.0
CIT 141A Using MS SQL Server .................................................... 3.0
CIT 057A Implementing and Supporting MS Exchange Services ....... 4.0

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

Microsoft Certified Database Administration (MCDBA) Certificate

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

Core Curriculum Courses (Required) Units
CIT 041 Microsoft OS Essentials .................................................. 3.0
CIT 043 Microsoft Server .......................................................... 3.0
CIT 044 Supporting MS Windows Network Infrastructure ................. 3.0
CIT 049 System Administration for Microsoft SQL Server ............. 3.0
CIT 051A Designing and Implementing Databases with Microsoft SQL Server .................................................... 3.0
CIT 052A Designing and Implementing a Data Warehouse ............. 3.0
CIT 141 Microsoft OS Essentials Lab ............................................ 1.0
CIT 143 Microsoft Server Lab .................................................... 1.0
COMM 015 Career Communications ........................................... 3.0

Plus choose one course from the following:
CIT 049 Distributed Applications with MS Visual C++ .................. 3.0
CIT 052A Distributed Applications w/ Microsoft Visual Basic ......... 3.0

Total Program Certificate Requirements: ................. 26.0

Oracle Database Administration (DBA) Certificate

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

Core Curriculum Courses (Required) Units
CA 084A Introduction to Oracle: SQL and PL/SQL ......................... 3.0
OR
CIT 049 System Administration for Microsoft SQL Server ............. 3.0
CIT 082 DBA: Architecture and Admin ......................................... 3.0
CIT 084 DBA: Backup and Recovery ........................................... 3.0

CIT 086 DBA: Performance Tuning ............................................. 3.0
CIT 088 DBA: Network Administration ....................................... 3.0
CIT 182 DBA: Architecture and Admin Lab .................................. 1.0
CIT 184 DBA: Backup and Recovery Lab .................................... 1.0
CIT 186 DBA: Performance Tuning Lab ...................................... 1.0
CIT 188 DBA: Network Administration Lab ................................ 1.0
COMM 015 Career Communications ........................................... 3.0

Plus choose one course from the following:
CIT 107 Distributed Applications with MS Visual C++ ................. 3.0
CIT 108 Distributed Applications with MS Visual Basic ............... 3.0
Total Program Certificate Requirements: ................. 25.0

COMPUTER INFORMATION TECHNOLOGY

011 • DESKTOP OPERATING SYSTEMS (A+ PART I) 4.0 units
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, configuring, directing and troubleshooting common problems relating to Windows 9x and Windows 2000. This course also covers setting-up security features, the file system and the network management of the Network Operating System.  

012 • NETWORK HARDWARE AND SOFTWARE 4.0 units
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.  

014 • INTRODUCTION TO COMPUTER HARDWARE (A+ PART II) 4.0 units
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.  

016 • SECURITY+ 3.0 units
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.  

021 • NETWORK ESSENTIALS (CISCO) 3.0 units
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.  

Continued in next column.
022 • ROUTER AND IOS SOFTWARE (CISCO) 3.0 units
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). Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 ISDN, DDR, ODR, dialup networking, Frame Relay, and AAA. Students will learn how to build a remote access network to interconnect central sites to branch offices and home office/telecommuters. Students will also learn how to control access to the central site, as well as maximize bandwidth utilization over the remote links. Pass/No Pass 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 Cisco Remote Access Networks (BCRAN). Instruction includes ISDN, DDR, ODR, dialup networking, Frame Relay, and AAA. Students will learn how to build a remote access network to interconnect central sites to branch offices and home office/telecommuters. Students will also learn how to control access to the central site, as well as maximize bandwidth utilization over the remote links. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

041 • MICROSOFT OS ESSENTIALS 3.0 units
Prerequisite: CIT 041
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. Pass/No Pass 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. Pass/No Pass Option.

044 • SUPPORTING MS 2000 NETWORK INFRASTRUCTURE 3.0 units
Prerequisite: CIT 041
Acceptable for credit: California State University
Students will learn to install, configure, and administer Microsoft Windows 2000 Active Directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will use Group Policies to configure and manage the user desktop environment, to configure and manage software, and to implement and manage security settings. Students will install and manage Windows 2000 Domains and Domain Controllers through Active Directory. Pass/No Pass Option.

045 • IMPLEMENTING AND ADMINISTERING MS DIRECTORY SERVICES 3.0 units
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University
Students will learn the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. At the end of the course, students will be able to describe guidelines for gathering business and administrative information from an organization, and explain how an architect uses that information to design an Active Directory structure for an enterprise; design an Active Directory naming strategy; develop a plan to secure and delegate administrative authority over Active Directory objects based on the administrative model of an organization. Pass/No Pass 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. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>Systems Administration for MS SQL Server</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>051A</td>
<td>Designing and Implementing Databases with MS SQL Server</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>052A</td>
<td>Designing and Implementing Data Warehouse Using MS SQL Server</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>055</td>
<td>Implementing and Supporting Microsoft Proxy</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>057A</td>
<td>Implementing and Supporting MS Exchange Services</td>
<td>4.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>057B</td>
<td>Installing, Configuring and Administering MS Exchange Services</td>
<td>4.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>060</td>
<td>Netware Administration</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>062</td>
<td>Netware Administration - Advanced</td>
<td>2.0</td>
<td>This 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 &amp; Net Tech courses or who have acquired the same knowledge &amp; skills from practical job experience administering a NetWare 4 network. Pass/No Pass Option.</td>
</tr>
<tr>
<td>063</td>
<td>NDS Design and Implementation</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>064</td>
<td>Service and Support</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>067</td>
<td>Integrating Netware with Windows O.S.</td>
<td>3.0</td>
<td>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. Pass/No Pass 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.

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. Pass/No Pass 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, 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. Pass/No Pass 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 Oracle8i database. The student learns to use an administration tool to startup and shutdown a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases under different environments. Hands-on practices help to reinforce key concepts, and students have an opportunity to troubleshoot real life issues when they are given examples of questions frequently asked of Oracle Worldwide Support. This class is preparation for the Oracle Database Administrator certification exam. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 data storage architecture by creating and managing files, file groups, and transaction logs. This course will teach students to use the Microsoft Visual C++ development system to create component object model (COM) objects using Visual C++ and the Active Template Library (ATL) and to create single document interface (SDI) applications using Microsoft Foundation Class (MFC) and the Visual C++ development system. Pass/No Pass 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 data services, and retrieve and manipulate data by using different cursor location. It includes client-side and server-side or cursor types such as forward-only, static, dynamic, and keyset. Students will learn how to execute a statement on a database and how to return records to a Visual Basic application. Pass/No Pass Option.

111 • SERVLETS AND JSP 3.0 units
Prerequisite: GDES 046
Acceptable for credit: California State University
The goal of this course Servlets and JavaServer Pages technology provide a powerful, efficient, portable, and secure alternative to Common Gateway Interface (CGI) programming for developing professional e-commerce sites, Web-enabled applications and to create interactive web pages including secure access to the web site, database interactivity, generate dynamic web pages and maintain client session data (i.e. cookies). Pass/No Pass 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 prior knowledge of a scripting language (HTML, JavaScript, etc.). Topics include design principles, examples of scripts (JavaScript, ASP, ActiveX, VBScript, Servlets, JSP, Perl or CGI) and discussion of security (SET, SSL, etc.). Pass/No Pass 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). Pass/No Pass 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 supporting Windows 2000 Networks. Pass/No Pass 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. Pass/No Pass Option.

160 • NETWARE ADMINISTRATION LAB 1.0 unit
Advisory: CIS 054B
Corequisite: CIT 060
Acceptable for credit: California State University
This lab course provides students with the necessary knowledge and skills to perform fundamental network management tasks on a NetWare 5.1 network. Pass/No Pass Option.

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

182 • DBA: ARCHITECTURE AND ADMINISTRATION LAB 1.0 unit
Prerequisite: CA 064A
Corequisite: CIT 082
Acceptable for credit: California State University
This lab course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. Pass/No Pass Option.

184 • 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. Pass/No Pass 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. Pass/No Pass Option.

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

007 • UNDERSTANDING THE TRANSFER PROCESS  1.0 unit
Acceptable for credit: (University of California - pending), 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 are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. This course may also be offered via distance learning. Pass/No Pass Option.

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

012A1 • CAREERS AND LIFE STYLES  0.5 units
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. Pass/No Pass 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. Pass/No Pass 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 decisions are made in a collaborative process. This course is required of all student body officers and senators. Pass/No Pass Option.

040B, C • LEADERSHIP TRAINING  1.0, 1.5 units
Acceptable for credit: California State University
Students will study and develop leadership skills for use within the college and the community in social and political organizations. The course provides exploration of values and goals. Students learn techniques in problem solving and critical thinking, theory of group processes, and parliamentary procedures. The Brown Act is also covered. The course is designed to train students to assume student leadership roles, and prepare students to participate effectively in campus organizations. This course is required of all student body officers and senators. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

055 • VALUING DIVERSITY  3.0 units
Acceptable for credit: California State University
This is a thematically based course which examines and explores students' multicultural awareness, knowledge base and practices 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. Pass/No Pass 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, ECPS, CalWORKS, etc.). May be repeated three times. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

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.  Pass/No Pass 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.  Pass/No Pass Option.

DESIGN DRAFTING TECHNOLOGY  
(See Technology Studies Department)  
(DRAFT)

COUNSELING • ECONOMICS

ECONOMICS  
(ECON)  
DIVISION:  SOCIAL SCIENCES  
DEPARTMENT:  ECONOMICS  
DEPT CHAIR:  TAT FONG  
PHONE:  408-855-5048  
COUNSELING:  408-855-5030

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

Student Learning Outcomes:
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 encapsulate the causes and effects of economic events, develop models for explaining commonly observed economic behaviors, and apply relevant economic concepts for making critical economic decisions. Upon completion of macroeconomics and microeconomics, students will also demonstrate the ability to articulate their views on economics and engage in debates on current economic issues.

Economics 1A - Principles of Macroeconomics
With a focus on society's goal of achieving growth, equity, and economic stability, the study of Principles of Macroeconomics enables students to:
• evaluate the condition and performance of a 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 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  • Research Economist  
• Business Conditions Forecaster  • Attorney  
• Economic Forecaster  • Industrial Relations Specialist  
• Business Analyst  • Labor Economist  
• Commodity Price Forecaster  • Economic Analyst  
• Project Economist  • Development Economist  
• Macro Economist  • Investment Analyst  
• Operations Research Analyst  • Budget Analyst  
• Manpower Economist  • Natural Resource Economist  
• Arbitrator  • Commodity Economist

Highlights:
• Knowledgeable instructors and professionals in their fields.

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

- Good general overview and conceptual framework of economic issues.
- Opportunity to combine with business and other related areas of study for a more comprehensive education.
- Transfer opportunities.

Schedule Matrix:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 003</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 010</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 023</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 024</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 024L</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 025</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 026</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 030</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

ECONOMICS • ENGINEERING

ENGLISH

• Opportunity to combine with business and other related areas of study for a more comprehensive education.
• Transfer opportunities.

Schedule Matrix:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 003</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 010</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 023</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 024</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 024L</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 025</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 026</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 030</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

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>
<td></td>
</tr>
<tr>
<td>ENGR 024</td>
<td>D</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>ENGR 024L</td>
<td>D</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>ENGR 025</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 026</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR 030</td>
<td>E</td>
<td>E</td>
<td></td>
</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>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

2008–2009 MISSION COLLEGE 77
ENGINEERING

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

Engineering - A.S. Degree

Complete 18 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 003</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 010</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 023</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 024</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 024L</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 029</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 028</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 030</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0 units

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

ENGINEERING (ENGR)

003 • HOW EVERYDAY TECHNOLOGY WORKS 4.0 units
Advisory: MATH 003
Acceptable for credit: University of California, California State University

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

010 • INTRODUCTION TO ENGINEERING 4.0 units
Advisory: MATH 003
Acceptable for credit: University of California, California State University

This course is an introduction to engineering in the work environment, including familiarization with the different branches of engineering and solving different engineering problems. Emphasis of the course is on engineering requirements, analysis, design, implementation and testing of actual engineering problems. Students will learn the proper use of engineering tools including computers, statistics and computer simulations. Students will become familiarized with branches of engineering and the type of work done by engineers and engineering technicians. Students will tour local companies and hear from speakers in local industrial and engineering firms. This course is designed to help students decide whether to embark on an engineering or technical career. Pass/No Pass Option.

023 • MECHANICS - STATICS 3.0 units
CAN ENGR 8
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: MATH 003B and PHYS 004A
Acceptable for credit: University of California, California State University

This course covers the application of the mechanics of equilibrium for static force systems acting on engineering structures. The course covers the equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed loads, analysis of structures, internal forces in beams, method of virtual work, and friction. This course may also be offered via distance learning. Grade Only.

024 • INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units
CAN ENGR 12
CAN ENGR 6 (ENGR 024 + 024L)
Advisory: MATH 004A
Prerequisite: MATH 003B and PHYS 004B
Acceptable for credit: University of California, California State University

This is an introductory course on the analysis of electrical circuits. Emphasis is on setting up equations arising from the applications of Kirchhoff Laws, Ohms Law, and Thevenin's theorem, both in DC and AC circuits. Topics include mesh and nodal analysis, transient forcing functions, phasors, frequency response, resonant circuits, natural and complete responses, dependent sources, operational amplifiers, and analog signal applications. Grade Only.

024L • INTRODUCTION OF CIRCUIT ANALYSIS LAB 1.0 unit
CAN ENGR 6 (ENGR 024 + 024L)
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
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
CAN ENGR 4
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. Pass/No Pass Option.

050 • INTRODUCTION TO GEOGRAPHICAL INFORMATION SYSTEMS 4.0 units
Advisory: MATH 003
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 uses 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. Pass/No Pass Option.

051 • INTRODUCTION 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). Pass/No Pass Option.
ENGLISH (ENGL)

DIVISION: COMMUNICATIONS
DEPARTMENT: ENGLISH
DEPT CHAIR: CHRISTY BROWN
OFFICE: W3-601B
PHONE: 408-855-5315
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.
- On-line courses in composition & workplace writing.
- Experienced, innovative faculty, dedicated to student success.

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

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

006B • WORLD LITERATURE 3.0 units
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University

World Literature (ENGL 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. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>007A</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>007B</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>012</td>
<td>African American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>014</td>
<td>Native American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>015</td>
<td>Introduction to Film Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>018</td>
<td>Asian American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>043</td>
<td>Classical Mythology</td>
<td>3.0</td>
</tr>
<tr>
<td>044</td>
<td>The Bible as Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>045</td>
<td>Popular Fiction in America</td>
<td>3.0</td>
</tr>
<tr>
<td>047</td>
<td>Introduction to Poetry</td>
<td>3.0</td>
</tr>
<tr>
<td>048</td>
<td>Introduction to Shakespeare</td>
<td>3.0</td>
</tr>
<tr>
<td>049</td>
<td>Modern Fiction</td>
<td>3.0</td>
</tr>
<tr>
<td>059</td>
<td>Writing in the Workplace</td>
<td>3.0</td>
</tr>
<tr>
<td>059A</td>
<td>Writing in the Workplace/Abstracts</td>
<td>1.0</td>
</tr>
</tbody>
</table>
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

**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.  
Pass/No Pass Option.

**108A • EFFECTIVE WRITING**  
3.0 units

Advisory: READ 053  
Prerequisite: ENGL 905 or qualifying score on placement test  
This concentration is on the writing process, academic essays, and introduction to research skills. This course qualifies students for English 001A.  
Pass/No Pass Option.

**900 • ENGLISH COMPUTER LAB**  
(NON-ASSOCIATE DEGREE COURSE)  
(Formerly ENGL 700)  
0.5 units

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.  
Pass/No Pass Only.

**903 • BASIC GRAMMAR AND SENTENCE STRUCTURE**  
(NON-ASSOCIATE DEGREE COURSE)  
(Formerly ENGL 103)  
3.0 units

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.  
Pass/No Pass Only.

**905 • ENGLISH FUNDAMENTALS**  
(NON-ASSOCIATE DEGREE COURSE)  
(Formerly ENGL 105)  
3.0 units

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.  
Pass/No Pass Only.

**940A, B, C, D, E, F • ENGLISH LAB**  
(NON-ASSOCIATE DEGREE COURSE)  
(Formerly ENGL 40A, B, C, D, E, F)  
0.5 units each

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.  
Pass/No Pass Only.

**966 • APPLIED GRAMMAR/PUNCTUATION**  
(NON-ASSOCIATE DEGREE COURSE)  
2.0 units

Advisory: Eligibility for READ 053  
Prerequisite: Eligibility for ENGL 108A

This course reviews the applications of grammar, usage and punctuation in writing assignments for students writing at the English 108A, 001A, 001B, and 001C levels. Students 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.  
Pass/No Pass Option.
ENGLISH AS A SECOND LANGUAGE

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

ENGLISH AS A SECOND LANGUAGE (ESL)

DIVISION/DEPT: ENGLISH AS A SECOND LANGUAGE
DEPT CHAIR: MYO MYINT
PHONE: 408-855-5316
COUNSELING: DR. PHUONG NGUYEN
PHONE: 408-855-5043

Student Learning Outcomes:

Upon completion of our program, and allowing for minor second language errors that do not interfere with meaning, students will be able to communicate successfully orally and in writing. They will comprehend written and spoken language at the college level and they will demonstrate that ability through the following tasks:

• identify and use the grammatical elements of college-level standard English to write an essay using academic level vocabulary

• read a novel at the adult level and respond orally and in writing to fictional elements such as character, plot and theme

• write an outline for and answer detailed questions about academic lectures and news broadcasts and summarize lectures, literary and non-literary works orally and in writing

• participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion, add information, disagree, agree and summarize in both academic and professional settings on a variety of concrete and abstract topics

• and produce speech which is intelligible and accurately articulated.

Students will identify with aspects of American culture and values and will become increasingly acculturated to life in the United States. Students will gain confidence in communicating in English.

Students will be assessed through written and oral quizzes and exams and graded in-class writing.

Modes of Study:

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

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

ESL in the Workplace

Schedule Matrix:

All core ESL courses are offered every semester.

WEEKEND FAL 2008 SUMMER 2008 COURSES FALL 2009

FRI ESL 940RV FRI ESL 940RV ESL 910 ESL 910LC
FRI ESL 950LS ESL 920 ESL 920LC
SAT ESL 950LS SAT ESL 970LS ESL 940GW
SAT ESL 970LS SAT ESL 970AR ESL 960G ESL 940RV
SAT ESL 970AR ESL 970G ESL 950LS

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:

ESL 910LC Foundations of ESL (multi-skills) 9.5 units
ESL 900-906 Skills Development Lab 0.5 unit each

ESL 920 Beginning ESL (multi-skills) 9.5 units

ESL 930LS High Beginning Listening and Speaking 3.5 units
ESL 930GW High Beginning Grammar and Writing 3.5 units
ESL 930RV High Beginning Reading & Vocabulary 3.5 units

ESL 940LS Low Intermediate Listening and Speaking 3.5 units
ESL 940GW Low Intermediate Grammar and Writing 3 units
ESL 940RV Low Intermediate Reading & Vocabulary 3 units

ESL 950G Intermediate Grammar 3 units
ESL 950PL Intermediate Pronunciation and Listening 3.5 units
ESL 950LS Intermediate Listening and Speaking 3 units

ESL 960LS High Intermediate Listening and Speaking 3 units
ESL 960G High Intermediate Grammar 3 units
ESL 960RW Advanced Reading and Writing 5 units

ESL 970AR Accent Reduction 3 units
ESL 970LS Advanced Listening and Speaking 3 units
ESL 970G Advanced Grammar 3 units
ESL 970RW Advanced Reading and Writing 5 units

Total Program Certificate Requirements 11.0 units
ENGLISH AS A SECOND LANGUAGE (ESL)

Placement in any ESL class is based on a placement test for new students or a grade of C or better in a previous course for continuing students. Students needing to take a placement test should contact the Testing Center, room E1-101 or phone 408-855-5099.

900 • ESL COMPUTER LAB (NON-ASSOCIATE DEGREE COURSE) 0.5 unit each
Corequisite: Concurrent enrollment in an English course or an ESL writing course. This lab provides students with the opportunity to use a Macintosh or PC computer to facilitate the writing process. Students will work independently on writing assignments for ESL classes, including paragraph exercises, essays, and business writing topics. 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. Pass/No Pass 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 native speakers of English. This course focuses on developing skills necessary 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, speaking, 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. Pass/No Pass 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 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 time for student development. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

910LC • FOUNDATIONS IN LISTENING AND CULTURE (NON-ASSOCIATE DEGREE COURSE) 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 via distance learning. Pass/No Pass 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 beginning level ESL students. It also provides preparation for placement into Level 930 ESL classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises, and 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 via distance learning. Pass/No Pass 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 read 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 via distance learning. Pass/No Pass 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 and speaking. Different aspects of American life will be included. This course may also be offered by telecourse. Pass/No Pass Option.

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

930LS • HIGH BEGINNING LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.5 units
Prerequisite: ESL 920 or a qualifying score on ESL placement test
This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1 1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

930RV • HIGH BEGINNING READING AND VOCABULARY (NON-ASSOCIATE DEGREE COURSE) 3.5 units
Prerequisite: ESL 920 or a qualifying score on ESL placement test
Students receive guidance and extensive practice in reading and comprehending stories, articles, and dialogues written in simple English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes 1.5 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass 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. Pass/No Pass Option.

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 via distance learning. Pass/No Pass Option.

2008–2009 MISSION COLLEGE 83
ENGLISH AS A SECOND LANGUAGE

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

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.5 units
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test
This course develops intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new and idiomatic expressions to express ideas in conversational settings. The course emphasis is on the development of oral fluency and the appropriate use of conversational strategies and conversation management techniques (interaction skills) to exchange ideas in small and large group communication. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass 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 930RV 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 via distance learning. Pass/No Pass Option.

940WP • INTERMEDIATE ESL IN THE WORKPLACE (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Prerequisite: A qualifying score on ESL placement test
This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologues, dialogues, pronunciation patterns, and vocabulary usage. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

950G • INTERMEDIATE GRAMMAR (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Advisory: ESL 940RV and ESL 940LS with a C or better.
Prerequisite: ESL 940GW or a qualifying score on the ESL placement test
This course focuses on the necessary intermediate grammar skills to support the development of speaking, reading and writing skills. The main focus will be on compound and complex sentence development in both oral and written form. Topics to be addressed include adjective, adverb, and noun phrases and clauses, conditionals, infinitives, gerunds, sentence boundaries, punctuation, and the functions of parts-of-speech. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

950LS • INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 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 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 via distance learning. Pass/No Pass Option.

950PL • INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 units (NON-ASSOCIATE DEGREE COURSE)
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 via distance learning. Pass/No Pass Option.

950RW • INTERMEDIATE READING AND WRITING (NON-ASSOCIATE DEGREE COURSE) 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 using participial, gerund, and infinitive phrases and adverbial, adjective and noun clauses in complex sentences to express ideas related to reading content. Reading skills focus on the acquisition and use of new vocabulary, the strategies to understand and interpret content, reading a novel and completing a library project. This course may also be offered via distance learning. Pass/No Pass Option.

950 • HIGH INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Prerequisite: ESL 950G, ESL 950RW and ESL 950LS, or a qualifying score on the ESL placement test.
This course for students at a high-intermediate level of ESL develops sentence variety in standard written English and accuracy in spoken English to support the refinement of speaking, reading and writing skills. Among elements the course focuses on are the study and practice of complex sentence structures, varied placement of sentence elements, particles, conditionals, and error correction. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

950LS • HIGH INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 5.0 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 and idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. The course emphasis is on the development of oral fluency and the appropriate use of conversational strategies and conversation management techniques (interaction skills) to exchange ideas in small and large group communication. May be repeated three times. Pass/No Pass Option.

950RW • HIGH INTERMEDIATE READING AND WRITING (NON-ASSOCIATE DEGREE COURSE) 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 via distance learning. Pass/No Pass Option.

966 • APPLIED GRAMMAR AND EDITING (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Advisory: READ 961.
In this course, students will edit non-native language errors in applied grammar, usage and punctuation using writing assignments from other courses. Grammar application includes sentence patterns and boundaries; punctuation; verb tenses; modals; conditional; passive voice; articles; prepositional, adjectival and adverbial phrases; word order; word forms; word usage, and subject-verb-pronoun agreement. This course is designed for students at the English 905 level and above whose primary language is not English. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.
ENGLISH AS A SECOND LANGUAGE • 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.

970AR • ACCENT REDUCTION
(3.0 units)

Prerequisite: ESL 960LS or a qualifying score on the ESL Placement Test
Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

970G • ADVANCED GRAMMAR REVIEW AND EDITING
(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; subject-verb-pronoun agreement; sentence parts; sentence patterns; sentence boundaries; and mechanics. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

970LS • ADVANCED LISTENING AND SPEAKING
(3.0 units)

Advisory: ESL 960RW and ESL 960G
Prerequisite: Qualifying score on ESL placement test or 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. Pass/No Pass Option.

970RW • ADVANCED READING AND WRITING
(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 via distance learning. Pass/No Pass Option.

FIRE PROTECTION TECHNOLOGY (FPT)

DIVISION: APPLIED SCIENCE
DEPARTMENT: FIRE PROTECTION TECHNOLOGY
DEPT CHAIR: ROD PAVAO
PHONE: 408-855-5311
MAIN: 408-855-5354
INFO: 408-855-5355
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
Plan Checker • Supervision
Manager • Investigator

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

Highlights:
• Up-to-date technical information.
• Field trips to a variety of fire service locations.

Continued on next page.
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.

- 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

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>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 051</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 052</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 053</td>
<td>D</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>FPT 054</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 055</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>FPT 056</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>FPT 057</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 061</td>
<td>D,D</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FPT 065</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 065C</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 065L</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FPT 180</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; X= WEEKEND

Firefighter I Certification Educational Requirements:
Mission College provides classes that meet the educational requirements for a Firefighter I certification as defined by the office of the State Fire Marshal. The College also provides a limited number of opportunities to complete the manipulative requirements for the Firefighter I certification through internships.

Educational Requirements for Firefighter I:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 051</td>
<td>Fire Protection Organization</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>FPT 061</td>
<td>Introduction to Fire Suppression</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>FPT 052*</td>
<td>Fundamentals of Fire Behavior and Control</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>FPT 057</td>
<td>Rescue Practice</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>FPT 060*</td>
<td>Wildland Fire Control Technology</td>
<td>2.5</td>
<td></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>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician - I (EMT)</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>FPT 065C</td>
<td>Emergency Medical Technician - Clinical Exper</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>FPT 065L</td>
<td>Emergency Medical Technician - I Lab</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>WHP 004D</td>
<td>Firefighter Physical Agility Training</td>
<td>2.0</td>
<td></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)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>FPT 051</td>
<td>Fire Protection Organization</td>
</tr>
<tr>
<td>FPT 052</td>
<td>Fire Behavior and Combustion</td>
</tr>
<tr>
<td>FPT 053</td>
<td>Fire Protection Equipment and Systems</td>
</tr>
<tr>
<td>FPT 054</td>
<td>Building Construction For Fire Protection</td>
</tr>
<tr>
<td>FPT 055</td>
<td>Fire Prevention Technology</td>
</tr>
<tr>
<td>FPT 056</td>
<td>Hazardous Materials Technology</td>
</tr>
<tr>
<td>MATH 000C</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

Plus 6 units from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 057</td>
<td>Rescue Practices</td>
</tr>
<tr>
<td>FPT 058</td>
<td>Fire Apparatus and Equipment</td>
</tr>
<tr>
<td>FPT 059</td>
<td>Firefighting Tactics &amp; Strategy</td>
</tr>
<tr>
<td>WHP 004D</td>
<td>Fitness: Fire Agility Training</td>
</tr>
<tr>
<td>FPT 060</td>
<td>Wildland Fire Control Technology</td>
</tr>
<tr>
<td>FPT 061</td>
<td>Fundamentals of Fire Suppression</td>
</tr>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician I</td>
</tr>
<tr>
<td>FPT 065C</td>
<td>EMT I - Clinical Experience</td>
</tr>
<tr>
<td>FPT 065L</td>
<td>EMT I Lab</td>
</tr>
<tr>
<td>FPT 075</td>
<td>Emergency Response Training</td>
</tr>
<tr>
<td>FPT 180</td>
<td>Emergency Medical Technician I Certification</td>
</tr>
<tr>
<td>FPT 180A</td>
<td>EMT Recertification Part I (MCTV)</td>
</tr>
<tr>
<td>FPT 180B</td>
<td>EMT Recertification Part II (MCTV)</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 31.0 units

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

FIRE PROTECTION TECHNOLOGY (FPT)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>051</td>
<td>FIRE PROTECTION ORGANIZATION</td>
</tr>
<tr>
<td>052</td>
<td>FIRE BEHAVIOR AND COMBUSTION</td>
</tr>
<tr>
<td>053</td>
<td>FIRE PROTECTION EQUIPMENT AND SYSTEMS</td>
</tr>
</tbody>
</table>

Advisory: MATH 093

1. 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. Pass/No Pass Option.

2. 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. Pass/No Pass Option.

3. Portable fire extinguishing equipment including inspection and maintenance procedures; fundamentals of design and operation of various types of sprinkler systems; fundamentals of design and operation of special hazard protection systems and associated fire detection and signaling systems; water supply requirements for standpipe, sprinkler and other fire protection systems. Pass/No Pass Option.
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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; improvising and providing transportation; extrication procedures; various rescue techniques. Safety equipment required. Pass/No Pass 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 evolutions; apparatus testing. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

061 • FUNDAMENTALS OF FIRE SUPPRESSION 3.0 units
Corequisite: WHP 004D
Acceptable for credit: California State University
Manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and 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. Pass/No Pass 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. 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
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. Pass/No Pass 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. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. May be repeated three times. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the refresher course requirements for certification as an Emergency Medical Technician I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. May be repeated three times. Pass/No Pass Option.

FIRE PROTECTION TECHNOLOGY • FOREIGN LANGUAGE

FOREIGN LANGUAGES

- Arabic
- Italian
- Portuguese
- Vietnamese
- Chinese
- Japanese
- Russian
- French
- Latin
- Spanish

DIVISION: CULTURAL AND TECHNICAL ARTS
DEPARTMENT: FOREIGN LANGUAGES
DEPT CHAIR: DR. 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/Junior Foreign Service
- Banking
- Import & Export
- Intelligence/Military Service
- Translator/Interpreter
- Social Service
- Foreign Language Teacher
- RS/State Franchise Tax Board
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>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 050A</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>CHIN 050B</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRNCH 001</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 001L</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 002</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 002L</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 003</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 004</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 005</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>FRNCH 006</td>
<td>E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>FRNCH 050A</td>
<td>E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>FRNCH 050B</td>
<td>E</td>
<td>E</td>
<td>D</td>
</tr>
</tbody>
</table>

Continued in next column.
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 films, 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. Pass/No Pass Option.

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

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

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

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

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

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

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

051A • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Advisory: FRNCH 050B
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. Pass/No Pass Option.

051B • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE  3.0 units
Advisory: FRNCH 050A
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. Pass/No Pass Option.

058A • IMMERSION 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-weekend assignment. There will be a mandatory Saturday or weekday-evening meeting early in the semester. Pass/No Pass 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. Pass/No Pass Option.

ITALIAN (ITAL)

001 • FIRST SEMESTER ITALIAN (ELEMENTARY LEVEL)  3.0 units
Prerequisite: ITAL 001L
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. Pass/No Pass 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 may also be taken independently by students who are not enrolled in a foreign language course. May be repeated once for credit. Pass/No Pass Option.

050A • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE  3.0 units
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning the fundamental aspects of the Italian language, this course emphasizes conversational skills and vocabulary-building with a moderate amount of grammar. The student is also introduced to the cultural aspects of Italy through the use of audio-visual materials. Cultural topics (customs, cuisine, travel, traditions, etc.) and useful vocabulary (numbers, foods, telling time, clothing, etc.) will be further explored through classroom activities which encourage students to use the language in simulated situations. Pass/No Pass 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. Pass/No Pass Option.

051A • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE 3.0 units
Advisory: ITAL 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Italian. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Italian while furthering their knowledge of the customs and culture of Italy. Pass/No Pass 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, as well as the finer points of Italian grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option.

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 student’s not enrolled in a foreign language course as many cultural materials have texts in both English and Japanese. May be repeated one time for credit. Pass/No Pass Option.

011B • JAPANESE LAB 0.5 unit
Acceptable for credit: California State University
This course is a continuation of Japanese 1A, although Japanese 1A 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 1A, 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.
### FOREIGN LANGUAGE

**LATIN** (LATIN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 • ELEMENTARY LATIN</td>
<td>3.0</td>
<td>California State University</td>
<td></td>
</tr>
</tbody>
</table>

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. **Pass/No Pass Option.**

### PORTUGUESE (PORTG)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>049A • PORTUGUESE FOR THE PORTUGUESE-SPEAKING</td>
<td>3.0</td>
<td>University of California, California State University</td>
<td></td>
</tr>
</tbody>
</table>

Advisory: Native-level speaking ability in Portuguese. 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 additional study of the accomplishments of the Portuguese in the United States, some translation from Portuguese to English and reading in Portuguese and Brazilian literature. **Pass/No Pass Option.**

### RUSSIAN (RUSS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>040 • BEGINNING CONVERSATIONAL RUSSIAN AND CULTURE</td>
<td>3.0</td>
<td>California State University</td>
<td></td>
</tr>
</tbody>
</table>

Designed for students without previous experience, desiring a basic, practical conversational approach to learning a language, this course emphasizes conversational skills and vocabulary building with a basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Russian customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. **Pass/No Pass Option.**

### SPANISH (SPAN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 • FIRST SEMESTER SPANISH (BEGINNING LEVEL)</td>
<td>5.0</td>
<td>University of California, California State University</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: SPAN 001L. This course is designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversational skills and vocabulary building with a minimum of grammar. The living conditions, modern culture, and traditions of Portugal and Brazil will also be introduced. **Pass/No Pass Option.**

### SPANISH (SPAN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001L • FIRST SEMESTER SPANISH LABORATORY</td>
<td>0.5</td>
<td>California State University</td>
<td></td>
</tr>
</tbody>
</table>

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 once time for credit. **Pass/No Pass Option.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>002 • SECOND SEMESTER SPANISH (ELEMENTARY LEVEL)</td>
<td>5.0</td>
<td>University of California, California State University</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: SPAN 001 or its equivalent (2 years of high school Spanish). 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. **Pass/No Pass Option.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>002L • SECOND SEMESTER SPANISH LABORATORY</td>
<td>0.5</td>
<td>California State University</td>
<td></td>
</tr>
</tbody>
</table>

This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the cultures of Spanish-speaking countries through film, current publications, internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in Spanish 002, and is designed to further enhance class material. Spanish 002L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated three times for credit. **Pass/No Pass Option.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>003 • THIRD SEMESTER SPANISH (INTERMEDIATE LEVEL)</td>
<td>5.0</td>
<td>University of California, California State University</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: SPAN 002 or its equivalent (2 years of high school Spanish). Students will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary building exercises, culturally authentic dialogues, readings, and multimedia studies in Hispanic civilization, traditions, customs, and values. **Pass/No Pass Option.**
**FOREIGN LANGUAGE**

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

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

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

**050A • BASIC CONVERSATIONAL SPANISH 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. 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. Pass/No Pass Option.

**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 005. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Hispanic countries will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.

**051A • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE**  
3.0 units  
Advisory: SPAN 050B  
Acceptable for credit: California State University  
This course is a continuation of Spanish 050A. Students will increase their understanding of basic grammar and learn new vocabulary. They will continue to practice their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Pass/No Pass 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 051A. 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. Pass/No Pass 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. Pass/No Pass Option.

**058A • IMMERSION SPANISH**  
3.0 units  
Acceptable for credit: California State University  
Spanish 058A 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. Pass/No Pass 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 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.
FOREIGN LANGUAGE • GEOGRAPHY

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

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. Pass/No Pass 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. Pass/No Pass Option.

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. Pass/No Pass 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 events, food, etc. Vietnamese customs and traditions, including family concepts, religion, special Vie events, food, etc. Pass/No Pass 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 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. Pass/No Pass Option.

GEOGRAPHY (GEOG)

DIVISION: SOCIAL SCIENCES
DEPARTMENT: GEOGRAPHY
DEPT CHAIR: WENXIAN XU
PHONE: 408-855-5233
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 human, historical and contemporary, have utilized and shaped the earth's surface; and to predict future patterns and interactions between humans and the natural environment. The Mission program is particularly concerned with (a) the Pacific Rim; (b) the non-industrial world and (c) the physical and cultural diversity of California, and their mutual interactions in an era of increasing mental limitations.

Career Options:
- Environmental Consultant
- Educator (elementary through university)
- Cartographer
- Urban and Rural Planning
- Natural Resources Management (park/forest ranger)
- Travel Industry Agent/Consultant
- Real Estate (forecasting and consulting)
- International Development
- Industrial Development Specialist
- Marketing Area Analyst
- Environmental Research Specialist
- Intelligence Analyst
- Climatologist
- Demographer
- G.I.S. Analyst

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill some career options.

Highlights:
- Lower division course offerings.
- Field trips.
- Courses fulfill CSU multicultural requirement.

Schedule Matrix:

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

GEOGRAPHY (GEOG)

001 • INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 units
CAN GEOG 2
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. Pass/No Pass 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. Pass/No Pass Option.
Global Studies is an interdisciplinary approach to increasing knowledge and understanding of modern global society and events. An understanding of the world's social, political, economic and natural systems, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as global citizens.

### Student Learning Outcomes:

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

### 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.

### 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
- Communications
- Diplomacy
- Entertainment
- Foreign Service
- Human Rights
- International Law
- Negotiations
- Public Policy
- Theater
- 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 Behavioral Sciences requirement for the University of California, Social Sciences requirement for California State University, and the Social and Behavioral Sciences/Series 2 requirement for the A.A. degree:

- GLOBL 1/SOCSC 1 - Global Perspectives
- GLOBL 2/SOCSC 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>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 025</td>
<td>3.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>5.0 - 6.0</td>
</tr>
<tr>
<td>GLOBL 001*</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 001*</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 002*</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 002*</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 006*</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 006*</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units**

- **17.0 - 18.0**

*Cross listed courses

### GLOBAL STUDIES A.A. Degree

The Global Studies Program will provide the student with a knowledge of critical issues which affect their lives and community, as well as the affairs of other cultures and countries. An understanding of the world's social and natural systems, coupled with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as a global citizen.

**Note:** Most of the courses in the program also satisfy General Education requirements.

#### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 025</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 001*</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 001*</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 002*</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 002*</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Continued on next page.*
GLOBAL STUDIES

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

GLOBL 006 ....... The Global Economy ................................................. 3.0

or

SOCSC 006 ....... The Global Economy ................................................. 3.0

Foreign Language .................................................................................. 5.0 - 6.0

Plus 6 units from the following: ......................................................... Units

ANTHR 003 .... Introduction to Cultural Anthropology ................. 3.0

ART 001A .... Survey of Western Art I .................................................. 3.0

or

ART 001B .... Survey of Western Art II .................................................. 3.0

ART 001C .... Survey of Non-Western Art ............................................. 3.0

BIOSSC 030 .... Tropical Ecology ....................................................... 4.0

COMM 012 .... Introduction to Intercultural Communication ......... 3.0

ENGL 006A .... Survey of World Literature ........................................ 3.0

or

ENGL 006B .... Survey of World Literature ........................................ 3.0

GEOG 001 .... Introduction to Physical Geography ......................... 3.0

GEOG 002 .... Introduction to Cultural Geography ......................... 3.0

GLOBL 003 * .... Introduction to Peace ................................................. 3.0

GLOBL 004 * .... The Developing World ............................................. 3.0

GLOBL 005 * .... Global Focus ............................................................. 3.0

HIST 004B .... History of Western Civilization ............................. 3.0

HIST 033 .... Women's Issues Past and Present ............................... 3.0

HUMAN 001A .... Human Values in and From the Arts ................... 3.0

or

HUMAN 001B .... Human Values in and From the Arts ................... 3.0

HUMAN 016A .... Hispanic Roots & 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 .................................... 1.0

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 082 .... Consumer Behavior ....................................................... 3.0

MKT 088 .... How to Sell Your Products in Mexico ......................... 3.0

MUSIC 017 .... Music of the World ..................................................... 3.0

PHIL 004 .... Patterns in Comparative Religions ............................... 3.0

PHIL 008 .... Introduction to Asian Philosophy ............................... 3.0

POLIT 002 .... Comparative Government ............................................ 3.0

POLIT 004 .... International Relations .................................................. 3.0

POLIT 007 .... International Films ....................................................... 3.0

SOC 046 .... Advanced Human Sexuality: Current Issues .......... 3.0

SOCSC 003 * .... Introduction to Peace Studies .............................. 3.0

SOCSC 004 * .... The Developing World ............................................. 3.0

SOCSC 005 * .... Global Focus ............................................................. 3.0

Total Units ......................................................................................... 23.0 - 24.0

*Crosslisted courses

GLOBAL STUDIES (GLOBL)

001 • GLOBAL PERSPECTIVES  3.0 units

Advisory: Eligibility for ENGL 108A and READ 053

Acceptable for credit: University of California, California State University

This course introduces the student to the study of global systems and their interdependence. The class discusses the origins and growth of cultural values and technological, political, economic and environmental systems. The students compare and contrast basic world views inherent in these systems as they impact themselves and others as global citizens. This course is also listed as SOCSC 001. This course may also be offered via distance learning. Pass/No Pass Option.

002 • GLOBAL ISSUES  3.0 units

Advisory: Eligibility for ENGL 108A and READ 053

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 is also listed as SOCSC 002. This course may also be offered via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass Option.

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 via distance learning. Pass/No Pass Option.

005 • GLOBAL FOCUS  3.0 units

Advisory: GLOBL 001 or GLOBL 002, and 1 yr. of study of foreign language of target country

Acceptable for credit: (University of California -pending) California State University

Students in this class study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the U.S. with those of at least one other country. Part of the course concentrates on discovering and defining what it means to be “American.” Students 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 develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Option.

006 • THE GLOBAL ECONOMY  3.0 units

Advisory: Eligibility for ENGL 108A and READ 053, GLOBL 001 or GLOBL 002 or SOCSC 001 or SOCSC 002

Acceptable for credit: University of California, California State University

This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe are presented to expand insight into the increasing economic interdependence of nations. This course may also be be offered by via distance learning. Pass/No Pass Option.
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 transferable to 4-year colleges such as Cal Poly in San Luis Obispo. Additionally, faculty actively assist students to find part time work while in the program and full time employment upon graduation. The program offers students career opportunities in a high energy fields that is driven by creative challenges, fascinating technology and a desire to do quality work.

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

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

A.S. Degree:
• Graphic Arts

Certificate:
• Graphic Arts

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 062</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 063</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 064</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 065</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 067</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GRART 068</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Graphic Arts - A.S. Degree**

The increasing demand for the dissemination of information and communication promises to keep the graphic arts field expanding with a wealth of job, career, and creative opportunities. Opportunities range from electronic page makeup, illustration, design, photography, image manipulation, 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 personas and because of the very few training opportunities available, Mission College has created a graphics program in order to meet the varying needs of this industry.

The Graphic Arts Program includes an internship program that is available to advanced level students. This program allows students to work within the industry while attending classes, earn an hourly wage, and gain valuable on-the-job experience.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 065</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 067</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus two of the following courses (3 units)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 035</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 24.0 units

**Graphic Arts - Certificate**

The Certificate Program in Printing Technology is a practical experiential training program in graphic design and production processes that go from concept to final printed product. Core courses covering production, design and preparation for work in technical areas are supplemented by a variety of electives. Only courses completed with a grade of “C” or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 067</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus two of the following courses (3 units)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 035</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 21.0 units
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. Pass/No Pass 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. Pass/No Pass 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, tints and quadtints. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass 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. Pass/No Pass 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, off-press 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. Pass/No Pass 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: 408-855-5284
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
- Marketing Communication
- E-Commerce
- Graphic Design
- Multimedia
- Web Graphic Design
- Webmaster
- Creative Arts Entrepreneurship

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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDES 035</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>GDES 037</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>GDES 045</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>GDES 046</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>GDES 047</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>GDES 050</td>
<td>D</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 055B</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 060</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>GDES 070</td>
<td>D</td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>GDES 073</td>
<td>D</td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>GDES 074</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 075</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GDES 077</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 080</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 082</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>GDES 085</td>
<td>E</td>
<td></td>
<td></td>
<td>E</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) Units
ART 034A........Introduction to Digital Art ..............................................3.0
GRART 062........Introduction to Adobe Illustrator .................................3.0
GRART 064........Introduction to Adobe Photoshop ..............................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: Units
ART 034B........Advanced Digital Art ..................................................3.0
ART 037A........Introduction to Computer Animation ...........................3.0
GRART 068........Advanced Adobe Photoshop ....................................3.0
GRART 066........Advanced Adobe Illustrator ......................................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: ..............................17.0

Creative Arts Entrepreneurship Certificate

This certificate program will help students develop an understanding of business processes, basic business principles, self-promotion, sales techniques, portfolio preparation, financial techniques and legal issues tailored specifically for students planning to work in creative fields such as the fine and applied arts, design, multimedia, film/video, music, and writing.

Core Requirements Units
BUS 054A........The Business Plan ..................................................1.0
GDES 021........Salesmanship for Creative Professionals ........................1.0
GDES 022........Self Promotion for Creative Professionals .....................1.5
GDES 023........Money and the Creative Professional ..........................1.0
GDES 025........Copyrights for Creative Professionals ..........................1.0
GDES 026........The Business of Creativity ........................................1.0
GDES 085........Professional Portfolio & Design ................................2.0

Select 7.5 units from the list of elective courses to complete a minimum of 16 units for the certificate. Units
ACCTG 001A........Principles of Accounting ........................................4.0
BUS 027........Principles of e-Business ..............................................3.0
BUS 054........Small Business Start Up and Management .....................3.0
BUS 078........Business Communications ........................................3.0
GDES 013........Creativity and Visual Communication .......................3.0
GDES 029........Careers in Visual Communication ................................2.0
GDES 045........Web Page Design with XHTML ................................3.0
GDES 047........Web Animation ..........................................................3.0
GDES 083........Designing Websites for e-Commerce ........................3.0
MGMT 010........Negotiation Skills ..................................................0.5
MGMT 101........Interpersonal Effectiveness ....................................3.0
MKT 034........Networking for Success ..............................................0.5
MKT 035........Developing Customer Surveys ....................................0.5
MKT 056A........Marketing Principles ..................................................3.0
MKT 056B........Marketing Strategies ..................................................3.0
MKT 059........Effective Public Relations ............................................3.0
MKT 084........Internet Marketing ....................................................3.0
MKT 084B........E-Mail Marketing ....................................................0.5

Total Program Certificate Requirements: ..............................16.0

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) Units
MKT 084........Web Animation ..........................................................3.0
BUS 027........Intro to Business Computing .....................................4.0
BUS 029........e-Business .................................................................4.0
GDES 045........Web Page Design with XHTML ..............................3.0
GDES 046........Intermediate Webpage Design with Dreamweaver .........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 as electives: Units
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 Production with Final Cut Pro ...............3.0
MKT 056A........Marketing Principles ..................................................3.0
MKT 068........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)  Units  
ART 031A............. Drawing ................................................................. 3.0  
ART 033A............. Basic Design: Two-Dimensional ........................... 3.0  
GDES 029............. Careers in Visual Communication ......................... 2.0  
GDES 035............. Introduction to Computer Graphic Design .............. 3.0  
GDES 045............. Web Page Design with XHTML ........................... 3.0  
GDES 055A .......... Graphic Design - Image and Promotion ..................... 3.0  
GDES 055B .......... Advanced Topics in Graphic Design - The Agency .... 3.0  
GRART 050 .......... Exploring Careers in Graphic Arts .......................... 3.0  
GRART 062 .......... Introduction to Adobe Illustrator ............................ 3.0  
GDES 060 .......... Electronic Page Layout and Typography ...................... 3.0  
GDES 085 .......... Professional Portfolio and Design Career Preparation .... 2.0  

Plus an additional course (or additional courses) required from the following to bring your total to a minimum of 33 units:  Units  
ART 033B............. Basic Design: Three-Dimensional .......................... 3.0  
ART 034A............. Computer Aided Art ........................................... 3.0  
GDES/ART 011........ The History of Modern Design .............................. 3.0  
GDES 040 .......... Applied Typography ................................................. 3.0  
GDES 047 .......... Web Animation ...................................................... 3.0  
GDES 072 .......... Info. Architecture & Interface Design .......................... 2.0  
GDES 080 .......... Packaging Design .................................................. 3.0  
GDES 087 .......... Tradeshow Exhibit Design ......................................... 3.0  
GDES/ENGL 077Technical Communication ....................................... 3.0  
GDES 050 .......... Graphic Design & Illustration Techniques ...................... 3.0  
GDES 037 .......... Inter. Computer Graphic Design .................................. 3.0  
GRART 075 .......... Printing Graphic Files on the Press ............................ 3.0  
GRART 070 .......... Introduction to Multimedia Design ............................ 3.0  
GRART 064 .......... Introduction to Adobe Photoshop ............................ 3.0  
Total Program A.S. Degree/Certificate Requirements: .......................... 33.0

Some graduation requirements occasionally change. Please consult a counselor for information on the requirements or see the appropriate catalog. For additional information, please visit the Mission College Website at http://www.wvmccd.cc.ca.us/mc.

Marketing Communication - Certificate

This is an interdisciplinary program created to provide the necessary basic technical, business, and creative skills for those planning to enter this rapidly growing field. This program will prepare students to enter the profession as marketing communication coordinators or marketing communication assistants. The students, by the end of the program, are expected to understand and apply the basic principles of visual and written communication along with a working knowledge of appropriate software packages.

Core Curriculum Courses (Required)  Units  
ART 033A............. Basic Design: Two-Dimensional .......................... 3.0  
MKT 056A............. Marketing Principles ............................................. 3.0  
MKT 081A............. Advertising Principles ............................................ 3.0  
ENGL 001A.......... English Composition ............................................. 3.0  
GDES 055A .......... Graphic Design-Image and Promotion ...................... 3.0  
GDES 087 .......... Tradeshow Exhibit Design ......................................... 3.0  
GDES/ENGL 077Design of Technical Publications ................................. 3.0  
GRART 050 .......... Exploring Careers in Graphic Arts ............................ 3.0  

Plus an additional course(s) required from the following to bring your total to a minimum of 27 units.  Units  
GDES 060 .......... Electronic Page Layout and Typography ...................... 3.0  
GRART 062 .......... Introduction to Adobe Illustrator ............................ 3.0  
Total Program Certificate Requirements: ........................................... 27.0

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.

Multimedia - Certificate

Multimedia in it’s most basic definition can be thought of as applications that bring together multiple types of media: text, illustrations, photos, sounds, voice in an interactive manner. The potential for our students are great. Multimedia is visual, and designers are needed to organize the information effectively, to guide the reader through the information, and to create a distinct overall business image. This is an interdisciplinary program created to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. This program will prepare students to enter the multimedia design field as entry level animators, graphic designers, content developers, and game designers. Some examples where students might find employment using their creative problem-solving, design, and illustration skills might include design and illustration of electronic magazines and books, design of interactive marketing presentations, interactive learning products, interactive game developers, scientific visualizations, architectural renderings and walkthroughs, information management for multimedia data bases and presentations, etc. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication, along with a working knowledge of appropriate software packages used in multimedia content development.

Core Curriculum Courses (Required)  Units  
ART 033A............. Basic Design ......................................................... 3.0  
ART 034A............. Introduction to Computer Aided Art ....................... 3.0  
GDES 035 .......... Introduction to Computer Graphic Design ................. 3.0  
OR  
GDES 037 .......... Intermediate Computer Graphic Design .................... 3.0  
GDES 045 .......... Web Page Design with XHTML ............................... 3.0  
GDES 070 .......... Introduction to Multi-Media Design .......................... 3.0  
GDES 075 .......... Macromedia Director Studio .................................... 3.0  
MUSIC 083 .......... Digital Music Production II .................................... 3.0  
GDES 085 .......... Professional Portfolio and Design Career Preparation .... 2.0  

Plus an additional course (or additional courses) required from the following to bring your total to a minimum of 25 units:  Units  
ART 038A.......... Introduction Adobe Premiere ...................................... 3.0  
GDES/ART 011........ The History of Modern Design ............................... 3.0  
GDES 047 .......... Web Animation ...................................................... 3.0  
GDES 048 .......... Intermediate Web Animation .................................... 3.0  
GDES 055A .......... Graphic Design-Image and Promotion ...................... 3.0  
GDES 060 .......... Electronic Page Layout and Typography ...................... 3.0  
GDES 071 .......... Intermediate Multimedia Design ............................... 3.0  
GDES 072 .......... Information Architecture & Interface Design ............... 2.0  
GDES 073 .......... Digital Photography & Quicktime VR .......................... 3.0  
GDES 074 .......... Digital Video Production with final Cut Pro .................. 3.0  
GDES 081 .......... Motion Graphics with After Effects ............................ 3.0  
GRART 062 .......... Introduction to Adobe Illustrator ............................ 3.0  
GRAT 068 .......... Advanced Adobe Photoshop ..................................... 3.0  

Total Program Certificate Requirements: ........................................... 25.0

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.
### 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 entry level webpage 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, 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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 036</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design with Dreamweaver</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>Introduction to Multi-Media Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

#### Plus an additional course(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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 033</td>
<td>Basic Design - 2D</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Introduction to Computer Animated Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 065</td>
<td>Computer Graphics and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Design for E-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Digital Photography &amp; Quicktime VR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 084</td>
<td>Digital Video &amp; Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>MKTG 084</td>
<td>Marketing on the Internet</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>24.0</td>
<td></td>
</tr>
</tbody>
</table>

### Webmaster - Certificate

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

#### Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design with Dreamweaver</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>Java Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Introduction to Java</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Internet for Business Users</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture &amp; Interface Design</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design Career Development</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 47</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 48</td>
<td>Intermediate Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 74</td>
<td>Digital Video and Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 75</td>
<td>Macromedia Director Studio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### GRANT TOTAL: 25.0

### Total Program Certificate Requirements: 25.0

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**

---

**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 via distance learning. Pass/No Pass Option.

**013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units**

*Acceptable for credit: California State University*

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 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. Pass/No Pass Option.

**021 • SALESMANSHIP FOR CREATIVE PROFESSIONALS 1.0 unit**

This short course will introduce basic sales techniques specifically tailored for creative artists. Students will learn how to get and keep clients. This course may also be offered via distance learning. Pass/No Pass Option.

**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. Pass/No Pass Option.

**023 • MONEY AND THE CREATIVE PROFESSIONAL 1.0 unit**

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 forms of design, photography, film, music, advertising and writing. This course may also be offered via distance learning. Pass/No Pass 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. Pass/No Pass Option.
026 • THE BUSINESS OF CREATIVITY 1.0 unit
This introductory course identifies basic business structures and develops the necessary skill sets that will make creative professionals effective entrepreneurs. This course may also be offered via distance learning. Pass/No Pass 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, field trips, etc., will serve to expose the student to a sampling of the Architectural Design, Photography, Film, Fine Arts, Technical Illustration, Architectural Display, Packaging, Animation, Graphics, and Television. Pass/No Pass Option.

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 also be offered via distance learning. Pass/No Pass Option.

037 • INTERMEDIATE COMPUTER GRAPHIC DESIGN 3.0 units
Advisory: Recommend GDES 035
Acceptable for credit: California State University
This intermediate level course examines the role and application of computer graphics in visual communication with a special emphasis on developing a working understanding of corporate identity and promotional design work. This course is a continuation of GDES 35 the Beginning Computer Graphic Design course. Practical design projects will examine the interaction of form and message, with emphasis on creative design solutions by the use of several applicable painting, illustration and layout software packages. May be repeated one time. Pass/No Pass Option.

039 • INTRODUCTION TO COMPUTER ANIMATION USING MAYA 3.0 units
Advisory: Recommend GDES 035
Acceptable for credit: California State University
This intermediate level course examines the role and application of computer graphics in visual communication with a special emphasis on developing a working understanding of corporate identity and promotional design work. This course is a continuation of GDES 35 the Beginning Computer Graphic Design course. Practical design projects will examine the interaction of form and message, with emphasis on creative design solutions by the use of several applicable painting, illustration and layout software packages. May be repeated one time. Pass/No Pass 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. Pass/No Pass Option.

045 • WEB PAGE DESIGN WITH XHTML 3.0 units
Advisory: ART 033A
Acceptable for credit: California State University
This introductory course focuses on the creative design skills required to create effective web page designs using 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. This course may also be offered via distance learning. Pass/No Pass Option.

043A • DIGITAL CHARACTER ANIMATION 3.0 units
Advisory: ART 034A, GDES 039A, GDES 039B
Prerequisite: ART 032A
Acceptable for credit: California State University
This is an introductory course in character animation using character animation software. Students learn to create animated characters and learn basic animation principles. Students also learn to model 3D characters, walk cycles, character rigging, UV texture mapping and 3D lighting. Students develop an understanding of historical and contemporary trends in computer generated character animation. Pass/No Pass Option.

046 • INTERMEDIATE WEB PAGE DESIGN WITH DREAMWEAVER & CSS 3.0 units
Advisory: GDES 045
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 via distance learning. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>055B</td>
<td>ADVANCED TOPICS IN GRAPHIC DESIGN - THE AGENCY</td>
<td>3.0</td>
<td>Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>060</td>
<td>ELECTRONIC PAGE LAYOUT AND TYPOGRAPHY</td>
<td>3.0</td>
<td>Advisory: ART 033A Acceptable for credit: California State University</td>
<td>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 offer online. Pass/No Pass Option.</td>
</tr>
<tr>
<td>070</td>
<td>INTRODUCTION TO MULTIMEDIA DESIGN</td>
<td>3.0</td>
<td>Advisory: GDES 055A Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>071</td>
<td>INTERMEDIATE MULTIMEDIA DESIGN</td>
<td>3.0</td>
<td>Advisory: ART 033A or ART 034A, GDES 046, GDES 074, or GDES 075 Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>072</td>
<td>INFORMATION ARCHITECTURE &amp; INTERFACE DESIGN</td>
<td>2.0</td>
<td>Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>073</td>
<td>DIGITAL PHOTOGRAPHY</td>
<td>3.0</td>
<td>Advisory: GRART064 or ART033A Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>074</td>
<td>DIGITAL VIDEO PRODUCTION WITH FINAL CUT PRO</td>
<td>3.0</td>
<td>Advisory: ART033A, ART034A, GDES070 Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>075</td>
<td>MACROMEDIA DIRECTOR STUDIO</td>
<td>3.0</td>
<td>Advisory: GDES 070 Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>077</td>
<td>DESIGN OF TECHNICAL PUBLICATIONS, TRAINING MATERIALS, AND VISUALS</td>
<td>3.0</td>
<td>Advisory: READ 063 Prerequisite: ENGL 001A Acceptable for credit: California State University</td>
<td>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. Pass/No Pass Option.</td>
</tr>
<tr>
<td>080</td>
<td>PACKAGING DESIGN</td>
<td>3.0</td>
<td>Advisory: ART 033A and GDES 060 Acceptable for credit: California State University</td>
<td>This course will introduce the student to the basic graphic and structural skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and glass will be examined and design samples created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging will be discussed. Pass/No Pass Option.</td>
</tr>
<tr>
<td>081</td>
<td>MOTION GRAPHICS WITH AFTER EFFECTS</td>
<td>3.0</td>
<td>Advisory: GDES060 and GDES070 Acceptable for credit: California State University</td>
<td>This course focuses on the planning and methodology to design graphics for video and film. The students develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. The focus is on creative visual communication using appropriate and effective motion graphics. The students develop skill in the use of After Effects, as well as other appropriate motion graphics software. The students also examine and evaluate a number of case studies. Pass/No Pass Option.</td>
</tr>
<tr>
<td>082</td>
<td>GAME DESIGN AND ARCHITECTURE</td>
<td>2.0</td>
<td>Acceptable for credit: California State University</td>
<td>This introductory course focuses on the planning and methodology of game design. The students will develop an understanding of the conceptual game development process and, game architecture. The students will also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. Pass/No Pass Option.</td>
</tr>
<tr>
<td>083</td>
<td>DESIGNING WEBSITES FOR E-COMMERCE</td>
<td>3.0</td>
<td>Advisory: GDES 045, and GDES 046 or GDES 047 Acceptable for credit: California State University</td>
<td>This course focuses on the planning and methodology of e-commerce Web site design. The students will develop an understanding of the strategic interaction of the business and design processes. Focus will be on creating elements of brand identity for a small business on the Web. The course also includes in-depth examination and comparison of corporate identity, branding and emotional branding in both the old and new economies. The students will also examine and evaluate a number of case studies. This course may also be offered via distance learning. Pass/No Pass 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.

085 • PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 2.0 units
Advisory: GDES 055A and GDES 060
Acceptable for credit: California State University
This course will introduce students to the basic principles of professional portfolio preparation and freelance design work. The student will prepare the necessary materials, such as logos, business cards, stationery, direct mail pieces, etc. to present a professional image. The course will include portfolio evaluation, sales techniques and procedures to set up a successful design office. Pass/No Pass Option.

087 • TRADESHOW EXHIBIT DESIGN 3.0 units
Advisory: GDES 055A and ART 034A
Acceptable for credit: California State University
This course will introduce students to the principles of successful exhibit design. The student will learn how to set design objectives and deal with space design, colors, materials and promotional strategies using both traditional and 3D computer generated methods. The course has a strong emphasis on creative problem solving. Pass/No Pass Option.

HEALTH EDUCATION (H.ED)
DIVISION: APPLIED SCIENCE
DEPARTMENT: HEALTH OCCUPATIONS
DEPT CHAIR: MARSHA OLIVER
PHONE: 408-855-5334
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:

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

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)
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.
HEALTH OCCUPATIONS

DIVISION: APPLIED SCIENCE
DEPARTMENT: HEALTH OCCUPATIONS
DEPT CHAIR: MARSHA OLIVER
PHONE: 408-855-5314
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 Assistance programs will be dependent on the following:

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

Psychiatric Technician:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the VN/PT entrance examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the PT program by the specified deadline (Applications are available at W2-202)
• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, PT 011 or PSYCH 001 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 040, 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. 55
• Health Education ........................................................ pg. 104
• Licensed Vocational Nurse to Registered Nurse ........ pg. 140
• Psychiatric Technician ............................................... pg. 140
• Vocational Nurse ....................................................... pg. 108

HISTORY (HIST)

DIVISION: SOCIAL SCIENCES
DEPARTMENT: HISTORY
DEPT CHAIR: WENXIAN XU
PHONE: 408-855-5213
COUNSELING: 408-855-5030

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

Student Learning Outcomes:
Students in the History Program will acquire the necessary analytical skills and tools to understand the historical past of many different cultures and societies. Students will learn to study and think critically about different races, ethnic groups, political systems, religions, cultural assumptions, and experiences of the past. Students can also meet the general education and lower division course requirements in History for associate degree and/or transfer to four-year institutions. Upon completion of the program, students will:
• Demonstrate the ability to identify major historical issues;
• 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 contract 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
• Business Consultant
• Foreign Service
• State Park Historian
• Teacher
• Historian
• Journalist
• Librarian

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 4A</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 4B</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 17A</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
</tr>
<tr>
<td>HIST 17B</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HIST 18</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 20</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 30</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 31</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 33</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

HISTORY (HIST)

003 • AN INTRODUCTION TO ASIAN AMERICAN EXPERIENCE: THE CHINESE 3.0 units
Acceptable for credit: University of California, California State University

A study of the Chinese in the United States, their background; why they immigrated; their role in the development of the West and as a political and social force which shaped the Chinese culture and society within the American context. Pass/No Pass Option.
### 004A • HISTORY OF WESTERN CIVILIZATION
3.0 units

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

A survey of Western civilization from prehistoric times to 1600. Emphasis on the major political, economic, social, and intellectual movements that have influenced the Western way of life. Pass/No Pass Option.

### 004B • HISTORY OF WESTERN CIVILIZATION
3.0 units

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

A survey of Western civilization from 1600 to the present. Emphasis on the major political, economic, social, and intellectual movements that have influenced the Western way of life. Pass/No Pass Option.

### 006 • THE MIDDLE EAST
3.0 units

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

A survey of the Middle East from prehistoric to modern times. Emphasis is on the major religious, cultural, social, political and economic movements that have influenced the current Middle East. Grade Only.

### 017A, B • UNITED STATES HISTORY
3.0 units each

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

History 017A is a survey of the political, economic, social, and cultural development of the United States from native American settlement in America through Reconstruction. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction.

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

### 018 • INTRODUCTION TO LATIN AMERICAN HISTORY
3.0 units

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

History 18 is an introduction to the history of Latin America which begins with a survey of Ancient American cultures, and examines the conquest of Central and South America, subsequent colonialism, and independence movements. The main portion of the course will focus on the political, social and economic effects of industrialization and global issues on women and men in Nineteenth and Twentieth Century Latin American cultures. An analysis of Latin America’s place in modern society concludes the course. Pass/No Pass Option.

### 020 • HISTORY AND GEOGRAPHY OF CALIFORNIA
3.0 units

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

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

### 030 • HISTORY OF SOUTHEAST ASIA
3.0 units

**Acceptable for credit:** University of California

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.
The hospitality industry is in the business of providing food, lodging, and related services to people who are away from home. Clearly, there is job security within an industry which provides services for people who travel for business and/or pleasure.

This industry provides a fun, flexible, and dynamic working environment. With good people in high demand, salaries are increasing faster than other industries.

Courses explore the principles of management and supervision, safety and sanitation, and fundamentals of food preparation techniques.

Our industry partners, who assist in providing 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
- Convention Planning
- 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 in next column.
## HOSPITALITY MANAGEMENT

**Before You Enroll in Degree Applicable Courses, It is Recommended That You Are Eligible to Enroll in ENGL 108A and Read 053.**

### Fundamental Food Service Skills - Certificate

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 050A . . Introduction to the Hospitality Industry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 051 . . Basic Food Preparation</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 052 . . Quantity Foods Operation</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 053 . . Restaurant Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 054 . . Hotel and Restaurant Accounting</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 055 . . Food Purchasing</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 059 . . Hospitality Management</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 060A . . Food Service Facilities Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 075 . . Menu Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>INFDS 050 . . Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>MKT 056A . . Marketing Principles</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 021 . . Introduction to Computers</td>
<td>2.0</td>
</tr>
<tr>
<td>WRKEX 301-304 . . Cooperative Work Experience</td>
<td>5.0*</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements**: 17.0

### Food Service & Restaurant Management - Certificate

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 050A . . Introduction to the Hospitality Industry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 051 . . Basic Food Preparation</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 052 . . Quantity Foods Operation</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 053 . . Restaurant Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 054 . . Hotel and Restaurant Accounting</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 055 . . Food Purchasing</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 059 . . Hospitality Management</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 060A . . Food Service Facilities Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 075 . . Menu Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>INFDS 050 . . Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>MKT 056A . . Marketing Principles</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 021 . . Introduction to Computers</td>
<td>2.0</td>
</tr>
<tr>
<td>WRKEX 301-304 . . Cooperative Work Experience</td>
<td>5.0*</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 070A . . Professional Table Service</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 071A . . Beginning Cuisine</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 072A . . Intermediate Cuisine</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 073 . . Beginning Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 074 . . Intermediate Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 900** . . Chocolate Creations</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 901** . . Wines and Spirit</td>
<td>2.0</td>
</tr>
<tr>
<td>HM 075 . . . . Housekeeping Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>HM 076 . . . . Hotel and Motel Front Office Management</td>
<td>2.0</td>
</tr>
<tr>
<td>INFDS 053A . . Human Relations</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**2 Non Associate Degree Level Courses**

## FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)

### 050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY  2.0 units

*Acceptable for credit: California State University*

**Advisory:** MATH 903 and/or INFDS 055

**Description:** Designed to present to all students an overview of the hospitality industry with all its segments. Lectures by guest speakers, field trips, and audio-visual 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**

**Description:** Practice in the basic principles of food preparation. A lecture/lab course dealing with the fundamentals of food preparation. Includes the preparation of small quantities of the basic food groups. Uniform required. Grade Only.

### 052 • QUANTITY FOODS OPERATION  5.0 units

*Advisory: MATH 903 and FDRST 051

**Acceptable for credit: California State University**

**Description:** 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**

**Description:** The students engage in a real restaurant operation. They are rotated through all jobs. The emphasis is on management, planning, food preparation, and service. Elements of banquet and catering services are introduced. Cost accounting, purchasing, supervision, and sanitation and safety are reinforced. Uniforms are required. Grade Only.

### 054 • HOTEL AND RESTAURANT ACCOUNTING  3.0 units

**Advisory:** MATH 903

**Acceptable for credit: California State University**

**Description:** 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**

**Description:** 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**

**Description:** A study of food and beverage control systems used in small and large food and beverage operations. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statements will be covered. Also included are the cycle of product handling; Federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. Grade Only.

### 059 • HOSPITALITY MANAGEMENT  3.0 units

**Advisory:** MATH 903

**Acceptable for credit: California State University**

**Description:** The course approaches Hospitality Management from two different perspectives. The first is the overall theory of management including an industry overview, general theory, systems, organization and decision making and control. The second perspective deals with the operational functions of productivity, labor relations, financial management, marketing, legal, feasibility studies, and franchising. This is a certificate course sponsored by the American Hotel/Motel Association's Educational Institute.

### 060A • FOOD SERVICE FACILITIES PLANNING  3.0 units

**Advisory:** MATH 903

**Acceptable for credit: California State University**

**Description:** 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

**Description:** 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 071 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 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. Pass/No Pass 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, Pass/No Pass Option available. Uniform and uniform
requirements apply. May be repeated 2 times. Pass/No Pass Option.

900 • CHOCOLATE CREATIONS 2.0 units
(NON-ASSOCIATE DEGREE COURSE)
This course provides the student with the history of chocolate and the
manufacture of chocolate confections. Tempering of chocolate and production
of ganaches will be presented. Students will prepare such items as truffles,
chocolate rolls, marzipan, ganaches, couvertures, chocolate tulpins and other
designs. Uniform required. A fee is charged; check schedule of classes for
exact amount. Grade Only.
HUMANITIES (HUMAN)

DIVISION: Cultural Arts and Technical Arts
DEPARTMENT: Humanities
DEPT CHAIR: Helayna Thickpenny
PHONE: 408-855-5287
COUNSELING: 408-855-5030

The Humanities department offers a selection of courses that examine a variety of world cultures. We have classes on Hispanic, African-American and Asian cultures as well as courses surveying Western cultural traditions and values. Most of our classes are interdisciplinary in nature and introduce students to the integration of history, art, music, literature, theater, film, philosophy and religion. Students in Humanities classes often take field trips to museums, concerts or theater performances. We provide a liberal education for the well-rounded individual.

Student Learning Outcomes:

 Humanities students learn to think critically, creatively and independently, and appreciate the diversity of world cultures.

Career Options:

 Humanities education enables student to pursue various career paths:

• Education/Teaching
• Government
• Publishing/Journalism
• Museum/Gallery Professional

Highlights:

• Diversified and talented faculty.
• Excellent background in liberal arts for transfer, pre-professional programs or interdisciplinary study.
• Field trips to locations pertaining to the various arts.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN 001A</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 001B</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 007</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 016A</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 018</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 020</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 022</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HUMAN 030</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

HUMANITIES (HUMAN)

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

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

007 • INTERNATIONAL FILMS 3.0 units
Acceptable for credit: University of California, California State University
This course provides a critical look at the world and its problems through some of the finest international films. Films from Asia, Africa, Europe, South America and the United States will be viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Political Science 7 (POLIT 7). Pass/No Pass Option.

013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units
Acceptable for credit: California State University
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. Pass/No Pass Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
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 10). Pass/No Pass 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-Columbian civilizations and continuing to the present. Emphasis will be placed on understanding today’s Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature and music will be examined. Pass/No Pass 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. Pass/No Pass 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 today’s Asian 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. Pass/No Pass 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. Pass/No Pass Option.

030 • CULTURAL STUDIES 3.0 units
Acceptable for credit: University of California -pending, California State University
This course exposes students to the cultures and civilizations of different countries around the world. Through field trips to foreign countries, students learn about the art, music, language, customs, food, and daily life of people in other cultures. Students practice language skills acquired in foreign language courses. This course may be repeated three times. Pass/No Pass Option.
LIBERAL ARTS - A.A. DEGREE

The Liberal Arts A.A. degree is designed for students who wish to pursue a broad knowledge of liberal arts and sciences coupled with additional studies in an "Area of Emphasis." This degree is an ideal choice for students planning to transfer to the California State University or University of California because they can satisfy their general education requirements and focus on transferable coursework that relates to their majors and individual interests.

Choose either option A or B or C for the General Education pattern related to your educational goal.

A. Associate of Arts/Associate of Science General Education
B. California State University General Education Breadth
C. Interssegmental General Education Transfer Curriculum (IGETC)

- Complete a minimum of 18 units in one Area of Emphasis from those outlined below.
- For ALL OPTIONS: complete necessary Mission College Graduation and Proficiency requirements (See Mission College Catalog).
- All classes listed below transfer to UC. Most of the classes also transfer to CSU. Refer to www.assist.org for transfer details.

General Education: Patterns A, B or C
- 24-39 units

Area of Emphasis
- 18 units

Electives
- 3-18 units

Total Units for AA Degree
- 60 units

AREAS OF EMPHASIS:
- Minimum of 18 units required from one Area of Emphasis listed below.
- Courses selected can be used to also fulfill GE areas.

Note: Electives may be necessary to total 60 overall units required for the Associate Degree.

ARTS & HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Select a minimum of 18 units from the following list, including at least two disciplines: Units

ART 001A Survey of Western Art I ............................................. 3.0
ART 001B Survey of Western Art II ............................................. 3.0
ART 001C Survey of Non-Western Art ........................................ 3.0
ART 001D Art of the 20th Century ............................................. 3.0
ART 004 Art Appreciation ..................................................... 3.0
ART 007 Survey of Asian Art .................................................. 3.0
ART 010 Art of the United States ............................................. 3.0
ART 011 The History of Modern Design ................................... 3.0
ART 031A Drawing .............................................................. 3.0
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

PHIL 001 Introduction to Philosophy 3.0
PHIL 003 Introduction to Problems in Ethics 3.0
PHIL 004 Patterns in Comparative Religions 3.0
PHIL 005 Introduction to Social and Political Philosophy 3.0
PHIL 007 Introduction to Philosophy of Science 3.0
PHIL 008 Introduction to Asian Philosophy 3.0
PHIL 010 Introduction to the Philosophy of Art 3.0
PORTG 049A B Portugese for the Portuguese-Speaking 3.0
PORTG 049B Portugese for the Portuguese-Speaking 3.0
PORTG 050A Basic Conversational Portuguese 3.0
PORTG 050B Basic Conversational Portuguese 3.0
PORTG 051A Intermediate Conversational Portuguese 3.0
PORTG 051B Intermediate Conversational Portuguese 3.0
RUSS 040 Beginning Conversational Russian and 3.0
GLOB 005 Global Focus 3.0
SPAN 001 First Semester Spanish 5.0
SPAN 001L Spanish Laboratory 5.0
SPAN 002 Second Semester Spanish 5.0
SPAN 002L Second Semester Spanish Laboratory 0.5
SPAN 003 Third Semester Spanish 5.0
SPAN 004 Fourth Semester Spanish 5.0
SPAN 005 Fifth Semester Spanish 5.0
SPAN 006 Sixth Semester Spanish 5.0
SPAN 049A Spanish for Native Speakers 2.0
SPAN 049B Spanish for Spanish Speakers 2.0
SPAN 050A Basic Conversational Spanish and Culture 3.0
SPAN 050B Basic Conversational Spanish and Culture 3.0
SPAN 051A Intermediate Conversational Spanish and 3.0
SPAN 051B Intermediate Conversational Spanish and 3.0
VIET 001 First Semester Vietnamese 5.0
VIET 001L Vietnamese Laboratory 0.5
VIET 002 Second Semester Vietnamese 5.0
VIET 002L Vietnamese Laboratory 0.5
VIET 049A Vietnamese for the Vietnamese-Speaking 3.0
VIET 049B Vietnamese Language and Culture for 3.0
VIET 050A Basic Conversational Vietnamese and 3.0
VIET 050B Basic Conversational Vietnamese and 3.0
WHP 040 Dance Appreciation 3.0

COMMUNICATION IN THE ENGLISH LANGUAGE & CRITICAL THINKING

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and writing effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

Select a minimum of 18 units from the following list, including at least two disciplines:

PHIL 001 Introduction to Philosophy 3.0
PHIL 003 Introduction to Problems in Ethics 3.0
PHIL 004 Patterns in Comparative Religions 3.0
PHIL 005 Introduction to Social and Political Philosophy 3.0
PHIL 007 Introduction to Philosophy of Science 3.0
PHIL 008 Introduction to Asian Philosophy 3.0
PHIL 010 Introduction to the Philosophy of Art 3.0
PORTG 049A B Portugese for the Portuguese-Speaking 3.0
PORTG 049B Portugese for the Portuguese-Speaking 3.0
PORTG 050A Basic Conversational Portuguese 3.0
PORTG 050B Basic Conversational Portuguese 3.0
PORTG 051A Intermediate Conversational Portuguese 3.0
PORTG 051B Intermediate Conversational Portuguese 3.0
RUSS 040 Beginning Conversational Russian and 3.0
GLOB 005 Global Focus 3.0
SPAN 001 First Semester Spanish 5.0
SPAN 001L Spanish Laboratory 5.0
SPAN 002 Second Semester Spanish 5.0
SPAN 002L Second Semester Spanish Laboratory 0.5
SPAN 003 Third Semester Spanish 5.0
SPAN 004 Fourth Semester Spanish 5.0
SPAN 005 Fifth Semester Spanish 5.0
SPAN 006 Sixth Semester Spanish 5.0
SPAN 049A Spanish for Native Speakers 2.0
SPAN 049B Spanish for Spanish Speakers 2.0
SPAN 050A Basic Conversational Spanish and Culture 3.0
SPAN 050B Basic Conversational Spanish and Culture 3.0
SPAN 051A Intermediate Conversational Spanish and 3.0
SPAN 051B Intermediate Conversational Spanish and 3.0
VIET 001 First Semester Vietnamese 5.0
VIET 001L Vietnamese Laboratory 0.5
VIET 002 Second Semester Vietnamese 5.0
VIET 002L Vietnamese Laboratory 0.5
VIET 049A Vietnamese for the Vietnamese-Speaking 3.0
VIET 049B Vietnamese Language and Culture for 3.0
VIET 050A Basic Conversational Vietnamese and 3.0
VIET 050B Basic Conversational Vietnamese and 3.0
WHP 040 Dance Appreciation 3.0

SOCIAL & BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Select a minimum of 18 units from the following list, including at least two disciplines:

ANTHR 002 Introduction to Archaeology 3.0
ANTHR 003 Introduction to Cultural Anthropology 3.0
ANTHR 039A American Cultures Through Travel and 3.0
ANTHR 039B American Cultures Through Travel and 3.0
ANTHR 048 Cultural Traditions in Health Care 3.0
ANTHR 051 Culture and Food: A Multicultural Food 3.0
ANTHR 055 Magic, Witchcraft and Religion 3.0
ANTHR 057 Native Peoples of North America 3.0
BUS 061 Business and Society 3.0
CHD 001 Child Growth and Development 3.0
COMM 025 Mass Communication and Society 3.0
ECON 001A Principles of Macroeconomics 3.0
ECON 001B Principles of Microeconomics 3.0
GEOG 002 Introduction to Cultural Geography 3.0
GLOB 001 Global Perspectives 3.0
GLOB 002 Global Issues 3.0
GLOB 003 Introduction to Peace 3.0
GLOB 004 The Developing World 3.0
GLOB 005 Global Focus 3.0
GLOB 006 The Global Economy 3.0
HIST 004A History of Western Civilization 3.0
HIST 004B History of Western Civilization 3.0
HIST 017A History of the United States to 1877 3.0
HIST 017B United States History from 1870 to Present 3.0
HIST 020 History and Geography of California 3.0
HIST 031 History of East Asia 3.0
HIST 033 Women's Issues Past and Present 3.0
HUMAN 007 International Films 3.0
HUMAN 016A Hispanic Roots & Culture 3.0
POLIT 001 American Government 3.0
POLIT 002 Comparative Government 3.0
POLIT 004 International Relations 3.0
POLIT 006 Politics of Race, Class and Gender 3.0
POLIT 007 International Films 3.0
POLIT 010 Introduction to Law and the Legal System 3.0
PSYCH 001 General Psychology 3.0
PSYCH 002A Experimental Psychology 4.0
PSYCH 007 Physiological Psychology 3.0
PSYCH 010 Social Psychology 3.0
PSYCH 012 Human Growth and Development 3.0
PSYCH 025 Introduction to Abnormal Psychology 3.0
PSYCH 030 Psychology of Addiction and Substance Abuse 3.0
PSYCH 033 The Psychology of Personal Growth 3.0
PSYCH 055 Psychology of Death and Dying 3.0
SOC 001 Introduction to Sociology 3.0
SOC 002 Social Problems 3.0
SOC 021 Minorities in the United States 3.0
SOC 024 Social Aspects of Aging 3.0
SOC 038 American Culture Through Film 3.0
SOC 039A American Cultures Through Travel and Experience: Native American Cultures of the Southwest 3.0
SOC 039B American Cultures Through Travel and Experience: Native American Cultures of the Southwest 3.0
SOC 040 Marriage and Family 3.0
SOC 041 Family Issues 3.0
SOC 043 Sociology of Religion 3.0
SOC 045 Human Sexuality 3.0
SOC 046 Advanced Human Sexuality: Current Issues 3.0
SOC 047 Sociology of Criminology 3.0
SOCSC 001 Global Perspectives 3.0
SOCSC 002 Global Issues 3.0
SOCSC 003 Introduction to Peace Studies 3.0
SOCSC 004 The Developing World 3.0
SOCSC 005 Global Focus 3.0
SOCSC 006 The Global Economy 3.0
COUNS 055 Valuing Diversity 3.0

Continued in next column.
### NATURAL SCIENCE & MATHEMATICS

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations.

Select a minimum of 18 units from the following list, including at least one course in mathematics and one course in science:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001L</td>
<td>Physical Anthropology Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BIO 001A</td>
<td>General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 001B</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 004</td>
<td>Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 005</td>
<td>Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 007</td>
<td>Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 008</td>
<td>Exploring Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 010</td>
<td>Biology-Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 015</td>
<td>Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 016</td>
<td>Marine Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 022</td>
<td>Anatomy &amp; Physiology for Allied Health</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 030</td>
<td>Tropical Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 047</td>
<td>Human Anatomy</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 048</td>
<td>Human Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry II</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM 030B</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 003</td>
<td>Science at Work: Technology in the Modern World</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 000D</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 000G</td>
<td>Mathematics for the Liberal Arts Student</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 001</td>
<td>Pre-Calculus Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 002</td>
<td>Pre-Calculus Algebra and Trigonometry</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003A</td>
<td>Analytic Geometry and Calculus I</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003B</td>
<td>Analytic Geometry and Calculus II</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004B</td>
<td>Differential Equations</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004C</td>
<td>Linear Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 019</td>
<td>Discrete Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>General Physics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 002B</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</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics-Light and Heat</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 045</td>
<td>Technical Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 045L</td>
<td>Technical Physics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>60.0</strong></td>
</tr>
</tbody>
</table>

**INTERDISCIPLINARY STUDIES**

### 010A • TUTOR TRAINING

**Advisory:** Eligibility for ENGL 108A and READ 053

Acceptable for credit: California State University

This is a self-paced course to provide students with techniques and strategies for effective academic peer tutoring in a community college setting. This course also emphasizes skills in communication, problem solving, structuring learning experience and handling challenging situations. May be repeated one time. Pass/No Pass Only.

### 040 • OPTIMAL LEARNING/TUTOR TRAINING

The main intent of this course is to train tutors to help other students maximize their learning potential. However, this course is also suitable for any college student who needs to improve his or her study skills. In a tutorial or small group format, we will explore topics such as tutoring techniques, study skills, reading and writing strategies, test-taking techniques (which reduce anxiety), problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful also. Pass/No Pass Option.

### 049 • COLLEGE STUDY SKILLS

A course is designed to help students analyze their study skills needs and help them learn and apply needed study skills techniques. Techniques and strategies to be explored include time management, note taking, preparation for and taking of examinations, and textbook study strategies. Emphasis will be placed on mastering and applying the skills needed to be a more successful college student as well as being able to analyze the demands of courses to facilitate successful studying and independent learning. Pass/No Pass Option. May be repeated three times.

### 047 • SUPERVISED TUTORING (NON-ASSOCIATE DEGREE COURSE)

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 a co-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, audiosvisual materials, computer software, and self-paced modules.

### 950 • ACADEMIC ACHIEVEMENT

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 is designed individually with students to determine goals 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

This open entry/open exit course consists of faculty-student individualized instruction and is designed for students who want to build a variety of academic skills in one course. Through individualized assessment, the instructor and student determine which skill areas to focus on. The instructor designs a personalized curriculum for the student to build academic skills in areas of need. Possible skill areas include 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. Pass/No Pass Option.
LEARNING SERVICES (LS)

DIVISION: STUDENT DEVELOPMENT
COORDINATOR: HELEN OSTRANDER
PHONE: 408-855-5085
TTY: 408-727-9243

HTTP://WWW.MISSIONCOLLEGE.ORG/DEPTS/DISC/

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 Outcomes
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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 901</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>LS 902</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>LS 940</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS 941</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS 942</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS 943</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS 944</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS 950</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>LS 951</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>WHP 001A</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 001B</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 001F</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(SEE WHP 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. Pass/No Pass Option.

001A • ADAPTIVE WEIGHT TRAINING 1.0 unit
Advisory: Eligibility for ENGL 108A and READ 053
This course is designed for the student whose physical situation makes participation in non adaptive Physical Education inadvisable or impossible. It does not serve any single disability category but will provide service to a wide variety of students with disabilities. This course provides a student educational contract with personalized instruction and close participation with DISC. It is designed and accountable under Title V Section 56028. This course may be taken a total of Unlimited credit time(s). Pass/No Pass Only.

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. Pass/No Pass 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. Pass/No Pass Option.

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Only.

904 • ORIENTATION TO LEARNING SERVICES (Non-Associate Degree Course) No Credit
(Formerly LS 099G)
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 and adaptive strategies. Students will be assessed through written tests, quizzes, projects, and demonstrations. Pass/No Pass Only.

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. Pass/No Pass 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 for individual disabilities. May be repeated two times. Pass/No Pass Option.
942 • MATH STRATEGIES FOR THE DISABLED
(Formerly LS 937)  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
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. Pass/No Pass Option.

943 • ADAPTED COMPUTER BASICS AND WORD PROCESSING
(Formerly LS 998)  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Only.

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. Pass/No Pass 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. Pass/No Pass Option.
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 and Supervision 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:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 009</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 010</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 011</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 012</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 013</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 014</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 015</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 016</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 017</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 018</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 019</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 020</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 021</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 022</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 023</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 024</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MGMT 025</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Continued in next column.**
Management Level II Certificate
The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management. A LEVEL 1 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>BUS 038</td>
<td>Applied Project Management</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing</td>
</tr>
<tr>
<td>MGMT 115</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MGMT 117</td>
<td>Total Quality Management</td>
</tr>
<tr>
<td>MGMT 118</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGMT 132</td>
<td>Styles of Leadership</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience</td>
</tr>
</tbody>
</table>

Total Units ............................................. 16.0

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.

Core Curriculum Courses (Required):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
</tr>
<tr>
<td>MGMT 119</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGMT 201</td>
<td>Human Resources Internship</td>
</tr>
</tbody>
</table>

Choose a minimum of 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 076G</td>
<td>Business Writing for Human Resources</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
</tr>
<tr>
<td>MGMT 016</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>MGMT 017</td>
<td>Conducting Performance Appraisals</td>
</tr>
<tr>
<td>MGMT 018</td>
<td>Effective Supervisory Communications</td>
</tr>
<tr>
<td>MGMT 019</td>
<td>Dealing With Difficult People</td>
</tr>
<tr>
<td>MGMT 020</td>
<td>Building Teams</td>
</tr>
<tr>
<td>MGMT 025</td>
<td>Diversity in the Workplace</td>
</tr>
<tr>
<td>MGMT 026</td>
<td>Motivating at Work</td>
</tr>
<tr>
<td>MGMT 027</td>
<td>Developing Effective Training Programs</td>
</tr>
<tr>
<td>MGMT 028</td>
<td>Compensation Management</td>
</tr>
<tr>
<td>MGMT 029</td>
<td>How to Hire</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management</td>
</tr>
<tr>
<td>MGMT 136</td>
<td>Conducting Effective Meetings</td>
</tr>
</tbody>
</table>

Total Units ............................................. 16.0

Project Management - Certificate
Mission College offers a 16-unit Project Management Certificate to students who successfully complete 16 or more units of coursework 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 Course (Required):

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

Choose a minimum of 10 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
</tbody>
</table>

Continued in next column.

WAREHOUSING CERTIFICATE
Mission College offers a 16-unit Warehousing 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 warehouse operations. 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 warehousing.

Core Curriculum (Required):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 119</td>
<td>Warehousing Operations</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Forklift Safety and Operations</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Warehousing Internship</td>
</tr>
</tbody>
</table>

Job Prep Electives - choose 4 classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 011</td>
<td>Decision-Making Skills</td>
</tr>
<tr>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
</tr>
<tr>
<td>MGMT 018</td>
<td>Effective Supervisory Communications</td>
</tr>
<tr>
<td>MGMT 019</td>
<td>Dealing With Difficult People</td>
</tr>
<tr>
<td>MGMT 026</td>
<td>Motivating at Work</td>
</tr>
<tr>
<td>MGMT 158</td>
<td>Time Management</td>
</tr>
</tbody>
</table>

Choose a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
</tr>
<tr>
<td>MGMT 024</td>
<td>Basic Business Arithmetic</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
</tr>
</tbody>
</table>

Total Units ............................................. 16.0

MANAGEMENT AND SUPERVISION (MGMT)

009 • SKILLS FOR NEW MANAGERS 0.5 unit
Acceptable for credit California State University
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. Pass/No Pass Option.

010 • NEGOTIATION SKILLS 0.5 unit
Acceptable for credit California State University
This course provides insight into what is required to negotiate successfully including attitudes, strategies, plans, and a six-step interactive negotiating process. Pass/No Pass Option.

011 • DECISION-MAKING SKILLS 0.5 unit
Acceptable for credit California State University
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. Pass/No Pass Option.

012 • MANAGING QUALITY 0.5 unit
Acceptable for credit California State University
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. Pass/No Pass Option.
46. DEPARTMENTS

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.  Pass/No Pass Option.

022 • BUDGETING FOR MANAGERS  0.5 unit
Acceptable for credit: California State University
This is a survey course which explores major financial and budgeting concepts. Emphasis is given to such topic areas as financial management, budgeting trends, preparing, justifying and presenting budgets and other financial data, and budget strategies and controls. Pass/No Pass 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 result in improved goal setting, listening and verbal/nonverbal communication skills. Pass/No Pass Option.

024 • MANAGING FOR CREATIVITY  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

025 • DIVERSITY IN THE WORKPLACE  0.5 unit
Acceptable for credit: California State University
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.  Pass/No Pass Option.

026 • MOTIVATING AT WORK  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

027 • DEVELOPING EFFECTIVE TRAINING PROGRAMS  0.5 unit
This course outlines the steps to developing effective training programs. Topics covered include needs analysis, adult learning theory, organization and evaluation. Students develop training activities for their respective target audiences. Pass/No Pass Option.

028 • COMPENSATION MANAGEMENT  0.5 unit
This course is designed to be an introduction to compensation management from a practical viewpoint. Topics such as wage surveys, job analysis and classification, and incentive plans are discussed. Pass/No Pass Option.

029 • HOW TO HIRE  0.5 unit
This course outlines strategies for recruiting and staffing the organization. Topics covered include staffing models, workforce planning, hiring processes, recruiting resources, and measuring performance. Pass/No Pass 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 their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own personal a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop their own

021 • PROJECT MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/ No Pass Option.

020 • BUILDING TEAMS  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

019 • DEALING WITH DIFFICULT PEOPLE  0.5 unit
Acceptable for credit: California State University
This course examines the nature of difficult people, six different kinds of difficult people and suggested strategies for effective coping. Pass/No Pass Option.

018 • EFFECTIVE SUPERVISORY COMMUNICATIONS  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

017 • CONDUCTING PERFORMANCE APPRAISALS  0.5 unit
Acceptable for credit: California State University
This course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type, and to develop an ability to design and implement basic performance appraisal systems. Grade/Credit/No Credit

016 • CONFLICT MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

015 • MANAGING CHANGE  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

014 • INTERVIEWING SKILLS  0.5 unit
Acceptable for credit: California State University
This course explores the various types of job-related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will practice a variety of interviewing techniques. Pass/No Pass Option.

013 • JOB STRESS MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

025 • DIVERSITY IN THE WORKPLACE  0.5 unit
Acceptable for credit: California State University
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.  Pass/No Pass Option.

024 • MANAGING FOR CREATIVITY  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass 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 result in improved goal setting, listening and verbal/nonverbal communication skills. Pass/No Pass Option.

022 • BUDGETING FOR MANAGERS  0.5 unit
Acceptable for credit: California State University
This is a survey course which explores major financial and budgeting concepts. Emphasis is given to such topic areas as financial management, budgeting trends, preparing, justifying and presenting budgets and other financial data, and budget strategies and controls. Pass/No Pass Option.

021 • PROJECT MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/ No Pass Option.

020 • BUILDING TEAMS  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

019 • DEALING WITH DIFFICULT PEOPLE  0.5 unit
Acceptable for credit: California State University
This course examines the nature of difficult people, six different kinds of difficult people and suggested strategies for effective coping. Pass/No Pass Option.

018 • EFFECTIVE SUPERVISORY COMMUNICATIONS  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

017 • CONDUCTING PERFORMANCE APPRAISALS  0.5 unit
Acceptable for credit: California State University
This course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type, and to develop an ability to design and implement basic performance appraisal systems. Grade/Credit/No Credit

016 • CONFLICT MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

015 • MANAGING CHANGE  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

014 • INTERVIEWING SKILLS  0.5 unit
Acceptable for credit: California State University
This course explores the various types of job-related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will practice a variety of interviewing techniques. Pass/No Pass Option.

013 • JOB STRESS MANAGEMENT  0.5 unit
Acceptable for credit: California State University
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. Pass/No Pass 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.  Pass/ No Pass 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.  Pass/No Pass Option.
111 • PROBLEM SOLVING FOR MANAGERS 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 may also be offered via distance learning. Pass/No Pass Option.

113 • MANAGEMENT IN PRACTICE 3.0 units
Acceptable for credit: California State University
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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

119 • WAREHOUSING OPERATIONS 4.0 units
This course is designed to introduce students to warehouse operations, the objectives of warehousing, software information systems used in warehousing, and warehouse safety. Upon completion of the course, students should be well prepared to enter the field of warehousing, distribution, or logistics. Pass/No Pass Option.

120 • FORKLIFT SAFETY AND OPERATIONS 1.0 units
This course provides students with the knowledge and skills to become certified forklift operators. Pass/No Pass 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. This course may also be offered via distance learning. Pass/No Pass Option.
The Certificate of Mecha-Tronic Training 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)

- MFG 020 Statistical Process Control
- MFG 050 DC/AC Principles
- MFG 061 Electromech Systems
- MFG 062 Robotics (Vac/Pneum/Hyd)
- MFG 080 Intro to SMT

Total Program Certificate Requirements: 17.0 units

Semiconductor Manufacturing Technician - A.S. Degree and Certificate

- MFG 020 Statistical Process Control
- MFG 050 DC/AC Principles
- MFG 061 Electromech Systems
- MFG 062 Robotics (Vac/Pneum/Hyd)
- MFG 080 Intro to SMT
- SMT 081 Intern SMT
- SMT 082 SMT Tool Sets
- CET 063 Digital Principles
- CET 071 Devices & Circuits
- MATH 000C Intermediate Algebra
- CHEM 030A Fundamentals of Chemistry
- PHYS 045 Technical Physics
- CA* Word, Excel, Powerpoint

Total Program Cert. Requirements: 45.0 units

*Any individual or combination totalling two units of Microsoft classes.

Semiconductor Manufacturing Technician - Nano-Technology Process Certificate

The Certificate of Nano-Technology Process is based on courses in fundamental, intermediate, and 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)

- MFG 020 Statistical Process Control
- MFG 050 DC/AC Principles
- MFG 061 Electromech Systems
- MFG 062 Robotics (Vac/Pneum/Hyd)
- MFG 080 Intro to SMT

Total Program Certificate Requirements: 17.0 units

Semiconductor Manufacturing Technician - A.S. Degree and Certificate

- MFG 020 Statistical Process Control
- MFG 050 DC/AC Principles
- MFG 061 Electromech Systems
- MFG 062 Robotics (Vac/Pneum/Hyd)
- MFG 080 Intro to SMT
- SMT 081 Intern SMT
- SMT 082 SMT Tool Sets
- CET 063 Digital Principles
- CET 071 Devices & Circuits
- MATH 000C Intermediate Algebra
- CHEM 030A Fundamentals of Chemistry
- PHYS 045 Technical Physics
- CA* Word, Excel, Powerpoint

Total Program Cert. Requirements: 45.0 units

*Any individual or combination totalling two units of Microsoft classes.
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 promotion in the $240 billion electronic industry. It includes the use of power supplies, the handling of digital multimeters (DMMs), and the computation of measurements and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced in this course, which combines theory with practical hands-on experiments. May be repeated one time. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

061 • ELECTROMECHANICAL SYSTEMS 3.0 units
Advisory: CET 050 and MATH 903
Acceptable for credit: California State University
This course covers theory and application of mechanical devices and their control circuits. Topics include component recognition, understanding electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems and servomechanisms. Students will experience assembly, disassembly, operation and troubleshooting of small-scale electro-mechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Pass/No Pass Option.

062 • ROBOTIC SYSTEMS 3.0 units
Advisory: DRAFT 082
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. Students 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. Pass/No Pass Option.

063 • VACUUM SYSTEMS 2.0 units
Acceptable for credit: California State University
This course is a study of vacuum technology and vacuum systems. Topics include gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. Students will experience assembly, disassembly, operation and troubleshooting of small-scale vacuum power systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

082 • ADVANCED SEMICONDUCTOR MANUFACTURING 4.0 units
Advisory: MFG 80
Prerequisite: MFG 80
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. Pass/No Pass Option.
Students who enter the Marketing Program enjoy the creative atmosphere that surrounds the marketer. There are approximately 22,000 different occupations in Marketing and 1/3 of all potential workers eventually are employed in marketing and distribution.

Students have a number of career options and may wish to obtain their (A.S.) Associate of Science degree or simply upgrade their skills quickly by entering our Marketing Level I and Level II Certificate Programs. No matter what marketing occupational choice you select, marketing will prepare you to handle the customer's needs and wants now and into the future.

Student Learning Outcomes:

1. 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.

2. Level entry marketing and sales representatives are needed in Electronics, Manufacturing, Retail, and in Service Industry as a whole. Those with the highest Level entry marketing and sales representatives are needed.

3. Marketing Level I Certificate

   - Plus any 3 from the following: Units
     - ACCTG 001A .... Principles of Accounting
     - BUS 021 .... Introduction to Business Computing
     - BUS 021L .... Introduction to Business Computing (LAB)
     - BUS 028A .... Business Law I
     - BUS 051 .... Introduction to American Business
     - BUS 064B .... Business Mathematics Using Calculators
     - MKT 040 .... Professional Selling
     - MKT 056A .... Marketing Principles
     - MKT 056B .... Marketing Strategies
     - MKT 081A .... Advertising Principles
     - ACCTG 001A .... Principles of Accounting
     - BUS 055 .... Business Strategy for Success
     - BUS 070 .... Business Communications
     - BUS 070 .... Human Relations Applied in Business
     - MGMT 103 .... Functions of Management
     - MKT 042 .... Sales force Management
     - MKT 057 .... Retailing Principles
     - MKT 058 .... Marketing Research
     - MKT 059 .... Effective Public Relations
     - MKT 060 .... International Marketing
     - MKT 066 .... Business-to-Business Marketing
     - MKT 068 .... Marketing Channels
     - MKT 070 .... Product Management Essentials
     - MKT 081 .... Direct Marketing
     - MKT 082 .... Consumer Behavior

4. Total Units: 39.0 - 40.0

**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:**

**A.S. Degree:**

- Marketing

**Certificate:**

- Customer Service
- Marketing (Levels I and II)

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

---

**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>MKT 062</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 066</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 068</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 070</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 070A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 072</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 072A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 081</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 081A</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>MKT 081B</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MKT 081C</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MKT 081D</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MKT 082</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 084</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 084A</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MKT 084B</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; O= WEEKEND; O= ONLINE

---

**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.

**Core Curriculum Courses:**

- MKT 040 .... Professional Selling
- MKT 056A .... Marketing Principles
- MKT 056B .... Marketing Strategies
- MKT 060 .... International Marketing
- MKT 081A .... Advertising Principles

**Marketing Level II 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.

**Core Curriculum Courses:**

- MKT 040 .... Professional Selling
- MKT 056A .... Marketing Principles
- MKT 056B .... Marketing Strategies
- MKT 060 .... International Marketing
- MKT 081A .... Advertising Principles

Continued in next column.
Complete 1 unit from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077A</td>
<td>Customer Relationship Management</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 035</td>
<td>Developing Customer Surveys</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 036</td>
<td>The Marketing Plan</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 037</td>
<td>Professional Event Planning</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 059A</td>
<td>Public Relations Basics</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 059B</td>
<td>Media Relations Basics</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 062</td>
<td>Global Exporting and Importing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 070A</td>
<td>Keys to Successful Product Launch 1</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072</td>
<td>Social Media Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 072A</td>
<td>Blogging for Business</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081B</td>
<td>Getting Your First Customer</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081C</td>
<td>Developing Sales Lead Programs</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081D</td>
<td>Developing an Ad Campaign</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 084A</td>
<td>Search Engine Marketing</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 084B</td>
<td>E-Mail Marketing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Units: 16.0

Marketing Level II 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 042</td>
<td>Sales Force Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 057</td>
<td>Retailing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 058</td>
<td>Marketing Research</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 066</td>
<td>Business-to-Business Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068</td>
<td>Marketing Channels</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 070</td>
<td>Product Management Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081</td>
<td>Direct Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Sales Internship</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Customer Service Internship</td>
<td>1.0 - 3.0</td>
</tr>
<tr>
<td>MKT 203</td>
<td>Purchasing Internship</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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 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 customer service.

Required course curriculum: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 7 units from the following: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Customer Relationship Management</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Customer Service Phone Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 077C</td>
<td>50 Ways to Improve Customer Service</td>
<td>0.5</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>MKT 102</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Customer Service Internship</td>
<td>1.0 - 3.0</td>
</tr>
</tbody>
</table>

Total Units: 16.0

Purchasing Certificate

Mission College offers a 16-unit Purchasing 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 work in the purchasing function. 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 purchasing skills.

Required course curriculum:

Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 064B</td>
<td>Business Mathematics Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiations Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 203</td>
<td>Purchasing Internship</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 7.5 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 021</td>
<td>Project Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 111</td>
<td>Problem Solving for Managers</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 115</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units: 16.0

Sales 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.

Core Curriculum Courses: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 040</td>
<td>Professional Selling</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 042</td>
<td>Salesforce Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 203</td>
<td>Sales Internship</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 6.5 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Customer Relationship Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078E</td>
<td>Persuasive Business Writing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 019</td>
<td>Dealing With Difficult People</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 034</td>
<td>Networking for Success</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081B</td>
<td>Getting Your First Customer</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081C</td>
<td>Developing Sales Lead Programs</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Pass/No Pass Option.

2008–2009 MISSION COLLEGE 123
031 • HOW TO PRICE PRODUCTS  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. Pass/No Pass Option.

032 • HOW TO DISTRIBUTE PRODUCTS  0.5 unit
Acceptable for credit: California State University
This course outlines strategies for how to distribute products and services. Channels are organized into various aspects and variables that influence the competitive dynamics between the manufacturer and the customer. Topics include distribution strategies and techniques for distribution and channel management. This course may also be offered via distance learning. Pass/No Pass Option.

033 • HOW TO PROMOTE PRODUCTS  0.5 unit
Acceptable for credit: California State University
This course outlines strategies for promoting products and services. These strategies may be designed around advertising, personal selling, sales promotion, direct marketing, or any combination of these. Each strategy is illustrated with real world examples. Pass/No Pass Option.

034 • NETWORKING FOR SUCCESS  0.5 unit
Acceptable for credit: California State University
This course will acquaint students with the basics of networking. Students will learn what networking is and why it is important to career and personal growth. Topics covered include creating a plan for networking, exploring fundamentals of successful networking, and discovering networking tools and strategies. Pass/No Pass Option.

035 • DEVELOPING CUSTOMER SURVEYS  0.5 unit
Acceptable for credit: California State University
This course provides an overview of the marketing research function with an emphasis on customer surveys. Marketing research is concerned with providing information to decision makers responsible for the efficient and effective operation of the company's marketing activities. The primary focus of this type of research is on the users and potential users of the company's products and the factors that influence their decision to purchase. These factors have an influence on product, price, promotion, and distribution decisions. Pass/No Pass Option.

036 • THE MARKETING PLAN  0.5 unit
Acceptable for credit: California State University
This course allows students to learn the elements of a marketing plan, how to write a good marketing plan and methods for implementing and evaluating the marketing plan. Pass/No Pass Option.

037 • PROFESSIONAL EVENT PLANNING  0.5 unit
Acceptable for credit: California State University
This course will provide basic skills for being a professional event planner. Pass/No Pass Option.

040 • PROFESSIONAL SELLING  3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of marketing research including survey design, methods of collecting data, and sampling methods. Applications of marketing research in the measurement of potential markets, consumer motivation, advertising, and sales control are also reviewed. This course may also be offered via distance learning. Pass/No Pass Option.

040A • FUNDAMENTALS OF SELLING  0.5 units
This course takes students step-by-step through the entire sales process and provides students with basic sales skills. Pass/No Pass Option.

040B • PROSPECTING STRATEGIES  0.5 units
This course provides students with tools and techniques to build a qualified sales pipeline that will grow business and increase sales. Students practice prospecting skills through role-plays and through applying new insights to determine what has value to the customer. Pass/No Pass 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

056 • MARKETING STRATEGIES  3.0 units
Advisory: MKT 056A
Acceptable for credit: California State University
This course is designed to aid the student in the integration of marketing knowledge previously acquired in 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. Pass/No Pass Option.

057 • RETAILING PRINCIPLES  3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course involves the study of all activities required to sell consumer goods and services to ultimate consumers or customers. Opportunities in retailing are studied including store location and layout, store organization, pricing and buying, receiving, retail control, sales promotion and customer service. This course may also be offered via distance learning. Pass/No Pass Option.

058 • MARKETING RESEARCH  3.0 units
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of marketing research including survey design, methods of collecting data, and sampling methods. Applications of marketing research in the measurement of potential markets, consumer motivation, advertising, and sales control are also reviewed. This course may also be offered via distance learning. Pass/No Pass Option.

059 • EFFECTIVE PUBLIC RELATIONS  3.0 units
Acceptable for credit: California State University
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. Pass/No Pass Option.

059A • PUBLIC RELATIONS BASICS  0.5 unit
Acceptable for credit: California State University
This course provides an overview of public relations including a step by step approach to developing a PR campaign. Pass/No Pass Option.

059B • MEDIA RELATIONS BASICS  0.5 unit
Acceptable for credit: California State University
This course provides an overview of media relations including developing a media plan. Pass/No Pass Option.
### Marketing Courses

**060 • INTERNATIONAL MARKETING**  
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 also be offered via distance learning. Pass/No Pass Option.

**062 • GLOBAL EXPORTING AND IMPORTING**  
Acceptable for credit: California State University  
This course provides the student with an opportunity to examine the techniques of export/import. Students become familiar with terminology, payment requirements, custom regulations, insurance, warehousing, offshore manufacturing, and documentation with the U.S. Department of Commerce. This course may also be offered via distance learning. Pass/No Pass Option.

**066 • BUSINESS-TO-BUSINESS MARKETING**  
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 also be offered via distance learning. Pass/No Pass Option.

**068 • MARKETING CHANNELS**  
Advisory: MKT056A  
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 also be offered via distance learning. Pass/No Pass Option.

**070 • PRODUCT MANAGEMENT ESSENTIALS**  
Advisory: MKT056A  
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 also be offered via distance learning. Pass/No Pass Option.

**070A • KEYS TO SUCCESSFUL PRODUCT LAUNCH**  
This course outlines how to launch a product or service successfully. Pass/No Pass Option.

**072 • SOCIAL MEDIA MARKETING**  
Advisory: Eligibility for ENGL 108A and READ 053  
This course examines the latest trends in social media marketing and how marketers can leverage social media networks and web applications to meet marketing goals. Social media includes websites where news, photos, videos, and podcasts are hosted via websites through user submission. Social media marketing may also include online reputation management. This course may also be offered via distance learning. Pass/No Pass Option.

**072A • BLOGGING FOR BUSINESS**  
Advisory: Eligibility for ENGL 108A and READ 053  
This course explores the application of blogging for business. Pass/No Pass Option.

**074 • PURCHASING**  
Advisory: MKT056A  
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/price analysis and value analysis, in a global environment. This course may also be offered via distance learning. Pass/No Pass Option.

**081 • DIRECT MARKETING**  
Advisory: MKT056A  
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 also be offered via distance learning. Pass/No Pass Option.

**081A • ADVERTISING PRINCIPLES**  
Advisory: MKT056A  
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. Pass/No Pass Option.

**081B • GETTING YOUR FIRST CUSTOMER**  
Advisory: Eligibility for ENGL 108A and READ 053  
This course outlines strategies and techniques for getting your first customer. Pass/No Pass Option.

**081C • DEVELOPING SALES LEAD PROGRAMS**  
Advisory: Eligibility for ENGL 108A and READ 053  
This course outlines strategies for developing effective sales lead generation programs. Pass/No Pass Option.

**081D • DEVELOPING AN AD CAMPAIGN**  
Advisory: Eligibility for ENGL 108A and READ 053  
This course provides step-by-step instruction on how to develop an ad campaign. Real world examples are used to illustrate each step. Pass/No Pass Option.

**082 • CONSUMER BEHAVIOR**  
Advisory: MKT056A  
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. Analysis of the prevailing consumer behavior theories in the marketplace is also presented. This course may also be offered via distance learning. Pass/No Pass Option.

**084 • INTERNET MARKETING**  
Advisory: MKT 056A  
Acceptable for credit: California State University  
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization's marketing strategies in this dynamic environment. Pass/No Pass Option.

**084A • SEARCH ENGINE MARKETING**  
This course provides an overview of search engine marketing including both advertising and optimization strategies. Pass/No Pass Option.

**084B • E-MAIL MARKETING**  
This course provides an overview of e-mail marketing including how to design an e-mail campaign and evaluate its effectiveness. Pass/No Pass Option.

**088 • HOW TO SELL YOUR PRODUCTS AND SERVICES IN MEXICO**  
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. Pass/No Pass Option.

**201 • SALES INTERNSHIP**  
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. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

202 • CUSTOMER SERVICE INTERNSHIP 1.0-3.0 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. Pass/No Pass Option.

203 • PURCHASING INTERNSHIP 1.0-3.0 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. Pass/No Pass Option.

MATHEMATICS (MATH)

DIVISION/DEPT: MATHEMATICS
DEPT CHAIR: CLEMENT LAM (FA), LINDA RETTERATH (SP, SU)
PHONE: 408-855-5332 (FA), 408-855-5328 (SP, SU)
E-MAIL: CLEMENT_LAM@WVM.EDU (FA), LINDA RETTERATH@WVM.EDU (SP, SU)
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
- Biometrician
- Budget Analyst
- Casualty Rater
- Controller
- Computer Programmer
- Demographer
- Economist
- 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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 903</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>MATH 903M</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 903ML</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 904</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 000B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 000C</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>MATH 000CM</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 000CML</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued in next column.
### Mathematics - A.A. Degree

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 003A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 003B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 004A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 004B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; X = CLASSES OFFERED

**Plus one of the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 010</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 010</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM 010</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus one of the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 020</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 031</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 032</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 030</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 031</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total A.A. Requirements**

- 28.0 - 31.0

* Or a more advanced course in that department
000CM • INTERMEDIATE ALGEBRA (MAPS)  5.0 units
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: MATH 903M or MATH 903 or successful placement into the course based on the Mission College Mathematics Placement Test and an interview with the MAPS counselor.
Corequisite: MATH 000CMCL
The students study and demonstrate knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems. MATH 000CM is the second course in the MATH 003M 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 allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is paid to presenting the material in various modalities to meet the needs of the students. Pass/No Pass Option.

000CL • INTERMEDIATE ALGEBRA (MAPS)  1.0 unit
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: MATH 903 and/or MATH 903M or satisfactory score on an appropriate Mathematics Placement Test.
Corequisite: MATH 000CM (The MATH 000CMCL is a lab course that may be taken concurrently with MATH 000CMCL)
This is a lab course that is a co-requisite for MATH 000CM. This is part of the MAPS program and involves lecture and group work. Tutors and a counselor may be present to assist students in the classroom. Pass/No Pass Only.

000P • 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. Pass/No Pass 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 and understanding of trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. Pass/No Pass Option.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT  4.0 units
CAN MATH 2
Advisory: MATH 008B, 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. Pass/No Pass 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 equations, sequence and series, induction and the binomial theorem. Pass/No Pass Option.

002 • PRE-CALCULUS ALGEBRA AND TRIGONOMETRY  5.0 units
CAN MATH 16
Advisory: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: University of California, California State University
NOTE: UC credit may be limited. See a counselor.
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra (MATH 001) and trigonometry (MATH 002D). 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. Pass/No Pass 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 Test
Acceptable for credit: University of California, California State University
NOTE: UC credit is limited if MATH 18 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. Pass/No Pass Option. This course may also be offered via distance learning.

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 infinite series, vectors in the plane, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work. Pass/No Pass Option. This course may also be offered via distance learning.

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. Pass/No Pass Option.
The student will study and demonstrate knowledge and understanding of the set theory and mathematics of finance. Probability and statistics are introduced. The students 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 are introduced. Particular emphasis is placed on applications. This course may also be offered via distance learning. Pass/No Pass Option.

010 • ELEMENTARY STATISTICS

CAN STAT 2
Advisory: MATH 008
Prerequisite: MATH 000C or higher, or satisfactory score on an appropriate Mathematics Placement Test

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 via distance learning. Pass/No Pass Option.

014 • MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (NUMBER SYSTEMS)

CAN MATH 4
Advisory: Math 000B
Prerequisite: Math 000C

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. Pass/No Pass Option.

019 • DISCRETE MATHEMATICS

Advisory: MATH 001
Acceptable for credit: University of California, California State University

The student will study and demonstrate knowledge and understanding of the discrete mathematics appropriate for computer applications. Topics may include graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra, and algebraic structures such as groups, rings, and fields. Computer implementations of these mathematical techniques will be incorporated throughout the course. Pass/No Pass Option.
903M • ELEMENTARY ALGEBRA (MAPS) (NON-ASSOCIATE DEGREE COURSE)  5.0 units
Prerequisite: MATH 900 and/or MATH 902 or satisfactory score on an appropriate Mathematics Placement Test and an interview with the MAPS counselor.
Corequisite: MATH 903ML (The Math 903ML is a lab course that must be taken concurrently with Math 903M.)
The students 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 allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is taken to present the material in various modalities to meet the needs of the students. Pass/No Pass Option.

903ML • ELEMENTARY ALGEBRA (MAPS) SUPPLEMENT  1.0 unit
Prerequisite: MATH 903 and/or MATH 902 or a satisfactory score on an appropriate Mathematics Placement Test
Corequisite: MATH 903M
This is a lab course that is a co-requisite for MATH 903M. This is part of the MAPS program and involves lecture and group work. Tutors and a counselor may be present to assist students in the classroom. Pass/No Pass Only.

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. Pass/No Pass 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. Pass/No Pass Option.

MILITARY SCIENCE (MILSC)
SANTA CLARA UNIVERSITY: 408-554-6836 /408-554-5211
SJSU: 408-224-2660

ARMY R.O.T.C. (MILSC) & AEROSPACE STUDIES (ROTC)
Mission College students can enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.
Army ROTC courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. For more information contact the Santa Clara University Military Science Office at 408-554-5836.
Air Force ROTC courses acquaint students with the role of the Air Force officer as a professional. Air Force doctrine, structure of the Air Force, development of air power through the jet age, and employment of air power in peacetime relief missions and civic action programs. Mandatory laboratory sessions provide development of leadership and management skills. For more information contact the SJSU Aerospace Studies Department at 408-924-2960.

Any student interested in enrolling in either program, please contact the Office of Instruction for enrollment procedures.

MILITARY SCIENCE (MILSC)

MILSC 001A, B • INTRO TO LEADING ORGANIZATIONS  2.0 units
Examine the Army’s theory of leadership through the primary field manual on leadership plus supplemental readings as assigned. Learn basic soldier skills required to be a member of an Army unit, to include land navigation (day and night), basic rifle marksmanship, repelling, wear of the uniform and duties of an Army squad member – the Army’s smallest organization. Understand the Army’s physical fitness program and how it is a key component of leading small organizations. Develop your own personal fitness program and learn how it is an important aspect of leading small organizations. One 60-minute class per week. Five 3-hour leadership labs per quarter. One weekend field training exercise away from the University. Grade Only.

MILSC 002A, B • LEADERSHIP IN PRACTICE  2.0 units
After a review of leadership theories in general and Army leadership theory in particular, embark on numerous case studies of leadership with the goal of learning to analyze how personal leadership is critical to the success or failure of an organization. Study techniques on improving personal leadership styles and methods with a goal of building stronger, more successful organizations. Study techniques for creating ethical organizational climate. Learn how to build teams and motivate individuals. Be introduced to methods of counseling employees in the workplace. One 60-minute class per week. Four 3-hour leadership labs per quarter. One weekend field training exercise away from the University. Grade Only.

AEROSPACE STUDIES (ROTC)

001A • THE AIR FORCE TODAY  1.0 unit
Acceptable for credit California State University
This course offers students an opportunity to learn about today’s Air Force, including way of life, job opportunities, and benefits. It also teaches communication skills needed for leadership. The class includes a hands-on leadership laboratory. Grade Only.

002A • THE AIR FORCE WAY  1.0 unit
Acceptable for credit California State University
This course offers instruction on the development of air power from balloon through the jet age. It also covers employment of air power from peacetime missions and civic action programs through the post-Vietnam era. Building communication skills is also emphasized. The class includes a hands-on leadership laboratory. Grade Only.
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.

Music (Music)

Division: Cultural and Technical Arts
Department: Music
Dept Chair: Joseph Ordaz 408-855-5256
Faculty: Phil Hawkins 408-855-5285
Counseling: 408-855-5030

The Mission College Music Department is structured around a traditional musical foundation augmented by computer assisted tutorial, composition and performance classes.

Specific areas of focus are piano, guitar or vocal performance and Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Center for the California Multimedia Entertainment Initiative which is designed to prepare quality students for Silicon Valley's booming Multimedia Industry. The experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for the rigors of transfer into both university and vocational level programs.

Student Learning Outcomes:

Upon completion of the program, students will demonstrate:

- Basic proficiency in reading and writing of music notation and applying them to a specific musical instrument (i.e. piano, guitar, voice).
- Ability to identify elements of many types and styles of music, including historical periods, composers, performers, stylistic traits, cultural influences, and performance practices.
- Ability to perform in a musical ensemble (i.e. chorus, orchestra, marching band).
- Apply musical skills with knowledge of MIDI devices (i.e. keyboards, computers, software) to create a musical composition.
- Ability to use music recording studio equipment for use with live and videotaped performance.

Career Options:

- Conductor
- Soloist
- Composer
- Private Teaching
- Music Librarian
- Music Therapy
- Music Criticism
- Music Publishing
- Opera
- Piano Performance
- Public Teaching
- Producer
- Guitar Performance
- Accompanist
- Arranger
- Vocal Performance
- Recreation Specialist
- Copyst
- 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 Art Digital Music Production Facility with 20 custom built creation stations PCs from Sweetwater Sound featuring ProTools software/hardware.
- Mission College Symphony, Chorus, Percussion Ensemble, Guitar Ensemble & Vocal Jazz Ensemble.
- Performances and audition opportunities for various community and industry positions.
- World Class guest artists every semester as part of the Mission College Performing Arts Series.

Certificate:

- Digital Music Certificate

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>MUSIC 005A</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>MUSIC 006A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 006B</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 007A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 007B</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 010</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
</tr>
</tbody>
</table>

Continued in next column.

The Mission College Music Department is structured around a traditional musical foundation augmented by computer assisted tutorials, composition and performance classes. Specific areas of focus are piano, percussion, guitar or vocal performance and Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Center for the California Multimedia Entertainment Initiative which is designed to prepare quality students for Silicon Valley's booming Multimedia Industry. The experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for the rigors of transfer into both university and vocational level programs.

Core Music Curriculum (28 units total):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 006A</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>MUSIC 006B</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 007A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 007B</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 010</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
</tr>
</tbody>
</table>

Electives (10 units total)  

- Any music courses not duplicated above.  

Total Units  

- 38.0  

*All music majors are required to participate in at least one major music ensemble group per semester according to their own individual interests. Consult with a music instructor before making a choice of ensemble.

*The A.A. Degree also requires general education courses in addition to the departmental courses listed above. Consult a counselor for additional information on general education requirements. Some graduation requirements occasionally change.

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>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 005</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>MUSIC 006</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 007</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 008</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 009</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page.
# MUSIC

**MUSIC 083** Digital Music Production II .......................................................... 2.0

**Total Core Units.** 14.0

Plus any one of the following courses: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>DES 070</td>
<td>Intro. to Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075</td>
<td>Macromedia Director Studio</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001A</td>
<td>Human Values In and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>Intro. to Film Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001D</td>
<td>Survey of 20th Century Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements** ............................................... 17.0

---

**MUSIC** (MUSIC)

**NOTE:** Maximum UC credit allowed for MUSIC 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

**001 • MUSIC HISTORY AND LITERATURE** 3.0 units

Advisory: COUNS 001
Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from early origins to 1750. It studies representative works, styles, and composers from the early early Greek heritage, early Christian Era, Medieval, Renaissance, and Baroque periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Fall semester. Grade Only. May be repeated one time.

**002 • MUSIC HISTORY AND LITERATURE** 3.0 units

Advisory: COUNS 001
Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from 1750 to present. It studies representative works, styles, and composers from Classical, Romantic, Impressionist, and 20th Century periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Spring semester. Grade Only. May be repeated one time.

**005 • FUNDAMENTALS OF MUSIC** 4.0 units

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. Pass/No Pass Option.

**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. Pass/No Pass Option.

**006A • HARMONY AND MUSICIANSHIP I** 4.0 units

Prerequisite: Music 005, 005A or equivalent experience
Corequisite: Music 090
Acceptable for credit: University of California

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. Pass/No Pass Option.

**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. Pass/No Pass Option.

**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 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. Pass/No Pass Option.

**007B • HARMONY AND MUSICIANSHIP 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. Pass/No Pass 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). Pass/No Pass 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 lyric writing. Pass/No Pass 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. Pass/No Pass Option.
017 • MUSICS OF THE WORLD 3.0 units
Acceptable for credit: University of California, California State University
This 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

031A, B • INTERMEDIATE PIANO 1.0 unit each
Advisory for MUSIC 031A: MUSIC 030B or demonstrate proficiency skill
Advisory for MUSIC 031B: MUSIC 031A or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 030A.B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. Pass/No Pass Option.

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. Pass/No Pass 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. Pass/No Pass Option.

033A, B • INTERMEDIATE VOICE 1.0 unit each
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. Pass/No Pass Option.

036A, B, C, D • BEGINNING GUITAR 1.0 unit each
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
An 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. Pass/No Pass Option.

037A • GUITAR ENSEMBLE 1.0 unit
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. Pass/No Pass Option.

039A, B, C, D • ADVANCED PIANO 1.0 unit each
Advisory: MUSIC 030
Prerequisite for 039A, B: MUSIC 031B or demonstrate proficiency skill
Prerequisite for 039C: MUSIC 039B
Prerequisite 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

042A • VOCAL JAZZ ENSEMBLE 2.0 units
Acceptable for credit: (University of California - pending approval), California State University
This is a performance ensemble for students who wish to sing familiar jazz and pop tunes. Students learn contemporary singing styles, microphone technique, and improvisation skills. Students are required to participate in a minimum of two public performances and a recording session. May be repeated three times. Pass/No Pass Option.
MUSIC

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

048A • SYMPHONY ORCHESTRA
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 scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Pass/No Pass Option.

048B • SYMPHONY ORCHESTRA
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 scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Pass/No Pass Option.

048C • SYMPHONY ORCHESTRA
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. Pass/No Pass Option.

048D • SYMPHONY ORCHESTRA
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. Pass/No Pass Option.

050 • MISSION STEELBAND
Advisory: MUSIC 090
Acceptable for credit: California State University
This performance ensemble focuses on the study and performance of music from Trinidad, South America and the Caribbean musical tradition. Ensemble members 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. Pass/No Pass Option.

051 • JAZZ ENSEMBLE
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. Pass/No Pass Option.

065A, B, C, D • DRUM AND BUGLE CORPS
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. Pass/No Pass Option.

066A • DRUM AND BUGLE CORPS II
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. Pass/No Pass Option.

080 • INTRODUCTION TO MIDI
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. Pass/No Pass Option.

081 • DIGITAL MUSIC PRODUCTION I
Advisory: Recommend concurrent enrollment in MUSIC 090
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. Pass/No Pass Option.

083 • DIGITAL MUSIC PRODUCTION II
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
This is an advanced audio recording, “live” audio and MIDI production course using ProTools software and hardware. Students will learn how to produce voice-overs, sound effects, multi-track recordings and MIDI sequences to be used in films, television, radio, web applications and the music industry. Participation in at least one on-campus music event and a final portfolio of work is required. May be repeated two times. Pass/No Pass Option.

087 • MUSIC BUSINESS
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 merchandizing; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes include guest speakers from the music industry, field trips, video and audio presentations, as well as active student participation in class discussions, the preparation of legal documents, and in situational role playing activities. Pass/No Pass Option.

100 • MUSIC DEGREE JURY
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course, offered by arrangement and at the student's convenience. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student's other music course(s). May be repeated three times. Pass/No Pass Option.

094 • MUSIC DEGREE JURY
Advisory: Completion of a majority of the music degree coursework and consultation with the music faculty
Acceptable for credit: California State University
This course is intended for music majors who have completed most of their degree courses and are preparing for graduation. Students prepare a final presentation of their music and other degree work. The presentation may take the form of recital, an electronic music presentation, or some combination of elements that best represents the student's musical interests and accomplishments. The final presentations are open to the college community. Students will arrange for a music faculty to supervise the preparation and performance arrangements. Grade Only.
Nutritional Science is a dynamic field of study with connections to food science, chemistry, and biology. It is a discipline that investigates how nutrients are taken in by the body, broken down, and utilized. Through the study of nutrition, chronic diseases such as heart disease and cancer can be better understood and perhaps even prevented. In a larger context, nutritional science examines how the environment is connected to 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
- Food Service Inspector
- Nutrition Counselor (R.D. advised)
- Hospital Dietetics
- 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

Nutritional Science (NS)

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. Pass/No Pass 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. Pass/No Pass 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 (PHIL)

Division: Social Sciences
Department: Philosophy
Phone: 408-855-5255
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 quantificational and truth functional arguments, construct elementary formal proofs in truth functional logic, and reconstruct the logic of a scientific experiment; and
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
- Anthropologist
- Archivist
- Author/Lecturer
- Business
- Columnist
- Crypanalyist
- Drama Critic
- Copy Editor
- Editorial Assistant
- Editorial Writer
- Essayist
- Foreign Correspondent
- Editor
- High School Teacher
- Information Scientist
- Educator
- Lawyer
- Management
- Foreign Service Officer
- Priest
- Personnel Manager
- Journalist
- Rabbi
- Psychologist
- Playwright
- Rabbi
- Scientific Researcher
- Publisher
- Tour Guide
- 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 009.............. Introduction to Symbolic Logic
  PHIL 017.............. Logic and Critical Thinking

Continued on next page.
PHILOSOPHY

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

- The following courses meet the Humanities requirement for California State University Students:
  - PHIL 001: Introduction to Philosophy
  - PHIL 004: Patterns in Comparative Religion
  - PHIL 005: Introduction to Social and Political Philosophy
  - PHIL 007: Introduction to Philosophy of Science
  - PHIL 009: Introduction to Symbolic Logic
  - PHIL 010: Introduction to the Philosophy of Art
  - For Associate in Arts (A.A.) students and Associate in Science (A.S.) students:
    - PHIL 002, 003, 009, 017
  - The following courses meet the Humanities requirement for A.A. and A.S. students:
    - PHIL 001, 002, 003, 004, 005, 007, 008, 009, 010, 017
  
  Scholarship Awards
  To recognize the value of philosophy education, every year the Philosophy Department awards up to two scholarships to promising students.

  Schedule Matrix:
  
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
<th>D= DAY CLASSES; E= EVENING CLASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 001</td>
<td>E</td>
<td>D,E</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 002</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 003</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  001 • INTRODUCTION TO PHILOSOPHY (PHIL) 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 also be offered via distance learning. Pass/No Pass 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 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. Pass/No Pass 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 a sequence of ethical “position papers,” which are evaluated for both quality of analysis and English composition skills. Pass/No Pass 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. Pass/No Pass Option.

  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? Pass/No Pass 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? Pass/No Pass Option.

  008 • INTRODUCTION TO ASIAN PHILOSOPHY 3.0 units
  Acceptable for credit: University of California, California State University
  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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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:
- PHYSICAL SCIENCE
- EVENING SESSION PHYSICS SEQUENCE COMPLETION.
- MODERN AND WELL-EQUIPPED LABORATORIES.
- CLASSES BEYOND THE ASSOCIATE DEGREE LEVEL MAY BE REQUIRED FOR PREPARATION FOR TRANSFER TO A UNIVERSITY PROGRAM.

Highlights:
- Modern and well-equipped laboratories.
- Class size limited.
- Evening session physics sequence completion.

A.S. Degree:
- Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 002A</td>
<td>D,E</td>
<td>E</td>
<td></td>
<td>FALL</td>
</tr>
<tr>
<td>PHYS 002B</td>
<td></td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 004A</td>
<td></td>
<td>D,E</td>
<td>D,E</td>
<td>SPRING</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>SPRING</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>D</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 010</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

Physical Science - A.S. Degree

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

Select 18 units from the following:

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

Total Program A.S. Requirements: 18.0

PHYSICS (PHYS)

002A • GENERAL PHYSICS 5.0 units
CAN PHYS 2
CAN PHYS SEQ A (PHYS 002A + 002B)
Prerequisite: MATH 000D
Acceptable for credit: University of California, California State University

A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, thermodynamics, hydrodynamics, and wave motion in sound. Concepts and problem solutions are emphasized. NOTE: UC credit may be limited. See a counselor. Grade Only.

002B • GENERAL PHYSICS 5.0 units
CAN PHYS 4
CAN PHYS SEQ A (PHYS 002A + 002B)
Prerequisite: PHYS 002A
Acceptable for credit: University of California, California State University

A continuation of PHYS 2A with the study of electricity and magnetism, optics, atomic and nuclear physics. NOTE: UC credit may be limited. See a counselor. Grade Only.

004A • ENGINEERING PHYSICS-MECHANICS 5.0 units
CAN PHYS 8
Prerequisite: MATH 003A
Corequisite: MATH 003B
Acceptable for credit: University of California, California State University

Mechanics, first of the series of the calculus based engineering physics, provides the student with insight to vectors; as applied to forces in statics and dynamics, vector nature of velocity and acceleration in kinematics. Conservation of momentum and energy applied to moving and interacting systems, rotational mechanics, simple harmonic motion, gravitation, special relativity, mechanical properties of matter, fluid statics and dynamics. This course may also be taught as an online course. Grade Only.

004B • ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM 5.0 units
CAN PHYS 12
Prerequisite: PHYS 004A and MATH 003B
Corequisite: MATH 004A or MATH 004B
Acceptable for credit: University of California, California State University

Electricity and magnetism, second of the series of the calculus based engineering physics, continues the concept of field theory by study of Maxwell’s equations in the integration form. Kirchhoff’s rules are applied in circuit analysis with determinate solutions in DC circuits. AC circuits solved by Kirchhoff loop equations are studied with discussion of resonance and impedance diagrams for RC, RL and RCL circuits. Problem solutions are emphasized. This course may also be taught as an online course. Grade Only.

004C • ENGINEERING PHYSICS-LIGHT AND HEAT 5.0 units
Prerequisite: MATH 003B and PHYS 004A
Corequisite: MATH 004A or MATH 004B
Acceptable for credit: University of California, California State University

PHYS 4C is the third semester of the calculus based engineering physics series. The course content includes geometrical and wave optics, thermodynamics, atomic and modern physics. The dual nature of light is investigated in lecture and laboratory by the use of interference and diffraction effects. The laws of heat transfer, thermodynamics, and the Carnot cycle are covered. Schrodinger’s wave equation in quantum mechanics is discussed and applied to probability functions. Numerical problem solutions are emphasized. Grade Only.

004D • ATOMIC PHYSICS 2.0 units
Prerequisite: PHYS 004A and PHYS 004B
Acceptable for credit: University of California, California State University

This course is an introduction to quantum physics with emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity. Grade Only.
010 • INTRODUCTION TO PHYSICS
Advisory: MATH 903
Acceptable for credit: University of California, California State University
A non-mathematical approach to the subject of natural philosophy, otherwise known as Physics. Includes the development of fundamental concepts, viewed as both human activities and as part of our culture. The application of Physics to modern and future life is explored and placed in perspective. Grade Only.

040 • SEMICONDUCTOR PHYSICS
Advisory: ENGL 108A, READ 053
Acceptable for credit: California State University
A course in Solid State Physics, designed for the Technician level, based on the fundamental principles of physics. This course applies the physical concepts of force, vectors, work and energy, potential fields, electricity and magnetism and waves in a computer modeling environment to construct mathematical models of Solid State materials and components based on symbolic math software. These models are probed to develop an intuitive model of solid state materials and components. Topics include: studying solids, bonding mechanisms, material defects, semiconductors, Devices: PN junctions, JFETs, MOSFETs and wafer processing. Pass/No Pass Option.

045 • TECHNICAL PHYSICS
Advisory: ENGL 108A, READ 053 and MATH 903
Acceptable for credit: California State University
This physics course will introduce and apply the basic principles of physics as used in technology. Emphasis will be made in the fields of manufacturing toolsets, including those used in semiconductor manufacturing. The course will include investigating the scientific method, and operation of manufacturing toolsets, including those used in semiconductor processing.

045L • TECHNICAL PHYSICS LABORATORY
Acceptable for credit: California State University
A physics laboratory course designed to reinforce the topics covered in PHYS 45. The course will address the concepts of basic science as applied to the design and operation of manufacturing toolsets, including those used in semiconductor manufacturing. The course will include investigating the scientific method, performing experiments, completing data analysis, carrying out group projects and making presentations. Grade Only.

POLITICAL SCIENCE (POLIT)
DIVISION: SOCIAL SCIENCES
DEPARTMENT: POLITICAL SCIENCE
DEPT CHAIR: DR. ALAN CHANDLER
PHONE: 408-855-5258
COUNSELING: 408-855-5030

Taking Political Science classes at Mission is an ideal and fascinating part of acquiring a broad liberal education and, in career terms, the degree is highly versatile pointing the way in many vocational directions. The study of political science involves not only the examination of the structure of government and political systems but the examination of the interaction of individuals and institutions within those systems. These courses offer valuable insight into these events on the local, state, national, and international levels and they also encourage involvement of the citizenry.

Student Learning Outcomes:
As one of the departments in the Division of Social Sciences, the Department of Political Science strives to further the primary goals of the College’s Mission Statement. Thus completion of its courses will assist students in meeting their career, transfer and lifelong educational and intellectual needs as members of a diverse and changing society.

In addition to these general objectives, the specifically designed outcomes of the Political Science program will enable students to

- Identify the institutions, players and processes in both American national and state government, and the democratic skills needed to navigate and actively participate in government and its decision making process.
- Analyze the exercise of power in formal governmental institutions and non-governmental institutions, from interest groups to human rights organizations to corporate board rooms.
- Differentiate and classify political systems, their historical context development, and the social and economic systems with which they interact.
- Explain and assess the ideas of the salient political thinkers, and how those ideas might apply in contemporary practice.
- Trace how public policy gets formulated, legislated, implemented and evaluated and assess how democratic and accessible the process is.
- Compare the U.S. political system to those elsewhere in the world in nations in Europe, Asia, Africa, Latin America, and the Middle East.
- Explain and critique the political relations among nations, and the transnational relations increasingly practiced by peoples, organizations, and local institutions across national boundaries.

Students will demonstrate their progress and mastery through written and oral quizzes, exams, individual and/or group projects, and reports.

Career Options:
- Public Relations Specialist
- Public Opinion Surveyor
- Researcher/Research Analyst
- Government Worker
- Occupational Analyst
- Public Information Officer
- Political Economist
- Foreign Service Officer
- Attorney
- Campaign Aide
- City Planner
- Lobbyist
- Military Officer
- Paralegal
- Teacher
- Administrator
- Budget Analyst
- Elected Official
- Journalist
- Legislative Aide
- Personnel Manager
- Political Scientist
- City Manager
- Businessperson

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

Highlights:
- Transferable courses in both American and international politics.
- Experienced, professional, widely traveled instructors.
- Opportunity for political internships.
- Discussions with leading experts and officials.
- Fill General Education requirements for transfer or degree.
- Develop crisp reasoning and analytical skills.

Pre-Law Education:
Although no specific course of study is required for admission to Law School, Political Science is an excellent major or minor if you are looking to a legal career. It equips you with the intellectual tools needed for the study and practice of law.

Political Science courses will develop your ability to express concepts clearly, the capacity to read concentrated materials with precision, and the power to reason, weigh facts, and solve problems.

Continued in next column.
Because overall GPA is important in applying for admission to a law school, a pre-law student should consider a major as an alternative to law school or one which can be used in conjunction with a law degree. Law Schools are looking for individuals who have a high level of writing competence, good analytical skills, intellectual discipline, breadth in humanities, sciences and social science, and a general understanding of the business and political world. Most law schools require a baccalaureate degree. The Law School Admission Test (LSAT) is required. A pre-law student needs to plan a course of study in cooperation with a counselor in the Counseling Center.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLIT 001</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLIT 004</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLIT 007</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLIT 010</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; X= WEEKEND

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 also be offered via distance learning. Pass/No Pass 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. Pass/No Pass Option.

004 • INTERNATIONAL RELATIONS 3.0 units
(Formerly POLIT 005)
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. Pass/No Pass 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. Pass/No Pass 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 culture conflicts. This course is cross-listed as HUMAN 7. Pass/No Pass Option.
PSYCHIATRIC TECHNICIAN

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.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOSC 022</td>
<td>Anatomy and Physiology for AH Workers</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>NS 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 067</td>
<td>Intro to the Psychiatric Technician Program</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>PT 068</td>
<td>Medical Surgical Nursing Theory</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td>PT 069</td>
<td>Medical Surgical Nursing Clinical</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>PT 070A</td>
<td>Pharmacodynamics</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 013A</td>
<td>Developmental Disabilities</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 013B</td>
<td>Care of the Developmentally Disabled Client</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 019A</td>
<td>Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td>PT 070B</td>
<td>Pharmacodynamics</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PT 011</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 017A</td>
<td>Introduction to Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PT 017B</td>
<td>Care of the Mentally Disabled</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>PT 017C</td>
<td>Care of the Mentally Disabled (Group Process)</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>PT 018</td>
<td>Preparation for Paraprofessional Practice</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>PT 019B</td>
<td>Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td>PT 070C</td>
<td>Pharmacodynamics</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Program Cert. Requirements</strong></td>
<td></td>
<td></td>
<td>56.0</td>
</tr>
</tbody>
</table>

PSYCHIATRIC TECHNICIAN - A.S. Degree and Certificate

ADVISORY: Eligibility for ENGL 108A and READ 053

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.

PSYCHIATRIC TECHNICIAN - A.S. Degree and Certificate

ADVISORY: Eligibility for ENGL 108A and READ 053

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.
013B • CARE OF THE DEVELOPMENTALLY DISABLED CLIENT-PT
Prerequisite: Successful completion of PT 067, PT 068, PT 069, PT 070A, and NS 015
Corequisite: PT 013A, PT 019A, PT 070B and PSYCH 012
Advisory: Eligibility for ENGL 108A and READ 053
Acceptable for credit: California State University
This course is designed to provide the student with an understanding of the principles of care for the developmentally disabled client. Characteristics of the developmentally disabled individual, including functional limitations such as deafness, blindness, and cerebral palsy will be discussed. The student will learn approaches which may be applied to increase individual levels of function; observation, management, and documentation of behavioral problems; and interpersonal skills and therapeutic strategies for communication. The emphasis throughout will be on the practical application of theoretical principles with the developmentally disabled population. Grade Only.

017A • INTRODUCTION TO ABNORMAL PSYCHOLOGY
3.0 units
Prerequisite: Completion of 2nd semester PT program Corequisite: PSYCH001, PT017A, PT017C, PT018, PT019B, and PT070C
Acceptable for credit: California State University
This course focuses on understanding abnormal or maladaptive behavior, including common 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. Grade Only.

017B • CARE OF THE MENTALLY DISABLED CLIENT
2.0 units
Prerequisite: Completion of 2nd semester PT program Corequisite: PSYCH001, PT017A, PT017C, PT018, PT019B, PT070C
Acceptable for credit: California State University
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.

017C • GROUP PROCESS TECHNIQUES FOR USE WITH MENTAL HEALTH CLIENTS
1.0 unit
Prerequisite: Completion of 2nd semester PT program Corequisite: PSYCH001, PT017A, PT017B, PT019B, PT070C and PT018
Acceptable for credit: California State University
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. Pass/No Pass Only.

018 • PREPARATION FOR PARAPROFESSIONAL PRACTICE
1.0 unit
Prerequisite: Successful Completion of 2nd Semester PT program Corequisite: PSYCH001, PT017A, PT017B, PT017C, PT019B and PT070C
Acceptable for credit: California State University
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.

019A • CLINICAL EXPERIENCE-PT
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: Completion of first semester PT program 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, Corequisite: PSYCH001, PT017A, PT017B, PT017C, PT018 and PT070C
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 in the acute inpatient, locked 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. Pass/No Pass 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, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022, Acceptance 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. The course integrates basic principles of nursing care. It is designed for, but not limited to, psychiatric technician students. Grade Only.

069 • MEDICAL SURGICAL NURSING CLINICAL
5.0 units
Advisory: MATH 903, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022, Acceptance to Psychiatric Technician Program
Corequisite: PT 069, 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 10 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, Eligibility for ENGL 108A and READ 053
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 070A, 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
Corequisite: PT017A, PT017B, PT017C, PT018, PT019B and PSYCH001
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: JEFF CORMIER
PHONE: 408-855-5483
COUNSELING: 408-855-5030
WEBSITE: HTTP://SALSA.MISSIONCOLLEGE.ORG/CORMIER

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 on 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 core 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.

Upon successfully completion of course work including core courses, students will:
- Design and demonstrate an exercise showing how psychosocial factors influence behavior
- Explain the effects of genetic and environmental factors on personality and behavior
- Describe how an appreciation of cultural relativity and human diversity might enrich the understanding of psychology
- Identify research models and relate the findings of research to life situations
- Develop critical thinking exemplified in their uses of psychological techniques in analyzing, comparing and contrasting human behavior.

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

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 exemplary instructional faculty with several years of experience.
- A wide range of course offerings including research methods, psychology of personal growth and psychology of addiction and substance abuse.
- Psychology courses complement degrees and/or certifications in many other fields: communications media, early childhood education, human services, interdisciplinary studies, marketing, medical assisting and teacher assisting.
- Transferable courses to the CSU and/or UC systems.
- Convenient class times offered, with day, evening and fully online sections.

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>PSYCH 001</td>
<td>D,E,T</td>
<td>D,E,T</td>
<td>D,E,T</td>
<td>D,T</td>
</tr>
<tr>
<td>PSYCH 007</td>
<td>T</td>
<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>T</td>
<td>D</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>D,E,T</td>
<td>D,E,T</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td>PSYCH 015</td>
<td></td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 020</td>
<td>D</td>
<td></td>
<td>D,E,T</td>
<td>T</td>
</tr>
<tr>
<td>PSYCH 025</td>
<td>D,T</td>
<td>T</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>E,T</td>
<td>T</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td>PSYCH 033</td>
<td>T</td>
<td>E,T</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued in next column.
**Psychology Associate of Arts**

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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Elective Courses: select any three (3) courses listed below

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Unites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 002A</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 015</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 020</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 025</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 033</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 048</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 055</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 060</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units**

16.0 - 18.0

---

### Crisis Intervention Certificate

This Certificate of Crisis Intervention exposes students to a blend of subjects in the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. This course may also be offered by distance learning. Pass/No Pass Option.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 001</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 007</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 010</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units**

19.0 - 20.0

---

### 001 • GENERAL PSYCHOLOGY

**PSYCH 048**

**D**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 055</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>PSYCH 060</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; T= TELECOURSE

**Advisory: PSYCH 007, SOCSC 022 and MATH 010**

This course introduces major concepts, problems and methods that psychologists use to investigate and understand the human mind. Major topics of study include the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. This course may also be offered by distance learning. Pass/No Pass 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. Pass/No Pass Option.

048 • INTRODUCTION TO CHILD AND ADOLESCENT PSYCHOLOGY 3.0 units
Advisory: Eligibility for ENGL 108A and READ 053, PSYCH 001
Acceptable for credit: California State University
This course examines the psychological development of children from conception to adolescence. Major theories addressing physical, cognitive and socio-emotional contexts are examined. This course may also be offered via distance learning. Pass/No Pass 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 via distance learning. Pass/No Pass Option.

060 • THEORIES AND TECHNIQUES OF COUNSELING 3.0 units
Prerequisite: PSYCH 025
Acceptable for credit: California State University
This course analyzes counseling and interviewing techniques based on contemporary theory and research. Theories studied include: person-centered, psychodynamic, behavioral, cognitive, and eclectic approaches. Interviewing and counseling skills can be used with these various approaches. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

READING

040 • TUTORING READING IN ELEMENTARY SCHOOL  3.0 units
Prerequisite: Eligibility for READ 053
Acceptable for credit: California State University
This course provides students an introduction to teaching in the elementary grades with the emphasis on teaching reading acquisition. Content includes lectures and field experience in which students tutor and observe in elementary school classrooms. Students will observe classroom activities and apply concepts and techniques covered in lecture.

053 • SPEED AND CRITICAL READING  3.0 units
Prerequisite: READ 961 or qualifying score on placement test
Acceptable for credit: California State University
Designed for students who are already reading at a college freshman level of competency. This course will enable students to reach their optimal reading speeds and to improve their comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading. This course may also be offered by telecourse. Grade Only.

063 • VOCABULARY DEVELOPMENT  3.0 units
Acceptable for credit: California State University
This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulation of definitions. Grade Only.

073 • READING AND ANALYZING TECHNICAL MATERIALS  3.0 units
Prerequisite: READ 961 or qualifying score into READ 053 on placement test
Acceptable for credit: California State University
This course is for students who wish to improve workplace and technical reading skills. Students will read articles from technical journals as well as reports, proposals and other documents from industry. Emphasis will be on comprehension, vocabulary development and integration of reading skills with other communication skills needed in the workplace. This course is included in the Certificate Program in Technical Communication. Pass/No Pass 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. No Grade/No Credit.

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 once. Pass/No Pass 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 via distance learning. May be repeated one time. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 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 decisions are one of the most important decisions people will make in their lifetime.

### Student Learning Outcomes:
Graduates are trained to: buy and sell real estate on their own; become licensed real estate salespersons, and/or brokers; become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers. They are also trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

### Career Paths:
Real estate knowledge and skills are used in both personal life and professional life as shown below.
- Home Buyer and/or Home Seller
- Real Estate Investor and Property Manager
- Real Estate Salesperson and Broker
- Real Estate Appraiser
- Loan Processor and Loan Officer
- Loan Underwriting Officer
- Mortgage Insurance Processor and Officer
- Mortgage Banker (Mortgage Company)
- Escrow Officer and Title Insurance Officer
- Real Estate Developer and Contractor
- Property Tax Assessor and Accountant
- Urban and City Planner
- Legal Assistant and Real Estate Attorney

### A.S. Degree:
- Real Estate

### Certificate:
- Real Estate (Levels I and II)

### Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 083A</td>
<td>AN</td>
<td>AN</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 085</td>
<td>E</td>
<td>AN</td>
<td>AN</td>
<td>AN</td>
</tr>
<tr>
<td>RLEST 087A</td>
<td>E</td>
<td>AN</td>
<td>AN</td>
<td>AN</td>
</tr>
<tr>
<td>RLEST 091</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 092</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 093A</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 094A</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 095A</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 096A</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 100</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
</tbody>
</table>

D= Day classes; E= evening classes; AN= As needed

### Real Estate - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate. Although not required, the student is encouraged to take the courses in the below recommended sequence to maximize learning.

#### LEVEL I Certificate:

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090 ........ Principles of Real Estate</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 051 ........ Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064 ........ Business Math Using Calculators</td>
<td>4.0</td>
</tr>
</tbody>
</table>

#### Plus 6 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 096A .... Real Estate Investment</td>
</tr>
<tr>
<td>BUS 021 ........ Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L ......... Introduction to Business Computing Lab</td>
</tr>
<tr>
<td>BUS 026A .... Business Law</td>
</tr>
<tr>
<td>BUS 078 ........ Business Communications</td>
</tr>
<tr>
<td>BUS 079 .... Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 101 .... Managerial Interpersonal Effectiveness</td>
</tr>
<tr>
<td>MKT 056A ...... Marketing Principles</td>
</tr>
<tr>
<td>CA 037A ........ Introduction to Office Automation</td>
</tr>
<tr>
<td>CA 011 ........ Keyboarding: Beginning</td>
</tr>
</tbody>
</table>

| WRKEX 301-304 Cooperative Work Experience | 1.0 - 3.0 |

**Total Level I Certificate Requirements**..............| 16.0 |

#### LEVEL II Certificate:

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 096A .... Real Estate Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 093A .... Legal Aspects of Real Estate</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 092 .... Real Estate Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 094A .... Real Estate Appraisal</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 091 .... Real Estate Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 100 .... Property Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RLEST 087A .... Escrow Procedures</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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.

#### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090 ........ Principles of Real Estate</td>
</tr>
<tr>
<td>BUS 051 ........ Introduction to American Business</td>
</tr>
<tr>
<td>BUS 064 ........ Business Math Using Calculators</td>
</tr>
<tr>
<td>RLEST 095A .... Real Estate Finance</td>
</tr>
<tr>
<td>RLEST 093A .... Legal Aspects of Real Estate</td>
</tr>
<tr>
<td>RLEST 092 .... Real Estate Economics</td>
</tr>
<tr>
<td>RLEST 094A .... Real Estate Appraisal</td>
</tr>
<tr>
<td>RLEST 091 .... Real Estate Practice</td>
</tr>
<tr>
<td>RLEST 100 .... Property Management</td>
</tr>
<tr>
<td>RLEST 087A .... Escrow Procedures</td>
</tr>
</tbody>
</table>

**Plus 6 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 096A .... Real Estate Investment</td>
</tr>
<tr>
<td>BUS 021 ........ Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L ......... Introduction to Business Computing Lab</td>
</tr>
<tr>
<td>BUS 026A .... Business Law</td>
</tr>
<tr>
<td>BUS 078 ........ Business Communications</td>
</tr>
<tr>
<td>MGMT 101 .... Managerial Interpersonal Effectiveness</td>
</tr>
<tr>
<td>MKT 056A ...... Marketing Principles</td>
</tr>
<tr>
<td>CA 037A ........ Introduction to Office Automation</td>
</tr>
<tr>
<td>CA 011 ........ Keyboarding: Beginning</td>
</tr>
</tbody>
</table>

**WRKEX 301-304 Cooperative Work Experience**..............| 1.0 - 3.0 |

**Total Program A.S. Requirements**..............| 37.0 |
NOTE: Only courses completed with a grade of "C" or better may be used to satisfy requirements.

- 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**

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. Pass/No Pass 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." Pass/No Pass Option.

087A • ESCROW 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 RLEST Broker's license examination. Pass/No Pass Option.

087B • ESCROW 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 residences, 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. Pass/No Pass Option.

093A • LEGAL ASPECTS OF REAL ESTATE I 3.0 units
Advisory: RLEST 090 Acceptable for credit: California State University
This course takes the student through the legal aspects of real estate. 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. Pass/No Pass 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 Income Property Appraisal Report. Pass/No Pass Option.

094B • REAL ESTATE APPRAISAL 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. Pass/No Pass Option.

095A • REAL ESTATE FINANCE 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. Pass/No Pass Option.

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.
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. Pass/No Pass Option.

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. Pass/No Pass Option.

REGISTERED NURSING

LVN to RN Program (LVNRN)

DIVISION: APPLIED SCIENCES
DEPARTMENT: HEALTH OCCUPATIONS
DEPT CHAIR: MARSHA OLIVER
DIRECTOR: SUSAN CARREON, MN, PH.D., RN
PHONE: 408-855-5016
COUNSELING: 408-855-5030

Student Learning Outcomes
Upon completion of the LVN to RN nursing program the graduating student will competently perform in the following areas:

Communication Skills
- Uses appropriate therapeutic communication techniques and basic leadership skills to establish a therapeutic environment for patient care management
- Demonstrates effective communication skills in nurse/client and professional relationships in the practice of nursing

Critical Thinking and Reasoning
- Uses the nursing process to plan, assess and diagnose health status, implement therapeutic interventions, and evaluate outcomes and care for client/patients
- Provides safe direct nursing care to client/patients by using evidence based practice, the nursing process, and principles of caring taking into consideration the physiological, psychological, socio-cultural, developmental, and spiritual aspects of care
- Formulates an individualized nursing care plan for assigned patients
- Integrates and demonstrates clinical decision making and critical thinking skills to provide effective nursing care for individuals throughout the developmental stages

Information Competency and Informatics
- Employs appropriate scientific resources and technology to plan and deliver patient care
- Documents patient care as per facility policy

Diversity
- Prioritizes nursing actions to coincide with changing patient conditions, cultural variants, and multiple patient assignments
- Integrates knowledge of cultural diversity across the life span to provide and manage client/patient care in a variety of health care environments

Civic Responsibility
- Anticipates ethical-legal dilemmas and intervenes as a patient advocate
- Integrates knowledge of legal aspects and ethical principles to provide and manage client/patient care in a variety of health care environments

Life Skills and Careers
- Identifies and displays the process of lifelong learning
- Correlates theoretical concepts and clinical practice to identify the complex needs of patients in multiple settings

Critical Elements
- Demonstrates and maintains the identified overriding critical elements of asepsis, caring, and safety while providing patient care

Professionalism
- Displays and maintains professional behavior at all times.
- Acts as an advocate in order to assist the individual’s progress towards optimal wellness by minimizing stressors, strengthening coping abilities, and maximizing available resources
- Provides patient/client teaching with the goal of promoting healthy behaviors, reducing stressors, and enhancing coping resources
- Demonstrates responsibility and accountability for self-direction and self-evaluation.
- Incorporates sound leadership principles in planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others
- Provides professional nursing practice in accordance with the Business and Professions Code Scope of Regulation, Nursing Practice Act, and the California Code of Regulations pertaining to Registered Nursing.

Continued in next column.
A.S. Nursing (LVN to RN) Associate of Science

The Associate Degree (LVN to RN) Nursing curriculum is designed to prepare students to take the National Council Licensure Examination-Registered Nursing (NCLEX-RN). Upon successful completion of the examination, the graduate becomes a Registered Nurse (R.N.). Employment opportunities following the acquisition of the license include hospitals, clinics, home-care, and community centers.

The Nursing program is limited in the number of students it can admit each year. Applicants are cautioned that satisfaction of the prerequisite requirements qualifies them only for consideration for admission to the program. There is a selection procedure which assists in the selection of qualified applicants. A special application is required. This is available at www.missioncollege.org/depts/health/lvn-rn

After completion of the Role Transition course, the LVN to RN program consists of two additional semesters. Classroom instruction is offered concurrently with clinical experience. The curriculum has been organized under the standards mandated by the State of California Board of Registered Nursing.

The Associate Degree Nursing program is approved thorough the California, Board of Registered Nursing:

P.O. Box 944210
Sacramento, CA 94244-2100
Phone: (916) 322-3350

Prerequisite Admission Requirements:

1. LVN to RN program prerequisites
   • Proof of active LVN license (copy)
   • Minimum cumulative GPA of 2.5 for all college coursework
   • Satisfactory score on the Test of Essential Academic Skills (TEAS)
   • Completion of the LVN to RN Course prerequisites listed in #2 below:

2. LVN to RN course prerequisites
   • Applicants must have a minimum GPA of 2.5 for Human Anatomy, Human Physiology, and Microbiology with no grade less than a “C” for each course and no more than one repetition for any of the three courses.

Minimum grade of “C” required for the following courses:
   • Human Anatomy BIOSC 047
   • Human Physiology BIOSC 048
   • Microbiology BIOSC 004
   • English Composition ENGL 001A

Additional BRN course requirements*: These courses must be taken prior to the last semester of the LVN to RN program. These courses are necessary to be eligible to complete the Associate in Science Degree and take the NCLEX to become an RN.
   • General Psychology PSYCH 001
   • Public Speaking COMM 001
   • Intermediate Algebra Math C or MATH 010

Additional Mission College G.E. requirements*: The following courses are necessary for the Associate Degree and must also be completed prior to graduation.
   • HIST 017A or 017B or POLIT 001
   • Basic Information Competency – LIB 010
   • Art and Humanities – 3 unit course
   • It is highly recommended that students complete all course work prior to entry into the LVN to RN program.

Program Requirements

After students have been admitted, the following requirements must be met:

* A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable disease and ability to function in a hospital setting.
* Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella.
* Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
* Current Cardiopulmonary Resuscitation certification, CPR for Health Care Provider or CPR for Professional Rescuer.

Continued in next column.
021 • ROLE TRANSITION CLINICAL  
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. Pass/No Pass Only.  

031 • COMMUNITY MENTAL HEALTH NURSING  
Prerequisite: ENGL 001A, LVNRN 021, LVNRN 021A  
Corequisite: LVNRN 031A, LVNRN 032, LVNRN 032A, LVNRN 033  
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, psychotic 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  
Prerequisite: LVNRN 021, LVNRN 021A  
Corequisite: LVNRN 031, LVNRN 032A, LVNRN 033  
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. Pass/No Pass Only.  

032 • INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY  
Prerequisite: LVNRN 021, LVNRN 021A  
Corequisite: LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A  
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.  

032A • INTERMEDIATE MEDICAL-SURGICAL NURSING CLINICAL  
Prerequisite: LVNRN 021, LVNRN 021A  
Corequisite: LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A  
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. Pass/No Pass Only.  

033 • INTRODUCTION TO CLINICAL JUDGMENT  
Prerequisite: LVNRN 021, LVNRN 021A  
Corequisite: LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A  
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. Pass/No Pass Option.  

041 • ADVANCED MATERNAL - CHILD NURSING  
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 032, LVNRN 032A, LVNRN 033  
Corequisite: LVNRN 041, LVNRN 042, LVNRN 042A, LVNRN 050  
Acceptable for credit: California State University  
This course focuses on the nursing process as it relates to the child-bearing, and child-rearing family. The nurse’s roles of provider, manager of care and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual’s cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. This course may also be offered via distance learning. Grade Only.  

041A • ADVANCED MATERNAL-CHILD NURSING CLINICAL  
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 032, LVNRN 032A, LVNRN 033  
Corequisite: LVNRN 041, LVNRN 042, LVNRN 042A, LVNRN 050  
Acceptable for credit: California State University  
Instructor directed clinical experiences are offered in hospitals and community health care agencies where maternal-child care is provided to a culturally diverse population. The emphasis is on a holistic, collaborative 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. Critical thinking skills are emphasized and outcomes are measured using the nursing process. This course may also be offered via distance learning. Grade Only.  

042 • ADVANCED MEDICAL SURGICAL/LEADERSHIP NURSING  
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A, LVNRN 033  
Corequisite: LVNRN 041, LVNRN 041A, LVNRN 042, LVNRN 042A, LVNRN 050  
Acceptable for credit: California State University  
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. This course may also be offered via distance learning. Grade Only.  

042A • ADVANCED MEDICAL SURGICAL/LEADERSHIP NURSING CLINICAL  
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A, LVNRN 033  
Corequisite: LVNRN 041, LVNRN 041A, LVNRN 042, LVNRN 050  
Acceptable for credit: California State University  
This course is an instructor-directed final clinical experience with the focus on the application of theoretical content and demonstration of skills mastered throughout the program, while providing care to groups of adult and geriatric patients. Clinical assignments are designed to enhance the transition from the student role to the role of the graduate nurse. The theoretical content presented focuses on management, decision making, priority setting and preparing to take and pass the national licensing exam. This course may also be offered via distance learning. Pass/No Pass Only.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

050- LEADERSHIP AND ETHICS  1.0 unit
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 032A, LVNRN 032, LVNRN 032A, LVNRN 033
Corequisite: LVNRN 041, LVNRN 041A, LVNRN 042, LVNRN 042A
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. This course may also be offered via distance learning. Grade Only.

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:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 024</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>RF 028</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 031</td>
<td>D</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 032</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>RF 033</td>
<td>E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>RF 037</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 038</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 039</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 041</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 045</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 057</td>
<td></td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>RF 061</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 066</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>RF 069</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WRKEX 301</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES
RETAIL FLORISTRY

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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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 marbelizing 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. Pass/No Pass 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. Pass/No Pass Option.

034 • HOLIDAY FLOWER ARRANGING FOR THE HOME  1.0 unit
May be repeated two times. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Students will learn techniques used in bridal bouquets, corsages, boutonnieres and boutonnieres. Floral consultation and the construction of casket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Pass/No Pass 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. Pass/No Pass 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 centerpieces. May be repeated one time. Pass/No Pass 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. Pass/No Pass Option.

057 • 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 obtaining an overview of the fundamental design concepts used in floral arranging. Material covered is intended to assist the students develop an appreciation for flowers and other materials used in creating arrangements. Flowers and design elements emphasized vary from fall to spring to summer depending on availability and events being celebrated. May be repeated two times. Pass/No Pass Option.

061 • 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. Pass/No Pass 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. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

301 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION
(RETAIL FLORISTRY (WRKEX)) 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. Pass/No Pass 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
Describe how the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
Describe core civic values which generate socially responsible behavior at both local and global levels

Explain the interconnectedness of global decisions and events
Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts

Student ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

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.
### Mission College

#### General Psychology
- Principles of Macroeconomics
- Introduction to Law and the Legal System
- Introduction to Cultural Geography
- History & Geography of California
- American Government
- Social Aspect of Aging
- Principles of Macro/Microeconomics
- American Government
- Marriage and Family
- Social Problems
- History of Western Civilization
- Introduction to Latin American History
- General Psychology
- Physical Anthropology
- History of Western Civilization
- Sociology of Minorities in the United States
- Introduction to Cultural Geography
- Introduction to Sociology

---

#### HIST 018
- Directed Studies in Economics, History, Political Science, Psychology or Sociology [3.0 each]
- salaries, benefits, systems and cultures of the US with the 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.

---

#### HIST 017A
- United States History [3.0]

#### POLIT 001
- American Government [3.0]

#### PSYCH 001
- General Psychology [3.0]

#### SOC 001
- Introduction to Sociology [3.0]

### Choose one course from the following:

#### ANTHR 003
- Physical Anthropology [3.0]

#### ECON 001A
- Principles of Macroeconomics [3.0]

#### GEOG 002
- Introduction to Cultural Geography [3.0]

#### HIST 004A
- History of Western Civilization [3.0]

#### HIST 006
- History of the Middle East [3.0]

#### HIST 017A
- United States History [3.0]

#### HIST 018
- Introduction to Latin American History [3.0]

#### HIST 020
- History & Geography of California [3.0]

#### POLIT 001
- American Government [3.0]

#### POLIT 002
- Comparative Government [3.0]

#### POLIT 004
- International Relations [3.0]

#### POLIT 006
- Politics of Race, Class, and Gender [3.0]

#### POLIT 010
- Introduction to Law and the Legal System [3.0]

#### PSYCH 001
- General Psychology [3.0]

#### PSYCH 012
- Human Growth & Development [3.0]

#### PSYCH 025
- Introduction to Abnormal Psychology [3.0]

#### PSYCH 030
- Psychology of Addiction and Substance Abuse [3.0]

#### PSYCH 033
- Psychology of Personal Growth [3.0]

#### PSYCH 040
- Environmental Psychology [3.0]

#### SOC 001
- Introduction to Sociology [3.0]

#### SOC 002
- Social Problems [3.0]

#### SOC 021
- Sociology of Minorities in the United States [3.0]

#### SOC 024
- Social Aspect of Aging [3.0]

#### SOC 040
- Marriage and Family [3.0]

#### SOC 045
- Sociology of Human Sexuality [3.0]

#### SOC 046
- Marriage Customs and Sexual Behaviors [3.0]

#### SOCSC/GLOBL 1
- Global Perspectives [3.0]

#### SOCSC/GLOBL 2
- Global Issues [3.0]

#### 091,092,093
- Directed Studies in Economics, History, Political Science, Psychology or Sociology [3.0 max.]

---

#### Total Program A.A. Requirements [18.0 units]

(See appropriate department for information on specific courses)
## Social Science Programs

### 022 • Research Methods in Social Sciences 3.0 units
**Advisory:** Eligibility for MATH 000C
**Acceptable for credit:** University of California, California State University

This course will provide an overview of practical applications of research methodology, including literature search, development of hypotheses, and research design. Students will examine the differences between quantitative and qualitative methods and will design a research project. Issues covered will include interviewing, participant observation, field observation, field experiments, ethics of social sciences research, and historical comparative method. The use of statistics in the analysis of data and the use of computer applications in research methods will be included. 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 via telecourse/online. Pass/No Pass 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 via telecourse/online. Pass/No Pass 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 via telecourse/online. Pass/No Pass 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 via telecourse/online. Pass/No Pass Option.

### 061 • Basics of Human Services 3.0 units
**Acceptable for credit:** California State University

This course is an overview of the field of Human Services intended for students who will complete a Certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. The course examines the sociological and psychological aspects of human services, with emphasis on understanding programs that assist persons going from unemployment to independence in U.S. society at this time. Specific attention is given to welfare and rehabilitation clients going into employment, and to working with clients who have special issues such as drug/alcohol abuse, domestic violence, HIV, disabilities, and mental illness. Also covered are principles and issues of case management, psychological assessment, family dynamics and treatment planning. Pass/No Pass Option.
SOCIETY (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 to four-year schools
  - Completing career goals in vocational programs

Career Options:
• Sociologist  
  • Social Worker
• Instructor  
  • Foster Care Worker
• Probation Officer  
  • Urban Planner
• Demography Analyst  
  • Employment Counselor
• Advocate for endangered children  
  • Advocate for disabled adults
• Advocate for disadvantaged elderly

Some career options may require work beyond two years of college work.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>D,E</td>
<td>DE</td>
<td>D</td>
<td>X,TV</td>
</tr>
<tr>
<td>SOC 002</td>
<td>D,E</td>
<td>DE</td>
<td>D</td>
<td>X,TV</td>
</tr>
<tr>
<td>SOC 021</td>
<td>E</td>
<td>E</td>
<td>DTV</td>
<td>TV</td>
</tr>
<tr>
<td>SOC 024</td>
<td>E</td>
<td>E</td>
<td>DTV</td>
<td>TV</td>
</tr>
<tr>
<td>SOC 038</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 039A</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 039B</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 040</td>
<td>D</td>
<td>E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>SOC 043</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 045</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>SOC 046</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 047</td>
<td>D</td>
<td>E</td>
<td>D</td>
<td>TV</td>
</tr>
</tbody>
</table>

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

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

Sociology- A.A. Degree

Core Curriculum Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 007</td>
<td>Research Methods in Social Sciences</td>
</tr>
</tbody>
</table>

Plus any three (3) courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 021</td>
<td>Minorities in the U.S.</td>
</tr>
<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
</tr>
<tr>
<td>SOC 028</td>
<td>Social Aspects of Aging</td>
</tr>
<tr>
<td>SOC 034</td>
<td>American Culture Through Film</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 041</td>
<td>Family Issues</td>
</tr>
<tr>
<td>SOC 043</td>
<td>Sociology of Religion</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Human Sexuality: A Global Perspective</td>
</tr>
<tr>
<td>SOC 047</td>
<td>Criminology</td>
</tr>
</tbody>
</table>

SOCSC 032 Introduction to Community Service | 3.0 |

Total Program Requirements | 18.0 |

Basic Human Services Certificate

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

Required core courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOCSC 032</td>
<td>Community Services</td>
</tr>
<tr>
<td>SOCSC 063</td>
<td>Basics of Human Services</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>Introduction to Psychology</td>
</tr>
</tbody>
</table>

Plus 4.0 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNS 001</td>
<td>College Survival Skills</td>
</tr>
<tr>
<td>COUNS 011</td>
<td>Crisis Intervention</td>
</tr>
<tr>
<td>COUNS 012A</td>
<td>Careers and Life Styles</td>
</tr>
<tr>
<td>COUNS 015</td>
<td>Self Esteem and Goal Setting</td>
</tr>
</tbody>
</table>

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, needling areas of study wherein workers can obtain credit and recognition for courses in their field. It also is important to students who have career goals in sociology, social work, or related areas.

Required core courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 066A</td>
<td>Family Services A</td>
</tr>
<tr>
<td>SOCSC 066B</td>
<td>Family Services B</td>
</tr>
</tbody>
</table>

Total Program Certification Requirements | 6.0 |

SOCIETY (SOC)  

001 • INTRODUCTION TO SOCIOLOGY  

3.0 units  
CANCER 2  
Acceptable for credit University of California, California State University  
Introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. This course may also be offered via distance learning. Pass/No Pass Option.

002 • SOCIAL PROBLEMS  

3.0 units  
CANCER 4  
Acceptable for credit University of California, California State University  
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. A critical analysis of current conditions, possible causes and potential remedies is utilized. Available community resources to help deal with and to find solutions to social problems are explored. This course may also be offered via distance learning. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Acceptable for credit:</th>
<th>Available Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>021</td>
<td>MINORITIES IN THE UNITED STATES</td>
<td>3.0</td>
<td>This course is an analysis of the experiences, problems, integration, and lifestyles of ethnic and racial minority populations in the United States. Students will study ethnic origins and cultural diversity within the United States society and its institutions, with emphasis on assimilation, pluralism, social class, conflict, racism, ethnocentrism, and demographical trends. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>024</td>
<td>SOCIAL ASPECTS OF AGING</td>
<td>3.0</td>
<td>The student will examine the biological aging process and the social, economic, and political forces which affect the population beyond retirement age. Lecture, laboratory study, and field research techniques will be utilized in order to increase the students' knowledge of the aging process. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>038</td>
<td>AMERICAN CULTURE THROUGH FILM</td>
<td>3.0</td>
<td>This course is a study of American cultures, as depicted through movies and television. Changing images of various cultures will be addressed, along with the social issues of gender, sexual orientation, family structure, prejudice and discrimination. Special attention is paid to changes in attitudes throughout American history, changes in social and cultural values, and changes in the status of women, Native Americans, African Americans, Hispanic Americans, and other minorities. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>039A</td>
<td>AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST</td>
<td>3.0</td>
<td>This course is a study of Navajo, Hopi, Pueblo, and other Native American Groups of the Flagstaff, Grand Canyon, and “Four-Comers” 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. Pass/No Pass Option.</td>
<td>California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>039B</td>
<td>AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
<td>California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>040</td>
<td>MARRIAGE AND FAMILY</td>
<td>3.0</td>
<td>An analysis of marriage and the family in contemporary American society including assessments of problems of mate choice, courtship and dating practices, adjustments to marriage and divorce; some aspects of parenthood and child training, and an investigation of dysfunctional familial relationships. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>California State University</td>
<td>Special Emphasis</td>
</tr>
<tr>
<td>041</td>
<td>FAMILY ISSUES</td>
<td>3.0</td>
<td>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 via distance learning. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
<td>Special Emphasis</td>
</tr>
</tbody>
</table>
MISSION COLLEGE 2008–2009

TECHNOLOGY STUDIES

DIVISION: TECHNOLOGY
DEPARTMENT: TECHNOLOGY STUDIES
DEPT CHAIR: CHRISTOPHER MARTIN
PHONE: 408-855-5356
COUNSELING: 408-855-5030
WEBSITE: CHRISTOPHER_MARTIN@WVM.EDU

The Technology Studies Department offers four separate Programs, each offering its own independent A.S. Degree and Certificate:

* Industrial Technology (TECH) – Available Spring, 2009 pending State approval
* Computer Electronics Technology (CNET)
* Computer Network Technology (CNET)
* Design Drafting (DRAFT)

Each Program area is listed below.

INDUSTRIAL TECHNOLOGY (TECH)

The Industrial Technology (TECH) Program is a new university transfer program at Mission College, and was developed in collaboration with San Jose State University (SJSU). The program is primarily designed for those who wish to transfer to San Jose State University to obtain the Bachelor of Science degree in Industrial Technology (BSIT). The program will officially commence with the spring 2009 semester (Pending State Approval).

The lower division (first two years) of the BSIT program will be taken at Mission College, where the student can receive an A.S. Degree or a Certificate. Those who wish to continue on will transfer to SJSU to complete the upper division courses and receive the BSIT degree. To make the transfer seamless and automatic, all TECH courses at Mission are fully articulated with identical lower division classes at SJSU, having identical name, number, and approved course outline.

The true value of the program is that it prepares a student for the widest possible variety of technology jobs. Whether interests lean towards technical, management, sales or nearly any other aspect of the technology industry, the IT degree gives you the necessary background and preparation. Included are a sound knowledge and understanding of materials, quality control and production processes; principles of distribution and concepts of industrial management and human relations; experiences in communication skills, humanities, and social sciences; and a proficiency level in the physical sciences, mathematics, design, and technical skills to permit the graduate to resolve technical – managerial, and manufacturing production problems.

According to the Silicon Valley Leadership Group (www.svlg.org) work is plentiful and highly qualified workers are scarce. The majority of BSIT graduates receive a job offer upon graduation in a career directly related to their major program.

Of special interest to the ASIT and BSIT graduates is the rapidly growing interest in Green and Sustainable Technologies—which are transforming American industries and businesses. Because clean, reliable energy is the lifeblood of our modern society, industry and government throughout Silicon Valley are making major investments in this vital area. The student will find Green and Sustainable Technologies incorporated into the new IT curricula.

The IT program offers two major areas of concentration:

• Computer Networking Technology and
• Manufacturing Systems.

Classes are supported by hands-on laboratory experiments, at the SJSU instructional level.

THE CONCENTRATION IN COMPUTER NETWORKING TECHNOLOGY prepares the student for a career in the computer, networking, or electronics fields. Students will gain knowledge, skills, and practical experience in analog and digital systems, telecommunications and networking, control of electronics industrial processes, network management and administration, instrumentation and automation, electronics manufacturing, and microprocessor-based systems design.

Student Learning Outcomes:

Graduates of the A.S. Degree/Certificate in Computer Networking Technology will be able to: (Those who go on to receive the BSIT degree will be proficient in wider areas.)

• Solve, analyze, and integrate a variety of analog and digital circuits and systems.
• Apply telecommunication theory and management.
• Analyze, test, configure, and integrate a wide variety of network components and systems - including wireless systems.
• Use computer-aided design in the study of circuits and systems.
• Manage and administer networks using network operating systems.
• Demonstrate knowledge of current programming languages.

THE CONCENTRATION IN MANUFACTURING SYSTEMS prepares the student for a career in manufacturing design and management. Graduates will gain knowledge, skills, and practical experience in innovative manufacturing processes, quality control and management, computer integrated manufacturing, robotics and control systems, and computer-aided manufacturing.

Student Learning Outcomes:

Graduates of the A.S. Degree/Certificate in Manufacturing Systems will be able to: (Those who go on to receive the BSIT degree will be proficient in wider areas.)

• Demonstrate skills in production design layout utilizing CAD solid modeling.
• Demonstrate skills in the planning, control and design of manufacturing processes.
• Describe the product life cycle and how products are manufactured.
• Identify the principles of manufactured products using polymers, composite materials, ceramics and metals.
• Apply CIM and CAD/CAM interface to industrial problems and settings.
• Integrate a design process as related to manufacturing, materials and industry standards for the design and development of new products.
• Integrate computerized design layout techniques for construction planning and maintenance of facilities and equipment.
• Integrate regulatory and environmental technology studies (Green Technology) into a systematic design approach.
• Recognize quality control concepts as related to the manufacturing of products.

Students will be assessed through a multitude of methods, including written quizzes, and hands-on individual and group laboratory experiments and projects.

Highlights

• State-of-the-art theory and laboratory instruction
• All courses fully articulated with San Jose State University
• Course material and instruction that is closely matched with the needs of industry
• Wide scope of course offerings to match a variety of career options in technology

A.S. Degree / Certificate

IT (Computer Networking Technology, Manufacturing Systems)

Only courses completed with a grade of C or better may be used to satisfy requirement for Certificate, A.S. Degree or transfer to SJSU.

Career Options

• Network Technician
• Assistant Network Administrator
• Electronics/Computer Technician
• Customer Service Support
• Network Help Desk
• Technology Process Technician
• Network Installation Support
• Monitor Manufacturing Operations
• Robotic Systems Technician
• Computer Systems Analysts
• Network Systems and Data Communications Analysts
• Network and Computer Systems Administrator
• Supervisors of Production Workers
• Manufacturing Engineer

Schedule Matrix (subject to change):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 031</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 060</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued in next column.
Industrial Technology - A.S. Degree (Pending State Approval)

This program is qualified as the lower division course requirements for San Jose State University Bachelor of Industrial Technology.

Industrial Technology is a program of courses designed to prepare students for certificates and degrees to become technicians and/or technical management professionals for employment in business, industry, education, and government.

Industrial Technology professionals typically are involved with:

a. Application of theories, concepts, and principles found in the humanities and the social and behavioral sciences, including a thorough grounding in communication skills.

b. Understanding of the theories and the ability to apply the principles and concepts of mathematics and science.

c. Understanding and application of computer hardware, systems and software fundamentals.

d. Application of concepts derived from, and current skills developed in, a variety of technical and related disciplines which may include, but are not limited to, materials and production processes, manufacturing systems, industrial management and human relations, marketing, human and electronic communications, electronics, documentation and graphics communication.

e. A field of technical specialization, for example, manufacturing systems, computer network technology, electronic data processing, computer-aided design, computer integrated manufacturing, construction, energy, polymers, printing, safety, or transportation.

Core Curriculum Courses + Area of Concentration  Units

(Required for A.S., Certificate, and B.S.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 020</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 025</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 040</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 045</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 050</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 062</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 063</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 064</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 065</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 066</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>EVENING CLASSES</td>
<td></td>
<td></td>
<td></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.

Students would select one of the two areas of concentration

Manufacturing Systems Concentration  Units

(Required for A.S., Certificate, and B.S.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 020</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 025</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 040</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 045</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 060</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 061</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 062</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 063</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 064</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 065</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 066</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 067</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units: 18.0 - 24.0

Computer Networking Concentration  Units

(Required for A.S., Certificate, and B.S.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 062</td>
<td>4.0</td>
</tr>
<tr>
<td>TECH 063</td>
<td>4.0</td>
</tr>
<tr>
<td>TECH 064</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 065</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 066</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 067</td>
<td>3.0</td>
</tr>
<tr>
<td>TECH 068</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units: 19.0 - 24.0

IT Preparation Courses – 27 units

(All are required for B.S. degree; selected courses satisfy some A.S. requirements.)

Additional GE courses will be required for AS degree and transfer to SJSU)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 083</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 1A</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Total Units: 27.0

INDUSTRIAL TECHNOLOGY (TECH)  3.0 units

Advisory: MATH 903, ENGR 010
Acceptable for credit: California State University

This course is an introduction to the design and graphical communication tools used by engineers in the industry with an emphasis on mechanical production design layout. Lectures include graphical solutions to three-dimensional design problems involving points, lines, surfaces, and the development of visualization utilizing technical sketching skills in conjunction with orthographic and pictorial projections. A formal study of tolerance analysis for fabrication purposes involving individual design projects with an emphasis on computer-aided design and graphical analytical methods is discussed. The course also includes a discussion of career choices, basic computer-aided drafting, and parametric solid modeling. This course may be repeated one time. Pass/No Pass Option.
025 • INTRODUCTION TO MATERIALS TECHNOLOGY 3.0 units
Prerequisite: CHEM 001A, PHYS 002A
Acceptable for credit: California State University
Materials Technology is an introductory study designed to familiarize the student with four major materials groups – metals, polymers, ceramics, and composites. The course investigates the nature of materials, as well as mechanical and physical properties of materials. Additionally, the students explore other factors affecting the performance of materials in manufactured products. Grade Only.

031 • QUALITY ASSURANCE AND CONTROL 3.0 units
Advisory: MATH 000C
Acceptable for credit: California State University
Students in this course develop an understanding of quality control concepts. Sampling, inspection, process control, and quality responsibility topics are included in the course. The course emphasizes the role played by the computer in analyzing data and developing quality related documents. Pass/No Pass Option.

040 • PRODUCT DESIGN I 3.0 units
Advisory: DRAFT 055A, MATH 903
Acceptable for credit: California State University
This course is an introduction to the product design process. Students become familiar with manufacturing processes and industry standards in the design and development of a product. Students use a popular computer-aided drafting and parametric solid modeling software. The laboratory design projects are intended to familiarize students with the design process and designing for manufacturing. The course and projects are based on design for products that are made from metals. This course may be repeated one time. Pass/No Pass Option.

045 • FACILITIES DESIGN AND DEVELOPMENT 3.0 units
Advisory: Eligibility for ENGL 108A and READ 053, MATH 903, ENGR 010
Acceptable for credit: California State University
This course teaches a systematic approach to design principles for the construction, planning, and maintenance of physical facilities and equipment based on plant design layout requirements. Topics in facilities include regulatory and environmental technologies (green technology), safety procedures, security issues, energy conservation, process improvement, and regulatory and environmental technologies (green technology). The application of computerized layout techniques is emphasized. This course may be repeated one time. Pass/No Pass Option.

060 • BASIC ELECTRONICS 4.0 units
Advisory: MATH 903
Acceptable for credit: California State University
This is a comprehensive introductory course in basic electronics. Major topics include: DC and AC theory, Ohm’s law, Kirchhoff’s laws, power laws, series and parallel circuits, network theorems, schematic diagrams, instrumentation and measurement, and functions of discrete components. Pass/No Pass Option.

062 • ANALOG CIRCUITS 4.0 units
Advisory: MATH 903
Acceptable for credit: California State University
This course covers semiconductor theory, p-n junction, bipolar transistors, JFET’s, MOSFET’s, optoelectronic devices, operational amplifiers and 555 timers. Device applications include such items as comparators, signal generators, active filters, instrumentation amplifiers, voltage regulators, and power supplies. Pass/No Pass Option.

063 • DIGITAL CIRCUITS 4.0 units
Advisory: MATH 903
Acceptable for credit: California State University
This course covers logic gates emphasizing TTL and CMOS design techniques, combinational circuits, counters, registers, multiplexers, demultiplexers, encoders, decoders, DAC, ADC, and ALU. Pass/No Pass Option.

064 • BASIC WIRELESS LAN 4.0 units
Acceptable for credit: California State University
This course is designed to introduce students to the fundamentals of wireless LAN technology. The course covers the basics of RF technology, cellular radio, cellular system architecture, wireless network protocols, WLAN technology, broadband wireless and emerging wireless technologies. Topics include RF transmission theories, wireless communication, GSM, TDMA, CDMA, Bluetooth, and 802.11a /b/g/n protocols. Pass/No Pass Option.
COMPUTER ELECTRONICS TECHNOLOGY

The Computer Electronics Technology (CET) is an option within the broader based CNET program that offers an A.S. Degree and a Certificate. The CET option offers a broadly based course of study with a strong emphasis on computers. The course of study 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, wireless, and many other areas of elective study. Most classes are supported by hands-on laboratory experience. Selected classes will transfer to a comparable 4-year program, such as the Electronics and Computer Technology B.S. degree offered by San Jose State University. (The CET option is NOT intended to transfer into a B.S. degree in Electrical Engineering [EE].)

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 languages (such as C#)
• 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)

Students will be assessed through a multitude of assessment methods including written quizzes, laboratory assignments, and group projects.

Highlights:
• 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

Career Choices -
• Customer service support
• Assistant programmer
• Technical sales
• Design/Engineering aide
• Entry-level engineer
• Electronics/Computer Tech

A.S. Degrees/Certificate:
Computer Electronics Technology +

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

Schedule Matrix (subject to change):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 052</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 062</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 063</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 071</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 073</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 078</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 079</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 082</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 083</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 088A</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 088B</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
</tbody>
</table>

E= EVENING CLASSES

## COMPUTER NETWORKING ELECTRONICS TECHNOLOGY (CNET)

### 052 • DC CIRCUIT THEORY AND ANALYSIS
Advisory: MATH 903
Acceptable for credit: California State University

A comprehensive introductory course in electronics. DC voltages, resistance, series and parallel circuits. An introduction to voltage and current divider rules. Thévenin’s theorems, and other pertinent DC concepts. Emphasis is on lab procedures and use of electronic test equipment. Grade Only.

### 053 • ELECTRONICS CALCULATIONS
Advisory: MATH 903
Acceptable for credit: California State University

A study of advanced algebraic and trigonometric concepts as they pertain to AC electronics: sine waves, vector algebra, complex number, decibels, and time constants. Use of a scientific calculator in solution of problems is emphasized. Grade Only.

### 055 • THE IBM PC: A TECHNICAL INTRODUCTION
Advisory: MATH 903
Acceptable for credit: California State University

This is a technically-based course on the IBM PC and clones, and covers how it works as well as how to use it. Topics include: the central processing unit, instruction processing, disk memory, video systems, printers; networking; operating system fundamentals, introductory programming; and a brief overview of major applications. (Also listed as CIS 55). Pass/No Pass Option.

### 060 • SCIENCE: HOW IT HAS CHANGED OUR WORLD
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. Pass/No Pass Option.

## TECHNOLOGY STUDIES

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Advisories</th>
</tr>
</thead>
</table>
| 062 • AC CIRCUIT THEORY AND ANALYSIS | 4.0 units                                      | Advisory: MATH 903 and CET 052  
Acceptable for credit: California State University | A comprehensive introductory course in electronics covering AC theory. Includes sinusoidal waveforms, AC measurements, AC series circuits, AC parallel circuits, RC filters, series and parallel resonant circuits, transformers, and the use of electronic instruments including the DMM, frequency generator, frequency counter and oscilloscope in the lab. Grade Only. |
| 063 • DIGITAL/PROGRAMMABLE LOGIC | 4.0 units                                      | Advisory: MATH 903 and CET 052  
Acceptable for credit: California State University | This is a comprehensive course in digital electronics, including basic number systems, shift registers, 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 903  
Acceptable for credit: California State University | This course will cover the major aspects of software design in a product development environment. A high-level structured language such as C or Java will be the primary programming language. Additional topics may include structured design and software development techniques. Grade Only. |
| 066A • LEVEL I-INTRODUCTION TO ENGINEERING 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 packaging processes, cabling, and hardware assembly. This course is designed to provide a total understanding of current engineering practices on high-tech PC board production process with Through-Hole (TH), Mixed-Tech (MT), and Surface Mounted (SM) Technologies. May be repeated one time. Pass/No Pass 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 Notification (ECN) includes PCB and rework troubleshooting, bridging methodology, trace and pad replacement, and defective trace repair. This course is designed to provide the current engineering technician with a complete understanding of, as well as practical skills related to, the essential high-tech PC board production process with Mixed-Tech and Surface Mounted Technologies. May be repeated one time. Pass/No Pass Option. |
| 067 • COMPUTER DIAGNOSTICS, REPAIR, AND UPGRADE | 3.0 units                                      | Advisory: MATH 903  
Acceptable for credit: California State University | This is an introductory course on the diagnostics, repair, and upgrade of IBM personal computers. 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 training, 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. Pass/No Pass Option. |
| 071 • SOLID STATE DEVICES AND CIRCUITS | 4.0 units                                      | Advisory: MATH 903 and CET 052  
Acceptable for credit: California State University | A comprehensive course in semiconductor devices and circuits, including diode, bipolar and FET transistor characteristics and specifications. Emphasis is on biasing and DC/AC analysis of amplifier and buffer configurations. Practical applications include amplifiers, power supplies, regulators, and other circuits and systems. Practical lab exercises will reinforce the theoretical concepts. Grade Only. |
| 073 • MICROPROCESSORS/MICROCONTROLLERS | 4.0 units                                      | Advisory: MATH 903 and CET 052  
Acceptable for credit: California State University | This is a comprehensive course on microprocessors and microcontrollers, featuring a balanced hardware/software approach. Emphasis will be on the Intel family of microprocessors. Laboratory experience will emphasize hardware design, assembly-language programming, and basic concepts of interfacing and troubleshooting. Grade Only. |
| 077 • INSIDE THE IBM PC | 2.0 units                                      | Total lab 36.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University | This is an intermediate-level technically-based course on the IBM PC. It emphasizes system hardware, operating system theory, and design of IBM PC and compatible computers. Topics include: video formats, disk and keyboard basics, ROM BIOS software, DOS interrupts, RS232 serial interface, PC bus structure, DMA, mouse, coprocessors, modems, sound, and structure of EXE files. Pass/No Pass Option. |
| 078 • TELECOMMUNICATIONS/NETWORKING | 3.0 units                                      | 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. Pass/No Pass Option. |
| 082 • ANALOG/CIRCUIT SIMULATION/CALCULUS | 3.0 units                                      | Advisory: MATH 903 and CET 052  
Acceptable for credit: California State University | This course stresses operational amplifier (OP AMP) theory and application as applied to closed-loop feedback systems. Topics covered include feedback configurations, active filters, oscillators, and A/D converters. Calculus is introduced during the presentation of integrators and differentiators. Practical laboratory experience will emphasize computer circuit simulation. Grade Only. |
| 083 • OBJECT-ORIENTED PROGRAMMING | 4.0 units                                      | Advisory: MATH 903 and CET 064  
Acceptable for credit: California State University | This is an introductory class in software design using an object-oriented programming language such as C++, Java, or C#. Course includes such topics as arrays, classes, inheritance, graphical user interface (GUI), interaction, animation, and multi-threading. Emphasis will be on direct hands-on laboratory experience. Grade Only. |
| 084 • CIRCUIT SIMULATION USING PSPICE | 3.0 units                                      | 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. |
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

088A • INTRODUCTION TO RF/MICROWAVE/WIRELESS 3.0 units
(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. Pass/No Pass Option.

088B • ADVANCED RF/MICROWAVE/WIRELESS 3.0 units
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. Pass/No Pass Option.

177 • LABORATORY SKILLS 0.5 units
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. Pass/No Pass Option.

COMPUTER NETWORK TECHNOLOGY (CNT)
The Computer Network Technology (CNT) is an option within the broader based CNET Program that offers an A.S. Degree and Certificate. The course of study 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 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

Highlights:
• Strong foundation in all aspects of networking, with emphasis on practical hands-on laboratory experience
• A comprehensive curriculum addressing the needs of beginning students as well as working professionals
• Excellent state-of-the-art network laboratory with 3COM and CISCO and wireless equipment

A.S. Degree / Certificate
Computer Network Technology (CNT)

Career Choices -
• Asst. Network Administrator
• Network Consultant Aide
• Network Help Desk
• Network Mgmt Specialist
• Network Technician
• PC/Network Installation Support

Some career options require more than two years of college study

Schedule Matrix (subject to change):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 041</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET042</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 043</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 044</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 045</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 046</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 047</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 078</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 081</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>E= EVENING CLASSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2008–2009 MISSION COLLEGE 163
### Computer Networking Technology

**A.S. Degree and Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 041</td>
<td>TCP/IP for the PC</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 042</td>
<td>Introduction to Network Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 043</td>
<td>Router &amp; Internetworking Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 044</td>
<td>Network Management Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 045</td>
<td>Introduction to LAN/WAN design</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 046</td>
<td>Routing and Switching Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 047</td>
<td>Advanced Network Protocols</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 078</td>
<td>Telecommunications / Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET/CIS 081</td>
<td>Local Area Networks</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>A+ (hardware)</td>
<td>4.0</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>A+ (operating systems)</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Total Program A.S. Degree/Certificate Requirements</strong></td>
<td></td>
<td><strong>35.0</strong></td>
</tr>
</tbody>
</table>

### Technology Studies

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

### Computer Networking Technology

**Network Associate Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 041</td>
<td>TCP/IP for the PC</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 042</td>
<td>Introduction to Network Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 043</td>
<td>Router &amp; Internetworking Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 044</td>
<td>Network Management Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 045</td>
<td>Introduction to LAN/WAN design</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 046</td>
<td>Routing and Switching Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 047</td>
<td>Advanced Network Protocols</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 078</td>
<td>Telecommunications / Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET/CIS 081</td>
<td>Local Area Networks</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>A+ (hardware)</td>
<td>4.0</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>A+ (operating systems)</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Total Program A.S. Degree/Certificate Requirements</strong></td>
<td></td>
<td><strong>17.0</strong></td>
</tr>
</tbody>
</table>

**COMPUTER NETWORKING**

**ELECTRONICS TECHNOLOGY (CNET)**

**041 • TCP/IP FOR THE PC**

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. Pass/No Pass Option.

**042 • INTRO TO NETWORK OPERATING SYSTEMS**

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. Pass/No Pass Option.

**043 • ROUTER AND INTERNETWORKING FUNDAMENTALS**

3.0 units  
Advisory: CET/CIS 081 and CNET 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 protocols. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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, Bootstrap, DHCP, Frame Relay, ATM, xDSL, ISDN. Topics also include CIDR, VLSM, Novell IPX, NetBIOS, AppleTalk, Voice over IP (VoIP), mobile IP, detailed analysis of the new IP v6 and its potential impact on the Internet. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

081 • INTRODUCTION TO COMPUTER NETWORKING 3.0 units
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). Pass/No Pass Option.

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

090B • COMPUTER SERVICE TECHNICIAN (A+)
OPERATING SYSTEMS 4.0 units
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.

TECHNOLOGY STUDIES

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

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

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

Student Learning Outcomes:
Students who complete courses in the Design Drafting Technology Department will demonstrate skills necessary to be successful mechanical, electronic or electro-mechanical designers as determined by industry. Students will demonstrate successful team building strategies and will:
• Produce design documentation to industry standards using Computer-Aided Design/Drafting (CAD) software.
• Apply principles of geometric dimensioning & tolerancing, materials and process design specifications to production drawings.
• Apply mechanical design concepts in 3D using the latest solid-modeling software.
• Produce electronic printed circuit board designs, including surface-mount and IC technology, using CAD schematic PCB software.

Students will be assessed through a multitude of assessment methods including written quizzes, tests and papers and hands-on individual and group projects.

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

Career Options:
• CAD Designer/Drafter (E/M-Mech, HVAC, Facility, Arch, Civil)
• CAD Technician (MFG, HVAC, ENG.)
• CAD Printed Circuit Board designer
• CAD Printed Circuit Board checker
• Quality control and Documentation technician
• CAD Checker/Manager
• Planning Assistants

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

A.S. Degrees:
• Design Drafting-Electronic
• Design Drafting-Mechanical
• Design Drafting-Electro/Mechanical

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

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

Schedule Matrix (subject to change):
COURSE    FALL  SPRING  SUMMER  WEEKEND
DRAFT 022   E
DRAFT 051A  E   E   X

Continued on next page.
TECHNOLOGY STUDIES

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</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 051B</td>
<td>E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 051C</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 055A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 055B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 055C</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 058A</td>
<td>E</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 058B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 058C</td>
<td>E</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 058D</td>
<td>E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 060</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 070</td>
<td>E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 071A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 071B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 072</td>
<td>E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DRAFT 075</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 092</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRAFT 103</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; X= WEEKEND

**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 Circuit Design Technology | 3.0
DRAFT 070... Introduction to CAD | 3.0
DRAFT 071A... Advanced CAD Applications - Electronic | 3.0
DRAFT 071B... CAD Applications-Electronics | 3.0
DRAFT 092... Design Drafting Laboratory/Portfolio | 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 072... CAD Applications-Electronics | 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-Electronic | 3.0
DRAFT 055A... Illustration/3-D CAD | 3.0
DRAFT 055B... Solid Modelling Illustration | 3.0

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

**DESIGN DRAFTING TECHNOLOGY (DRAFT)**

022 • DESCRIPTIVE GEOMETRY | 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University

The student determines the true size, shape and length of lines, planes and intersections not congruent with the standard orthographic planes of projection. This course, created for Design Drafting majors, helps develop the student’s ability to visualize in three dimensions, and is useful to anyone pursuing a career in Engineering and Design. Pass/No Pass Option.

051A • TECHNICAL DRAFTING-BEGINNING | 3.0 units
Advisory: MATH 903, DRAFT 072
Prerequisite: DRAFT 51A
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. Pass/No Pass Option.

051B • TECHNICAL DRAFTING-INTERMEDIATE | 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 072
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. Pass/No Pass Option.

051C • TECHNICAL DRAFTING-ADVANCED GENERALIZATION | 3.0 units
Advisory: MATH 903
Prerequisite: DRAFT 51B and DRAFT 072
Acceptable for credit: California State University

This course will introduce the American National standards and specifications as they are applied to the following special fields in drafting: machine drafting (detail and sub-assemblies), sheet metal fabrication drawing, casting and forging drawings, gears and cams, welding representation (weldments). Design process and documentation standards will be stressed. May be repeated one time. Pass/No Pass Option.
055A • ILLUSTRATION: 3-D CAD
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, shade and graphically represent the desired design. May be repeated one time. Pass/No Pass Option.

055B • ILLUSTRATION: SOLID MODELING
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, shade and graphically represent the desired object for the purpose of manufacturing. May be repeated one time. Pass/No Pass Option.

055C • ADVANCED 3D SOLID MODELING
Prerequisite: DRAFT 055B
Acceptable for credit: California State University
This course introduces the student to three-dimensional solid modeling used in the design and fabrication of mechanical parts and assemblies. Using computer solid-modeling software the student will create advance 3D shapes connecting solid model parts into working assemblies for the study of function and the analysis of tolerances and fits. May be repeated one time. Pass/No Pass Option.

058A • ELECTRONIC DRAFTING
Advisory: MATH 903C
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. Pass/No Pass Option.

058B • PRINTED CIRCUIT BOARD DESIGN
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. Pass/No Pass Option.

058C • ELECTROMECHANICAL PACKAGING DESIGN
Advisory: MATH 903
Prerequisite: DRAFT 061A
Acceptable for credit: California State University
This course covers the design and drafting of electro/mechanical exterior and interior parts, mounting frames, and unit enclosures. The functional and aesthetic design aspects of enclosures will be studied. Pass/No Pass Option.

058D • SURFACE MOUNT & INTEGRATED CIRCUIT DESIGN TECHNOLOGY
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. Pass/No Pass Option.

060 • DIMENSIONING AND TOLERANCING
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. Pass/No Pass Option.

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

071A • COMPUTER AIDED DESIGN APPLICATION ELECTRONIC
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. Pass/No Pass Option.

071B • CAD APPLICATIONS-ELECTRONICS PCB
Advisory: MATH 903
Prerequisite: DRAFT 071A
Acceptable for credit: California State University
This is an advanced design course for printed circuit designers. The course teaches and uses the automated Computer-Aided-Design (CAD) program Protel Advanced PCB (Printed Circuit Board). Students learn to use the CAD system to design and document multi-layer printed circuit boards. Using schematic capture, design rules check, loading the netlist, manual and autorouting, students will design and produce professional electronic design documentation used in the contemporary electronic industry. May be repeated one time. Pass/No Pass Option.

072 • COMPUTER AIDED DESIGN APPLICATIONS MECHANICAL
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 lab and written assignments are required. May be repeated one time. Pass/No Pass Option.

075 • DESIGN DRAFTING LABORATORY/PORTFOLIO
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. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

103 • MATERIALS AND PROCESSES 2.0 units
Advisory: MATH 903
Acceptable for credit: California State University

Materials and Processes has two areas of technological curriculum. The Industrial Materials curriculum involves the study of engineering materials to include the physical properties, classifications, testing and applications as related to drafting and design documentation. The Manufacturing Processes curriculum involves the study of the production techniques used to convert materials into finished products to include the selection criteria, economics of manufacturing and quality considerations. May be repeated one time. Pass/No Pass Option.

DIRECTED STUDIES
Directed Studies consists of independent work of special interest to the student and are offered in a number of departments. No more than a total of 6 units in all departments may be counted toward an Associate Degree. Consult your instructor or a counselor for more information.

091, 092, 093 DIRECTED STUDIES
For (091): Lab by arrangement 3 hours 1.0 unit
For (092): Lab by arrangement 6 hours 2.0 units
For (093): Lab by arrangement 9 hours 3.0 units
Prerequisite: An interview appointment must be made with the instructor to determine objectives and to write a contract.
Acceptable for credit: May be acceptable at the University of California and/or California State University campuses contingent upon a review of the course outline. Please consult a counselor for details.

Directed studies are investigations of special interest to the student which are related to, but not included in regular courses offered by the college. Pass/No Pass Option. Repeatable to a maximum combined limit of 6 units.

VOCATIONAL NURSING (VN)
DIVISION: APPLIED SCIENCE
DEPARTMENT: HEALTH OCCUPATIONS
DEPT CHAIR: MARSHA OLIVER
PHONE: 408-855-5334
INFO: 408-855-5335
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>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 050</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55A1</td>
<td>D,E</td>
<td>D,E</td>
</tr>
<tr>
<td>VN 55A2</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55A3</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55A4</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55B1</td>
<td>D,E</td>
<td>D,E</td>
</tr>
<tr>
<td>VN 55B2</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55C1</td>
<td>D,E</td>
<td>D,E</td>
</tr>
<tr>
<td>VN 55C2</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55C3</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 056</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 057</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 058</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 059A</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 059B</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>
D= DAY CLASSES; E= EVENING CLASSES

Vocational Nursing Program Acceptance Policy
Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician, acceptance into the Vocational Nursing program 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.
• BIOSC 022, NS 040, PSYCH 012, VN 057 must be completed within 5 years of applying to the program.
• Students must pass all VN courses with a grade of 75% or higher.

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.

Continued in next column.
Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>0.5</td>
</tr>
<tr>
<td>BIOSC 022</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 050</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Semester I  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 55A1</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 55A2</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 55A3</td>
<td>3.0</td>
</tr>
<tr>
<td>VN 55A4</td>
<td>1.0</td>
</tr>
<tr>
<td>VN 059A</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Semester II  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 040</td>
<td>2.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 55B1</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 55B2</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 056</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 059B</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Semester III  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 55C1</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 55C2</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 55C3</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 57</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 58</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Program A.S./Cert. Requirements 53.0-55.0

VOCAATIONAL NURSING (VN)  

050A • INTRODUCTION TO VOCATIONAL NURSING  

Prerequisite: Acceptance into the Vocational Nursing Program  
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. Pass/No Pass Only.

55A1 • INTRO TO MEDICAL-SURGICAL CLINICAL  

Advisory: Eligibility for ENGL 108A and READ 053  
Prerequisite: BIOSC 022, Acceptance into the Vocational Nursing Program  
Corequisite: AH 031, VN 055A2, VN 055A3, VN 055A4 and VN 059A  
Acceptable for credit: California State University  
This course is designed to provide the student with 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 performance and recording. Pass/No Pass Option.

55A2 • MEDICAL-SURGICAL NURSING THEORY  

Advisory: Eligibility for ENGL 108A and MATH 903  
Prerequisite: BIOSC 022, Acceptance into Vocational Nursing Program  
Corequisite: VN 055A1, VN 055A3, VN 055A4 and AH 011 (or equivalent)  
Acceptable for credit: California State University  
This course is designed to teach the 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.

55A3 • COMMUNICATIONS AND BEHAVIOR  

Advisory: Eligibility for ENGL 108A and READ 053  
Prerequisite: Acceptance into the VN program, BIOSC 022  
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  

Advisory: Eligibility for ENGL 108A and READ 053  
Prerequisite: Acceptance into the VN Program, BIOSC 022  
Corequisite: VN 055B1, VN 055B2, VN 056, VN 059B and NS 015 and PSYCH 012  
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. Pass/No Pass Option.

55B1 • INTERMEDIATE MEDICAL-SURGICAL CLINICAL  

Advisory: Eligibility for ENGL 001A, READ 053, MATH 903  
Prerequisite: Successful completion of 1st semester VN program and AH 011  
Corequisite: VN 055B1, VN 056, VN 059B and NS 015 and PSYCH 012  
Acceptable for credit: California State University  
This is 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 performance and recording. Pass/No Pass Option.

55B2 • MEDICAL-SURGICAL NURSING THEORY  

Advisory: Eligibility for READ 053 and ENGL 001A, MATH 903  
Prerequisite: Successful completion of 1st semester VN program, BIOSC 022 and current CPR card  
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, 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.

055C1 • MEDICAL-SURGICAL CLINICAL LAB  

Advisory: ENGL001A  
Prerequisite: Successful Completion of 1st and 2nd semester VN program  
Corequisite: VN055C2, VN055C3, VN057 and VN058  
Acceptable for credit: California State University  
This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric clients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice. Pass/No Pass Only.
### 055C2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units

**Advisory:** ENGL 001A and Eligibility for READ 053  
**Prerequisite:** Completion of 1st and 2nd semester VN program  
**Corequisite:** VN 55C1, VN 55C2, and VN 058  
**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.

### 055C3 • VOCATIONAL NURSING SEMINAR ISSUES AND TRENDS 2.0 units

**Advisory:** ENGL 001A  
**Prerequisite:** Completion of 1st and 2nd semester VN program.  
**Corequisite:** VN 55C1, VN 55C2, and VN 058  
**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 also be offered via distance learning. Grade Only.

### 056 • OBSTETRICAL NURSING 2.0 units

**Advisory:** Eligibility for ENGL 108A and READ 053  
**Prerequisite:** Successful completion of 1st semester VN program  
**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. Grade Only.

### 057 • INTRODUCTION TO GERONTOLOGY 2.0 units

**Advisory:** ENGL 001A  
**Corequisite:** VN 055C1, VN 055C2, VN 055C3, and VN 058  
**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:** Successful completion of 1st and 2nd semester VN program  
**Corequisite:** VN 055C1, VN 055C2, VN 055C3  
**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.

### 059A • BEGINNING PHARMACOLOGY, PART I 1.5 units

**Advisory:** Eligibility for ENGL 001A and READ 053 and MATH 903  
**Prerequisite:** BIOSC 022, Acceptance into 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.
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
- Personal Trainer
- Athletic Trainer
- Physical Therapist
- Rehabilitation Counselor
- Dance Instructor

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

Highlights:
- A wide variety of options.
- Outstanding facilities including tennis court and new gymnasium.
- Excellent fitness opportunities, dance facilities, and weight lifting rooms.

Certificates:
- Fitness Specialist-Aerobic Emphasis
- Fitness Specialist-Personal Trainer Emphasis
- Fitness Specialist-Adaptive Emphasis

Schedule Matrix:

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHP 0033</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 003K</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 003S</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>WHP 003T</td>
<td>D</td>
<td>D</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>WHP 003W</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 003X</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 004A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004B</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004C</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004D</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>WHP 004G</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>WHP 004H</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004J</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004K</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004L</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004P</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004Q</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004R</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004S</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004T</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 004U</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>WHP 005K</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 007J</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 007S</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>WHP 007T</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>WHP 007U</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>WHP 007V</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 007W</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 008A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 008B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 008C</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 008D</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008F</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 008G</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008H</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008I</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008J</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008K</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>WHP 008L</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

### Fitness Specialist (Personal Trainer Emphasis) - Certificate

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H ED 004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 04R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 024</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 025</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 026</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 027</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 028</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 029</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 030</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 031</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 032</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 033</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 034</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 035</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 036</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 037</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 038</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 039</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 040</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 041</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 042</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 043</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 044</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 045</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 046</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 047</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 048</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 049</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 050</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 051</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 052</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 053</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 054</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 055</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 056</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 057</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 058</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 059</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 060</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 061</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 062</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 063</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 064</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 065</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 066</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 067</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 068</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 069</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 070</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 071</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 072</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 073</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 074</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 075</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 076</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 077</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 078</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 079</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 081</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 082</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 083</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 084</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 085</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 086</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHP 087</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### WELLNESS and HUMAN PERFORMANCE

- ADAPTIVE (WHP)

Physical Education and P.E. Theory courses except WHP 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

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

#### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>003A • SOCIAL DANCE: CLUB DANCE</td>
<td>1.0 unit</td>
<td>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, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: California State University</td>
</tr>
<tr>
<td>003B • BALLET-BEGINNING</td>
<td>1.0 unit</td>
<td>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. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003C • BALLET-INTERMEDIATE</td>
<td>1.0 unit</td>
<td>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. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003E • HIP HOP PERFORMANCE</td>
<td>2.0 units</td>
<td>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. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003F • DANCE: HIP HOP - FUNK STYLES</td>
<td>1.0 unit</td>
<td>This course will introduce the student to the fundamentals and choreography of hip hop funk styles (example: locking, popping, boogalooino, wavin, 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. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003J • JAZZ DANCE-BEGINNING</td>
<td>1.0 unit</td>
<td>This course is designed to give the students an introductory experience in the varied theories, styles and techniques of the jazz dance idiom. May be repeated to total 4 units. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003K • JAZZ DANCE-INTERMEDIATE</td>
<td>1.0 unit</td>
<td>This course for intermediate level jazz dance students is designed to increase the student's skill and understanding in the varied theories, styles and techniques of the jazz idiom. May be repeated to total 4 units. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003L • MODERN DANCE-BEGINNING</td>
<td>1.0 unit</td>
<td>This course for beginning students in Modern Dance will provide the knowledge and practice necessary for gaining personal skills and experience in dance technique and composition. May be repeated to total 4 units. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003M • CHOREOGRAPHY FOR MODERN AND JAZZ DANCE</td>
<td>2.0 units</td>
<td>This course will emphasize the choreography of solo and group dances. Dances will be staged and performed at community and district theaters. Class members will be both choreographers and performers. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003P • REHEARSAL AND PERFORMANCE IN DANCE</td>
<td>2.0 units</td>
<td>This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances at the intermediate level in both formal and informal settings. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003Q • SOCIAL DANCE: INTERMEDIATE SALSA/LATIN</td>
<td>1.0 unit</td>
<td>For students who have mastered the beginning level syllabus for Salsa and Latin Dance, this course is designed to continue building skills and improving technique with intermediate Latin and rhythmic dance patterns. There will be an emphasis on alignment and posture, etiquette, leading and following. Advanced techniques, variations, spontaneous leading and following, elegance, style, and performance skills will be emphasized. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003S • BEGINNING SOCIAL DANCE</td>
<td>1.0 unit</td>
<td>This course is designed to give the students an opportunity to choreograph, rehearse, and perform dances in an informal setting at the college. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include rehearsals for the major performance at the theater. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
<tr>
<td>003T • BEGINNING COUNTRY WESTERN LINE DANCE</td>
<td>1.0 unit</td>
<td>This course is designed to acquaint the student with the basic forms of social dance. Dance performance, rhythm and social practice as related to the dance experiences will also be introduced to help students become proficient in this basic dance style. May be repeated three times. Pass/No Pass Option.</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
</tbody>
</table>
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. Pass/No Pass Option.

003V • INTERMEDIATE SOCIAL DANCE 1.0 unit
003V.2 0.5 unit
Advisory: WHP 003S
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with advanced forms of social dance. Emphasis is on learning dance patterns that are more challenging and complex than the beginning level class. Style and techniques for leading and following are covered in the class. May be repeated three times. Pass/No Pass 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 the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating their own style and routines. Information will be presented describing the history and cultural development of hip hop as a dance form. May be repeated three times. Pass/No Pass Option.

003X • DANCE: INTERMEDIATE HIP HOP 1.0 unit
003X.2 0.5 unit
Advisory: WHP 003W
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. Challenging and complex routines will be introduced. Students will be expected to choreograph a hip hop routine reflecting their own style and interpretation. May be repeated three times. Pass/No Pass Option.

003Y • SOCIAL DANCE: SALSA/LATIN 1.0 unit
Advisory: WHP 003S or equivalent
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to selected Latin and rhythmic dances. There is an emphasis on alignment and posture, etiquette, and leading and following. May be repeated three times. Pass/No Pass Option.

003Z • SOCIAL DANCE: SWING 1.0 unit
Advisory: WHP 003S or equivalent
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to swing dance including West Coast, East Coast, Jive, Jitterbug, Shag and Lindy Hop. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students enrolled, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Pass/No Pass Option.

040 • DANCE APPRECIATION 3.0 units
Acceptable for credit: University of California, California State University
This class will be a study of the function of dance as art and ritual, social activity, spectacle, and entertainment through a survey of major dance works and artists from 19th century to present. It includes cultural contexts as well as styles and forms used in dance such as folk, ethnic, social, square, tap, jazz, modern and ballet. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - FITNESS (WHP)

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
004A.2 0.5 unit
Acceptable for credit: California State University
This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance will be emphasized in the yoga poses. Relaxation and meditation techniques will also be introduced. May be repeated three times. Pass/No Pass 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. Pass/No Pass 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 Pass/No Pass Only. This class is also open to other students not fitting the description above. May be repeated three times. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.

004G • FITNESS: STEP AEROBICS 1.0 unit
004G.2 0.5 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. Pass/No Pass Option.

004H • FITNESS: EMPHASIS-AEROBIC DANCE 1.0 unit
004H.2 0.5 unit
Acceptable for credit: California State University
This course is designed for both men and women to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. May be repeated three times. Pass/No Pass Option.
## 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
<th>Repeatable?</th>
<th>Creditibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>004I</td>
<td>Fitness: Cardio-Kickboxing</td>
<td>1.0</td>
<td>This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcour and cardio equipment will be introduced throughout the semester as alternative ways to achieve good aerobic conditioning. Warm-up and cool-down techniques will be introduced to compliment each exercise style. May be repeated three times. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004I.2</td>
<td></td>
<td>0.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004K</td>
<td>Fitness: Cardio Cross Training</td>
<td>1.0</td>
<td>This course is designed to improve the students cardiovascular condition by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information will be provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. May be repeated three times. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004K.2</td>
<td></td>
<td>0.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004L</td>
<td>Fitness: Aerobics</td>
<td>1.0</td>
<td>This course is designed for both men and women to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercise. The par course and jump roping will also be incorporated in the curriculum. May be repeated three times. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004O</td>
<td>Fitness: Pilates Matwork</td>
<td>1.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004O.2</td>
<td></td>
<td>0.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004P</td>
<td>Fitness: Cardio Blast</td>
<td>1.0</td>
<td>This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcour and cardio equipment will be introduced throughout the semester as alternative ways to achieve good aerobic conditioning. Warm-up and cool-down techniques will be introduced to compliment each exercise style. May be repeated three times. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004Q</td>
<td>Fitness: Stretch and Strengthen</td>
<td>1.0</td>
<td>This course is designed to introduce exercises and techniques that both stretch and strengthen the skeletal muscles. The class will begin with exercises in the weight room to warm up the body and build muscular strength. This activity will be followed by a series of stretching exercises that will increase flexibility as a way to release stress and promote relaxation. May be repeated three times. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004Q.2</td>
<td></td>
<td>0.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004T</td>
<td>Aerobic Instructor Internship</td>
<td>0.5</td>
<td>This course can be taken in conjunction with the Aerobic Instructor Training Course. It will allow students to serve as an intern in the aerobic classes presently offered at the college. Each intern will act as an aide to the instructor of the class to learn the skills and confidence needed to be an aerobics instructor. Opportunities will be provided for actual classroom practice teaching. May be repeated one time. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004U</td>
<td>Fitness: Weight Training</td>
<td>1.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004U.2</td>
<td></td>
<td>0.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004V</td>
<td>Laboratory Experience in Exercise Physiology Assessment and Evaluation</td>
<td>1.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004W</td>
<td>Laboratory Experience in Exercise Physiology Assessment and Evaluation</td>
<td>0.5, 1,0,1,5, 2.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004X</td>
<td>Fitness Assessment</td>
<td>1.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004Y</td>
<td>Fitness: Ultimate</td>
<td>1.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>005A</td>
<td>Fitness: Stress Reduction Through Exercise and Physical Fitness</td>
<td>3.0</td>
<td>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. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## WELLNESS and HUMAN PERFORMANCE - MARTIAL ARTS (WHP)
005H • 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. Pass/No Pass Option.

005J • KARATE: BEGINNING 1.0 unit
Acceptable for credit: California State University
This class will introduce students to the Okinawan/Japanese martial art of Wado Ki Kai karate. There will be analysis and application of karate blocking, striking and kicking movements, traditional forms from the Taikyoku and Pinan series and self-defense. May be repeated three times. Pass/No Pass Option.

005K • TAI CHI: BEGINNING 1.0 unit
Acceptable for credit: California State University
This course will introduce the student to the fundamentals and health enhancing aspects of T’ai Chi. Instruction will cover history and philosophy and emphasize T’ai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. May be repeated three times. Pass/No Pass Option.

005L • AIKIDO - BEGINNING 1.0 unit
Acceptable for credit: California State University
This course will introduce the student to the philosophy, principles, and physical techniques of Aikido, a non-violent martial art form. The course will emphasize harmony and natural movements to resolve conflicts and integrate mind-body awareness. May be repeated three times. Pass/No Pass Option.

005M • KARATE INTERMEDIATE 1.0 unit
Acceptable for credit: California State University
This class will focus on intermediate level instruction of the Wado Ki Kai Karate system. Students learn forms including: Naihanchi, Jion, Saifa, Passai, Chinto, Unsa, and Empi. A technical breakdown of body movement and development of self defense techniques will be incorporated including striking, kicking, groundwork, and conditioning. Pass/No Pass Option.

005N • KARATE ADVANCED 1.0 unit
Acceptable for credit: California State University
This course is a continuation of the Wado Ki Kai Karate program. Students learn additional forms including: Seisan, Kusanku-Sho, weapons: Geippa, Soea, Gyokerin (Sai) and Sushi no sho, Matsumura/Sakugawa (Bo) and Development of self-defense technique: striking, kicking, groundwork and body conditioning. Pass/No Pass Option.

005O • KARATE CONDITIONING 1.0 unit
Acceptable for credit: California State University
This class is a conditioning supplement to the basic Wado Ki Kai Karate program. Students work on flexibility, stamina, muscle development, and breathing. Workouts include: calisthenics, upright free sparring, transitional technique, ground defense, grappling, focus striking, and bag work. Pass/No Pass Option.

005P • FITNESS: HIKING 1.0 unit
Acceptable for credit: University of California (pending approval), California State University
This course introduces the student to basic hiking techniques as well as various hiking facilities in the local community. Proper warm-up and cool-down specifically for hiking is introduced. Students experience improved fitness levels through hiking. This course may also be offered via distance learning. Pass/No Pass Option.

007A • FITNESS: STABILITY BALL TRAINING 1.0 unit
Acceptable for credit: California State University
This course is designed to improve the students’ flexibility, muscular and cardiovascular fitness through the use of stability ball exercises. Students will be introduced to a variety of training programs, principles and exercises on a stability ball. Exercise safety and proper warm-up and cool-down will be discussed. May be repeated three times. Pass/No Pass Option.

007B • BOWLING-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Pass/No Pass Option.

007D • GOLF-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Pass/No Pass Option.

007E • BOWLING-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Pass/No Pass Option.

007J • GOLF-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Pass/No Pass Option.

007K • GOLF-INTERMEDIATE 1.0 unit
Advisory: WHP 007J
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of golf with a greater emphasis on the technical aspects of the swing. May be repeated to total 4 units. Pass/No Pass Option.

007L • ARCHERY: BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the basic fundamentals of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. The main emphasis of this course will be basic skills, drills, history and the rules of archery. May be repeated three times. Pass/No Pass Option.

007M • ARCHERY: INTERMEDIATE 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the intermediate level of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of skills. May be repeated to total 4 units. Pass/No Pass Option.

007N • ARCHERY: ADVANCED 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the advanced level of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of skills. May be repeated to total 4 units. Pass/No Pass Option.

007P • ARCHERY: ADVANCED BEGINNER 1.0 unit
Advisory: WHP 007J
Acceptable for credit: California State University
This course is designed to teach the advanced level of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of skills. May be repeated to total 4 units. Pass/No Pass Option.

007Q • ARCHERY: INTERMEDIATE 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the intermediate level of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of skills. May be repeated to total 4 units. Pass/No Pass Option.

007R • ARCHERY: ADVANCED 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the advanced level of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of skills. May be repeated to total 4 units. Pass/No Pass Option.

007S • TENNIS-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Pass/No Pass Option.

007T • TENNIS-ADVANCED BEGINNER 1.0 unit
Acceptable for credit: California State University
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Pass/No Pass Option.

007U • TENNIS-ADVANCED 1.0 unit
Acceptable for credit: California State University
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Pass/No Pass Option.

007V • TENNIS-ADVANCED BEGINNER 1.0 unit
Acceptable for credit: California State University
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Pass/No Pass Option.

007W • TOURNAMENT TENNIS 1.0 unit
Acceptable for credit: California State University
This course provides the student with the opportunity for further mastery of tournament play. May be repeated to total 4 units. Pass/No Pass Option.
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.

008H • SOCCER-BEGINNING 1.0 unit
Acceptable for credit: California State University
This course is designed to teach individual soccer skills and team play. Students will also learn offensive and defensive team strategy. May be repeated to total 4 units. Pass/No Pass Option.

008K • SOFTBALL-BEGINNING 1.0 unit
Acceptable for credit: California State University
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. Pass/No Pass Option.

008O • BEGINNING VOLLEYBALL 1.0 unit
008O.2 0.5 unit
Acceptable for credit: California State University
This course is designed to teach beginning volleyball skills for recreational pleasure and its value as a worthy leisure time activity. May be repeated three times. Pass/No Pass Option.

008P • BASKETBALL: BEGINNING 1.0 unit
008P.2 0.5 unit
Acceptable for credit: California State University
This course is designed to teach the basic skills and techniques of basketball. Drills will be included to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages will be utilized to develop team play concepts. May be repeated three times. Pass/No Pass Option.

008Q • INDOOR SOCCER 1.0 unit
Acceptable for credit: California State University
This course is designed to teach the fundamentals of soccer and team play in an indoor setting. Individual ball handling skills and drills will be introduced. Game play will take place every class period. May be repeated three times. Pass/No Pass Option.

008R • BADMINTON - BEGINNING 1.0 unit
008R.2 0.5 unit
Acceptable for credit: California State University
This course will introduce the student to the basic fundamentals and strategies of the game of badminton. The main emphasis of this course will be basic skills, drills and rules of badminton. May be repeated three times. Pass/No Pass Option.

008S • BADMINTON - INTERMEDIATE / ADVANCED 1.0 unit
008S.2 0.5 unit
Advisory: WHP 008R
Acceptable for credit: California State University
This course will introduce the student to more advance skills and strategies of the game of badminton. The main emphasis of this course will be on drills, finesse shots, shot placement, court position and singles and doubles strategy. May be repeated three times. Pass/No Pass Option.

008T • BASKETBALL: INTERMEDIATE / ADVANCED 1.0 unit
008T.2 0.5 unit
Acceptable for credit: California State University
This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes and player to player and zone offenses will be covered. May be repeated three times. Pass/No Pass Option.

008V • BASKETBALL: COMPETITIVE 1.0 unit
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. Pass/No Pass Option.

008W • SOCCER - SUMMER COMPETITIVE LEAGUE 0.5 unit
Acceptable for credit: California State University
This course is designed to provide members of the local community and student-athletes with an opportunity to participate in a competitive soccer class. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE
-ATHLETIC TEAM TRAINING (WHP)

004J • FITNESS: COMPETITIVE ATHLETE 1.0 unit
004J.2 0.5 unit
This course is designed to teach student-athletes with an opportunity to participate in a competitive soccer class. May be repeated three times. Pass/No Pass Option.

005A • BASEBALL-ADVANCED 1.0 unit
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. Pass/No Pass Option.

007J • SOCCER TRAINING - MEN & WOMEN 2.0 units
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. Pass/No Pass Option.

008I • ADVANCED SOCCER- MEN & WOMEN 1.0 unit
008I.2 0.5 unit
Advisory: WHP 008H
Acceptable for credit: California State University
This course provides the student with the 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. Pass/No Pass Option.

008L • SOFTBALL-INTERMEDIATE 1.0 unit
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. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE
-INTERCOLLEGIATE ATHLETICS (WHP)

Mission College is a member of the Coast Conference of the California Community and Junior College Association. The College competes in conference competition for both men and women.

009A • INTERCOLLEGIATE BASEBALL-MEN 2.0 units
Acceptable for credit: California State University
Intercollegiate baseball competition for men. May be repeated three times. Pass/No Pass Option.

009F • INTERCOLLEGIATE SOCCER-MEN 2.0 units
Acceptable for credit: California State University
Intercollegiate soccer competition for men. May be repeated three times. Pass/No Pass Option.

009H • INTERCOLLEGIATE TENNIS - MEN 2.0 units
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. Pass/No Pass Option.
010B • INTERCOLLEGIATE SOCCER-Women  2.0 units
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. Pass/No Pass Option.

010C • INTERCOLLEGIATE SOFTBALL-Women  2.0 units
Acceptable for credit: California State University
Intercollegiate softball competition for women. May be repeated three times. Pass/No Pass Option.

010D • INTERCOLLEGIATE TENNIS - Women  2.0 units
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. Pass/No Pass Option.

010E • INTERCOLLEGIATE BADMINTON - Women  2.0 units
Acceptable for credit: California State University
This course is designed to allow the student the opportunity to play intercollegiate badminton. Badminton skills and conditioning will be emphasized. May be repeated three times. Pass/No Pass Option.

010F • INTERCOLLEGIATE SOFTBALL-Women  2.0 units
Acceptable for credit: California State University
This course is designed for women students interested in competing for an intercollegiate softball team. May be repeated three times. Pass/No Pass Option.

010G • INTERCOLLEGIATE SOCCER-Women  2.0 units
Acceptable for credit: California State University
This course is designed for women students interested in competing for an intercollegiate soccer team. May be repeated three times. Pass/No Pass Option.

010H • INTERCOLLEGIATE BADMINTON - Women  2.0 units
Acceptable for credit: California State University
This course is designed to allow the student the opportunity to play intercollegiate badminton. Badminton skills and conditioning will be emphasized. May be repeated three times. Pass/No Pass 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. Pass/No Pass Option.

021 • SPORTS INJURIES  1.5 units
Advisory: WHP 025
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. Pass/No Pass Option.

022 • SPORTS NUTRITION  1.5 units
Advisory: WHP 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass 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. Pass/No Pass Option.
WORK EXPERIENCE (WRKEX)

PROGRAM: COOPERATIVE WORK EXPERIENCE EDUCATION AND INTERNSHIP
PHONE: 408-855-5131
ROOM: C1-114

Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort.

Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals.

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 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply. Student can enroll in only one class and be concurrently enrolled in Work Experience.

COOPERATIVE WORK EXPERIENCE (WRKEX)

201A • INTRODUCTION TO COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 032
Acceptable for credit: California State University

This course complements SOCSC 032. It is intended for students who 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. Pass/No Pass 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. Pass/No Pass Option.

201C • ADVANCED COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Prerequisite: SOCSC 033 and WRKEX 201B
Corequisite: SOCSC 034
Acceptable for credit: California State University

This course complements SOCSC 034. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

201D • INTERNSHIP IN COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Prerequisite: SOCSC 033 and WRKEX 201C
Corequisite: SOCSC 035
Acceptable for credit: California State University

This course complements SOCSC 035. 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. Pass/No Pass 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. Pass/No Pass Option.

202B • FAMILY SERVICES B 1.0 unit

60 hours of work performed within the semester
Advisory: MATH 902
Prerequisite: SOCSC 066A and WRKEX 202A
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. Pass/No Pass Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053.

### 301-304 • OCCUPATIONAL COOPERATIVE WORK

**EXPERIENCE EDUCATION** 1.0-4.0 units

**Hours varies depending on units (see above)**

**Prerequisite:** Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience.

**Acceptable for credit:** California State University

Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 16 units. Pass/No Pass Option.

### 301-303G • GENERAL WORK

**EXPERIENCE EDUCATION** 1.0-3.0 units

**Hours varies depending on units (see above)**

**Prerequisite:** Enrollment in a minimum of 7 units which can include Work Experience.

**Acceptable for credit:** California State University

General Work Experience involves the supervised employment of students in positions which will develop the student's general job skills, vocational awareness and understanding of the requirements for successful productive employment. The program will assist the student in developing a foundation for future career choice and exploration. Units and credits are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 6 units. Pass/No Pass Option.
Office of Admissions and Records

ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS

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

a. Any person over the age of 18 and possessing a high school diploma or its equivalent.
b. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding academic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
c. Persons who are apprentices as defined in Labor Code 3077.

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 contact the Counseling Office for further information.

CALIFORNIA RESIDENCY DEFINED

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

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

ASSEMBLY BILL 540

Any student, other than a non-immigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition.

1. The student must have attended a California high school for at least three years.
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term they wish to attend (for example, passing the GED or CA proficiency exam.)
3. An alien student who is without lawful immigration status must file and affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

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

SPECIAL ADMISSIONS OF HIGH SCHOOL OR YOUNGER STUDENTS

This program is a cooperative venture between Mission College and local high schools. Under this program, a limited number of high school students may take college courses to supplement their educational programs. Interested students must complete a “Concurrent Enrollment” form available online at www.missioncollege.org or in the Admissions Office or the Counseling Office.

The program provides for:

- Advanced Academic Work:
  This can provide a head start in a college major or completion of college graduation requirements.

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

-High School Credit for College Courses:
  To use college courses for high school credits, the student must submit a transcript request form to the Admissions Office indicating the classes that will be used for college credits.
  Completed college courses may not be used for both high school and college credit. Students taking classes for high school credit are exempt from enrollment fees.

INTERNATIONAL STUDENTS

The International Student Center (ISC), located in Room S1-202, offers complete services to F-1 visa students including international admissions, international counselor services and immigration advising. In addition, the ISC houses Mission College’s Institute for International Studies, an intensive English language program for students who have not met the English proficiency requirement for college admission. The intensive program administers the Institutional TOEFL exam three times per year as well as a no-TOEFL option for qualified students. The center provides intensive English language services for West Valley College, as well. Call (408) 855-5110 or email the Center at is@wvm.edu.

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

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 AAAS 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 bachelors degree from an accredited college/university in the U.S. or its territories are considered to have exhibited competency in these areas (see additional information concerning baccalaureate degrees). You are advised to consult with a counselor upon application to Mission College. The transcript evaluation is applicable only to the designated Mission College degree/certificate. It is not necessarily binding on subsequent colleges to which the student may transfer; each college usually does its own transcript evaluation. Students are responsible for:

(1) Requesting colleges attended to send official transcripts directly to the Admissions and 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 a transcript evaluation 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.
Registration Procedures

GENERAL INFORMATION
Mission College offers registration by telephone via TReg and by web via "MyWebServices". The "Schedule of Classes" lists the dates, details 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 LIMITATION
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 and winter sessions.

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.

ADDING CLASSES
Students may add open classes via TReg and MyWebServices until the day before the first day of instruction. 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 with written permission of the instructor and the endorsement of the Academic Council.

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

- A student may withdraw from a 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 "NP" grade by the instructor.

- No faculty signatures are required when withdrawing from courses.
- The responsibility for withdrawing from courses by the published deadlines 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.

AUDITING OF CLASSES
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.

OVERLAPPING 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 online at www.missioncollege.org

Or 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.

FINAL EXAMINATIONS
A final examination will be required of all students in all courses during the last week or the last scheduled class meeting of each regular semester or session. 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.

COLLEGE CREDIT COURSE 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.
Registration Procedures

Fees and Charges

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

ENROLLMENT FEE
California residents are required to pay a Community College Enrollment Fee of $20.00 per unit per semester. Note: fees are subject to change after publication of the catalog but fee increases will be applied to each current semester. Students planning to enroll in both West Valley and Mission College classes should show all receipts at the time of registration to avoid duplicate payment of some fees. All fees are payable at the time of registration.

Exemption for the enrollment fee will be allowed for those students who qualify for the Board of Governor’s Waiver A, B or C (BOGW A, B or C). BOGW applications may be obtained in the Financial Aid Office.

NONRESIDENT TUITION
Non-resident tuition is charged in addition to enrollment and other basic 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 2008-2009 academic year, the non-resident tuition fee is $181.00 per semester unit. 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.

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

CAPITAL OUTLAY FEE
Only International students and nonresident citizens of foreign countries are required to pay the $10 fee per unit.

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

CAMPUS CENTER FEE
This fee supports the Campus Center and is assessed at $1 per unit up to a maximum of $5 per semester.

ASSOCIATED STUDENT BODY (ASB) FEE
This $4 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships and discounts, and also covers the initial cost of the ID card. Should the student choose not to be a member, the fee is refundable if requested by the ‘refund’ deadline. Faculty signature is not required to drop classes.

HEALTH FEE
The health fee is $16.00 per semester and $13.00 for the summer terms. The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for:
1.) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
2.) students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any Student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Financial Aid Director and at least one Financial Aid supervisor/technician will review these requests on a case by case basis.

REFUNDS
To be eligible for a refund of enrollment fees, students must drop classes by the published deadline, see schedule of classes for details. For the spring and Fall Semesters the deadline to drop a class and receive a refund is at the end of the first ten days of classes. For Winter Session, Summer Sessions, and any other short term class, the student must drop the class before 10% of the scheduled class meetings have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a 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 Admissions and Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be picked up at the request of the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested by the student, thereafter, a $4.00 fee will be assessed for each transcript request. Additional Fees:
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 after the final exam period.)

HOLDS ON STUDENT’S RECORDS
Holds will be placed on students’ 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 when those students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

Registration Procedures

General Fees

Enrollment Fee
California residents are required to pay a Community College Enrollment Fee of $20.00 per unit per semester. Note: fees are subject to change after publication of the catalog but fee increases will be applied to each current semester. Students planning to enroll in both West Valley and Mission College classes should show all receipts at the time of registration to avoid duplicate payment of some fees.

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.

Nonresident Tuition
Non-resident tuition is charged in addition to enrollment and other basic 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 2008-2009 academic year, the non-resident tuition fee is $181.00 per semester unit. 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.

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

Capital Outlay Fee
Only International students and nonresident citizens of foreign countries are required to pay the $10 fee per unit.

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

Campus Center Fee
This fee supports the Campus Center and is assessed at $1 per unit up to a maximum of $5 per semester.

Associated Student Body (ASB) Fee
This $4 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships and discounts, and also covers the initial cost of the ID card. Should the student choose not to be a member, the fee is refundable if requested by the ‘refund’ deadline. Faculty signature is not required to drop classes.

Health Fee
The health fee is $16.00 per semester and $13.00 for the summer terms. The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for:
1.) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
2.) students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any Student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Financial Aid Director and at least one Financial Aid supervisor/technician will review these requests on a case by case basis.

Refunds
To be eligible for a refund of enrollment fees, students must drop classes by the published deadline, see schedule of classes for details. For the spring and Fall Semesters the deadline to drop a class and receive a refund is at the end of the first ten days of classes. For Winter Session, Summer Sessions, and any other short term class, the student must drop the class before 10% of the scheduled class meetings have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a 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 Admissions and Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be picked up at the request of the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested by the student, thereafter, a $4.00 fee will be assessed for each transcript request. Additional Fees:
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 after the final exam period.)

Holds on Student’s Records
Holds will be placed on students’ 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 when those students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.
Academic Regulations and Standards

FACULTY RESPONSIBILITIES

General - Each instructor is responsible at the beginning of the course to inform students of the course's learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student's request, assign an Incomplete ('I') grade when, in the instructor's judgment, this action is warranted and appropriate.

Instructor-Initiated Drops - An instructor may officially drop the student from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences. An instructor may delay the student's class roll status if the student has not appeared in a class during the first 1/6 of the total scheduled class meetings.

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

STUDENT RESPONSIBILITIES

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

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

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

Class Attendance - Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Leaves of Absence - Students who, for unforeseen reasons, must be absent from classes for more than one week should file a leave of absence form with the Vice President of Student Services. These forms are available in the Admissions and Records Office.

A student who anticipates being out of school for one academic year may petition to the Academic Council for a leave of absence.

DISCIPLINE PROCESS

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

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

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

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

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

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

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a course. 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 activity or assignment, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

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

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

c. 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.

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

GRADING SYSTEM

Symbol Definition Grade Point Value
A.........Excellent .......................................................... 4
B.........Good.............................................................. 3
C.........Satisfactory ...................................................... 2
D.........Passing, less than Satisfactory ........................... 1
F.........Failing .................................................................. 0
CR.......Credit (at least Satisfactory; C or better.
Units awarded are not calculated in Grade Point Average)
P.......Replaces CR as of 6/16/2008...Credit (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)
NC.......No credit (less than Satisfactory or Failing —
Units not counted in Grade Point Average)
NP.......Replaces NC as of 6/16/2008...No Credit (less than Satisfactory or Failing—Units not counted in Grade Point Average)
I.........Incomplete .......................................................... No Value
IP.......In Progress ......................................................... No Value
RD .....Report Delayed .................................................... No Value
W .........Withdraw.......................................................... No Value
MW ......Military Withdraw ............................................. No Value

The GPA (grade point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

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.

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

I - Incomplete
Incomplete academic work for unforeseeable, emergency and justifiable reasons near the end of the term may result in an instructor assigning an ‘I’ to the student. The condition(s) for removal of the ‘I’ shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the ‘I.’ A copy of this record shall be given to the student and a copy filed with the Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired. An Incomplete must be made up within one year following the end of the semester or term in which it was awarded. In unusual circumstances, a student may petition the instructor for a one time only extension of no more than one semester. Faculty authorized extensions of no more than one semester must be filed with the Records Office prior to the termination of the initial one year Incomplete grade.
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 from classes.)

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

**PASS / NO PASS or LETTER GRADE OPTIONS**

It is the policy of Mission College to enable students to enroll in courses on a Pass/No Pass basis as an alternate to letter grades, for these reasons:

- to improve basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education. Each Division shall determine which courses, if any, it will designate as appropriate for Pass/No Pass grading.

There are three grading systems:

1. **Letter Grades** = A, B, C, D, F
2. **Pass/No Pass Only**: “P” = passing with “C” or better grade. “P” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average. “NP” = Fail, not a grade.
3. **Letter Grade or Pass/No Pass at the student’s option.** Pass/No Pass option and Pass/No Pass courses are indicated in the catalog course description.

**a. Procedure:** with the exception of student performance contract courses, the student must notify the instructor of the selection of the “P/NP” 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 short-term courses.

**b. Precautions:**

1. **Transfer of “P” units:** Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “P” units.
2. **Maximum number of “P” units:** At Mission College a maximum of 20 “P” units may be applied toward the completion of the associate degree.

Units earned on a “P/No P” basis shall not be used to calculate Grade Point Averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

**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 in the course to be challenged at Mission College or West Valley College.
3. Not more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum twelve (12) semester hours of credit in residence required for an associate degree.
7. Examinations can only be given when an instructor is available. A student wishing to challenge a course for credit by examination must file a credit by examination application, prior to the end of the sixth week in the semester, with the Admissions and Records Office. Note that some departments may administer a qualifying examination to determine eligibility for credit by examination.

The application will be forwarded to the appropriate instructional area and, if approval is granted, the student will be notified of the time, place, and manner of the examination. No applications are approved for summer sessions.

The instructional area in which the examination occurs will directly inform the Admissions and Records Office of the grade earned on the examination.

**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 requiring 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 his or her academic record of performance, at Mission and/or West Valley College(s), falls under either of the two standards below.

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed). Notification of dismissal status will appear on the student’s semester grade report and on the transcript of academic work.

2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units, at Mission and/or West Valley College(s), and who has been assigned final grades of ‘W,’ ‘I’ and ‘NC’ in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being disqualified (dismissed). 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; and
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the college shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Academic Council. An academically disqualified 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; and
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, 2003, 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, College President, or designate 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 the deadline to apply for a degree or certificate is in October or March.

2008–2009 MISSION COLLEGE 185
Right to Know

EQUAL OPPORTUNITY

In compliance with numerous federal and state equal opportunity laws, the West Valley-Mission Community College District Governing Board adopted a policy which prohibits illegal discrimination in educational and employment activities. The policy conforms to the District to comply with the provisions of the following laws, including but not limited to: The Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; the California Fair Employment and Housing Act; Sections 11135 through 11139.5 of the California Government Code; and Sections 87100 through 87106 of the California Education Code, Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973.

Collectively these laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental handicap, ethnic group identification, medical condition, marital status, or ancestry in various activities such as admission of students, educational programs and courses, and personnel actions in employment.

Different laws cover different activities. All courses offered at Mission College are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex.

In physical education classes, students may be separated by sex within coeducational classes when playing contact sports. Contact sports include baseball, soccer, and any other sports in which “the purpose or major activity of which involves bodily contact.”

Students or employees who believe they are victims of illegal discrimination may file a complaint with the Associate Vice Chancellor of Human Resources. The telephone number is (408) 741-2131.

AIDS POLICY

It is the policy of West Valley-Mission Community College District that:

1. All community college students and employees be provided with a safe, fair, sensitive, and nondiscriminatory environment for study and work. The Board recognizes the need to protect the legal rights of individuals with AIDS or a positive HIV-antibody test as those rights pertain to privacy, employment, enrollment for instruction, participation in curricular and co-curricular activities, and provision of any benefit or service to which they are otherwise entitled.

2. In order to stop the spread of AIDS, students and employees will be provided with appropriate educational programs and materials that convey accurate information about AIDS and dispel fears. Further information is available at the Student Health Services.

CAMPUS AWARENESS AND CAMPUS SECURITY ACT

The West Valley-Mission District Police Department is a fully sworn P.O.S.T. certified department whose goal is to establish and maintain a safe and secure environment. The District Police Department provides patrol services for both of the campuses, responds to calls for assistance, prepares reports and investigates incidents, provides emergency medical assistance when needed, enforces state law, local ordinances and district policies, rules and regulations, and enforces traffic and parking rules and regulations.

In compliance with the State and Federal Crime Awareness and Campus Security Acts, a brochure is made available to all interested parties which outlines services provided by the Department of Public Safety and crime statistics of the West Valley and Mission campuses. Copies of this brochure are available to students and prospective students during registration process and in the Admissions Office, Counseling Center, Campus Center/Student Activities Offices, and at the District Police Department. Crime statistics and other mandated information are published in the college’s schedule of classes.

SEXUAL HARASSMENT AND SEX DISCRIMINATION

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, it is the policy of the West Valley-Mission Community College District to provide an educational, employment and business environment free of unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment and/or sex discrimination as defined and otherwise prohibited by Federal and State law.

Engaging in sexual harassment and/or sex discrimination shall be a violation of this policy.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct 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 available for inspection and review during regular working hours after receiving a written request from the student. If a student wishes to challenge any information in the educational record, the student shall review their request with the Director of Admission and Records. The Director will inform the student of the process and if needed assist the student in correcting the formal record.
- The Act provides that the college may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this college includes:
  (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended (6) height and weight of members of athletic teams.
- A copy of the college policy, The Family Education Rights and Privacy Act, Section 438 (PL 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 and to petition the district. Each student bears full responsibility for his or her actions.

Title IX

It's the policy of the West Valley-Mission Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or handicap in all of its educational and employment programs and activities, its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 as amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are underutilized or underrepresented.

Specific complaints, questions, or concerns may be directed to the Associate Vice Chancellor of Human Resources, (408) 741-2131, or the Mission College responsible officer, the Vice President of Student Services, (408) 855-5197.


Mission College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or institutionally sponsored activities as defined in the Drug-Free Schools and Campuses Act Amendment of 1989 and the Drug-Free Workplace Act of 1988 (Public Law 101-220). General and specific information and assistance are provided by the Counseling Center and the Student Health Services for students and by the Human Resources Department for employees. Mission College students and employees are subject to sanctions as defined by Student and Employee Handbook(s), Board policies, and other local, State, and Federal laws.

MISSION COLLEGE IS A NO-SMOKING AND DRUG-FREE CAMPUS

The staff, faculty and administration of Mission College are committed to the success of our students and to uphold state and local laws and regulations. The West Valley-Mission Community College District policy 5.8.13.8 prohibits “the use, distribution, sale, or possession of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statues, on District property or at any function sponsored by the District or colleges.” Also, the campus community voted it’s preference for a non-smoking environment, and the decision is reflected in District policy: The College’s non-smoking policy is enforced in all areas except for campus parking lots.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Code of Student Conduct and Sanction Policies. If warranted, employees will also be subject to disciplinary sanction.

The college is committed to providing education, advice, and referrals for students who may need assistance. Alcohol and other drug 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, impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial problems, wanted 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 traffic accidents 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, 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.
Right to Know

- 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) 975-0826
- Narcotics Anonymous (408) 998-4200
- National Council on Alcoholism & Drug Dependence (408) 292-9945

Code of Student Conduct

The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance or abuse of college personnel.
2. Assault, battery, or any threat of force or violence upon students or college personnel.
3. Theft of, or damage to, the property of the college, its officers, employees, students or visitors.
4. Interference with the normal operations of the college (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions or of other authorized activities on college premises).
5. Unauthorized entry into or use of college facilities.
6. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.
7. Forgery, alteration, or other misuse of college documents, records, or identification.
8. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.
9. Disorderly, lewd, indecent, or obscene conduct or expression on any college owned or controlled property or at any college sponsored or supervised function.
10. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
11. Acts of physical, verbal, or sexual harassment.
12. Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.
13. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of such alcohol or other drugs on College property or at events sponsored by the college.
14. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at college sponsored or supervised activities.
15. Gambling in any form.
16. Smoking anywhere on campus except in the designated parking lots.
17. Failure to comply with lawful directions of college officials, faculty, staff or campus police officers who are acting within the scope of their duties.
18. Violation of district policies or college regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
19. Violation of other applicable Federal and State statutes and college rules and regulations.

Sanctions - In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct:

1. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
3. Probation: Prohibition of the student by the Vice President of Student Services from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
4. Restitution: Reimbursement to the college, as directed by the Vice President of Student Services for repair or replacement of district property misused, misappropriated or damaged by the student;
5. Temporary Suspension: Suspension of the student from the classroom by the instructor for up to two (2) days or by the Vice President of Student Services for up to ten (10) days from one or more classes and any or all activities (Ed. Code 76032);
6. Suspension: Exclusion from one or more classes, any or all activities of the college and from use of any district facilities. The Vice President of Student Services may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester; and
7. Expulsion: Termination of student status by the Board of Trustees on recommendation of the Chancellor.

EXCLUSION, SUSPENSION, EXPULSION

Exclusion from Classes - Conduct

1. Classroom instructors may temporarily suspend a student for up to two (2) days but may also recommend to the Vice President of Student Services the removal of any student or students from any class he/she is teaching for any of the reasons of misconduct enumerated in 5.8.15 of the West Valley-Mission College Board Policy Manual. The recommendation shall be filed in writing with the Vice President of Student Services, who, within five (5) days of the receipt of the written request from the instructor, shall impose those sanctions set forth in 7.8.13 which he/she deems appropriate to the reasons for the request set forth by the instructor. In the event the Vice President of Student Services is also the instructor, the Chairperson of the Department in which the Vice President of Student Services is instructing shall impose the sanctions.

2. The Vice President of Student Services will inform in writing the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.

3. Each college shall develop and adopt procedures to facilitate such appeal.

Exclusion from Class - Medical Reasons

There are occasions when students experience emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances the district is obligated to protect other students’ rights to pursue their education and to take appropriate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this, the Counseling Center and Student Health Services is able to elicit the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college.

Education Code Section 76021 states: “The Governing Board of the Community College may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”

Vandalism

Property of the district as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the district and good citizenship. Those engaging in vandalism are, therefore, subject to criminal and/or disciplinary action.

STUDENT GRIEVANCES

A student may file a grievance when he or she believes that a faculty or college staff member has violated college rules, policies or procedures, or other local, State or Federal laws. There are two types of grievances: academic and general student grievance.

a. Academic Grievance: An academic grievance may be filed when a student feels that a faculty member has violated State law, Federal law, or college policies and procedures relative to grading or other academic areas.

b. General Student Grievance: A general student grievance may be filed by a student who feels an action of a college staff member, office, or group violates existing college rules, policy or procedures, or other local, State and Federal laws. A grievance of discrimination or sexual harassment is not included in this category.
Grievance Process - The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that she/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair. Additional information is available from the Vice President of Student Services.

Readmission of Expelled Students
The Governing Board of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

STUDENT ASSEMBLY
In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the district, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who violate state law are subject to criminal action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Freedom of Inquiry and Expression
Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

Student Participation in Institutional Government
As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.

Exercise of Rights of Citizenship
Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the district.

Student Membership in Organizations
The Governing Board recognizes that any person qualifying for participation in classes of the Colleges shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Governing Board to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he/she is affiliated.

Student Production of Goods and Services
Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development.
MISSION COLLEGE

190

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

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 services, 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 to help you reach 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
Popularity 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.

190  MISSION COLLEGE  2008–2009
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/coun/default.html, call our office at (408) 855-5030, or drop by the Counseling Office in room E1-301.

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 student success.

DISC encompasses two areas: academic support services for mainstream classes (such as priority registration, note takers, test taking 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 web page 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) - 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—$15,315 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/
Student Support Services

FOOD SERVICES
Cafeteria- Mission College has a cafeteria in the Student Center which is open daily when classes are in session. A coffee, beverage and pastry stand is located on the first floor, lobby area of the Main Building. The College also offers food and snacks from vending machines located throughout the campus. The Bookstore also sells snacks and beverages.

Hospitality Management- During the Fall and Spring, the Hospitality Management Program serves lunch in their dining room several days a week. The meals are open to the public and arrangements can be made to accommodate special parties by contracting 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-validated 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/softball, soccer, and tennis; and women's basketball and badminton.

Students interested in participation and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5290.

JOB 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) 855-5110 or stop by S1-202, International Students Center, for more information.

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 help students 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

Tutorial 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, phonic, and spelling.

MATH ENGINEERING SCIENCE ACHIEVEMENT (MESA)

MESA/CCP (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, science and engineering so they excel academically and transfer to four-year institutions. MESA CCP is a partnership with the California Community College Chancellor’s Office.

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

The main components of the Mission College MESA Program include:
• Student Study Center (C1-118)
• Tutorial Center which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, Engineering and English (C1-120)
• Computer Center (SCI-132)
Student Support Services

- Academic Excellence Workshops
- Campus and Industry Tours
- Leadership Retreats
- Assistance in the transfer process
- Career advising
- Links with student and professional organizations
- Professional development workshops

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

For more information, please visit us on our website: http://www.missioncollege.org/student_services/mesa/index.html or contact Theresa Lawhead, MESA Director, at (408) 855-5545 or theresa_lawhead@wvm.edu

THE MATHEMATICS LEARNING CENTER (MLC)
The Mission College Mathematics Department and the Mathematics Learning Center are committed to student success. In particular, the MLC offers educational support by offering numerous resources and services to all Mission College students with specific needs in the subject of mathematics. The MLC is a learning community where students come together to help and support each other in their mathematics course(s).

Math resources which are available to students of all math courses include:
- **Drop-in & Group Tutoring**
- **Math Study Workbooks & Exercises**
- **Current Math Textbooks**
- **Lecture & Learning Videos and DVDs**
- **Solution Manuals**
- **Math & Graphing Computer Software**
- **Study Guides**
- **Graphing Utility Instruction**
- **Reference Textbooks**
- **Internet Resources**

MLC services are free and available to registered Mission College students either currently enrolled in mathematics course(s) or with a desire to review previously studied material. Tutoring is conducted in several languages by faculty, staff, and trained peers who have excelled in the subject of mathematics.

The Mathematics Learning Center is conveniently located on the 2nd floor of the main building in room S2-401. Students who are interested in receiving services, becoming a tutor, or having additional questions should stop at the center, visit our website at www.missioncollege.org/depts/math/mthelp.asp, or call us at (408) 855-5320.

MISSION COLLEGE WELCOME CENTER PROGRAM

The Welcome Center at Mission College is a Title V federally funded grant whose purpose is to effect long-term institutional improvements in the areas of access, services, and teaching. The program is all-inclusive while still placing emphasis on the Hispanic and Other Underserved Students. Program key goals consist of: I) Outreach, II) Improving Learning Outcomes for Hispanic and Other Underprepared Students, III) Developing a more Welcoming and Supportive Environment for Hispanic students. Integral to these goals is the establishment of the 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 skill courses and counseling is also provided.

Call the center at (408) 855-5083, or visit Campus Center, Room 122.

LIBRARY SERVICES

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

The library collection includes books, periodicals, ebooks, videocassettes/DVDs, textbook reserves, instructor reserves, and premier electronic databases. All databases are available off-campus using your Student/Staff ID number to log-in.

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public photocopiers.

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

Mission College Information Desk: 408-855-5151
Mission College Check-Out Desk: 408-855-5150
http://www.missioncollege.org/lib/lib.html

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) 855-5065.

STUDENT GOVERNMENT AND ACTIVITIES

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

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

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

Information about both student government and student activities participation opportunities are available from the Director of Student Activities.

TRANSFER CENTER

The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include admissions application workshops, Transfer Admissions Agreements (TAAs), appointments with visiting university representatives, and major preparation advising. In addition, the Transfer Center provides articulation services which ensure that the classes you take at Mission College will be credited toward your bachelor's degree requirements when you enter a university. The Transfer Center Director and Articulation Officer provided specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. The Transfer Center is located in Room E1-201.
Student Support Services

STUDENT HEALTH SERVICES

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

A team of health professionals, including registered nurses, consulting physicians, mental health counselors, and other health care specialists, provides student health services. Services include health guidance, limited clinical services, and first aid. All basic services are available to any registered day, evening, and Saturday student.

Specific services include confidential health and personal counseling and advisement, medical evaluation and treatment, and screening procedures for tuberculosis, blood pressure, vision, hearing, cholesterol, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are available daily. Optional hospitalization and dental/ vision insurance plans are also available.

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

Student Health Services is located in room W1-303 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available. For more information, call (408) 855 – 5140.

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.

VETERANS AFFAIRS

Students applying for Veterans benefits may obtain an Admissions Packet from the Admissions and Records Office, or on-line at www.missioncollege.org. In the upper right hand corner of our home page look for the pull down menu and select ‘veterans’. Veterans Affairs students are required to furnish official transcripts from all prior colleges with the Application Packet. An evaluation of all college credits and Education Plan must be completed before benefit certification can be initiated. For detail information visit the Admissions and Records Office or call Ana Liza Bibat, Veteran Technician at (408) 855-5011. For an education plan and to talk with the Veterans Counselor, Daniel Franco, call the Counseling Office at (408) 855-5030.

Standards of Progress (SOP):

If a student receiving veterans benefits remains on Academic Probation beyond two consecutive terms without an improvement in his or her academic standing, the college will cease to certify the student. Refer to the “Academic Regulations and Standards” in the Mission College Catalog.

Veterans Affairs Education Service maintains a “One Stop” website (www.gibill.va.gov) that has links to just about everything of interest to veterans.

WORKPLACE INSTRUCTION

All academic programs, assessment and support services are available to local employers through the college’s Corporate Training and Economic Development program. Classes and services may be delivered at the workplace or on campus to: upgrade employee skills and education; retrain workers for new job requirements; cross train and broaden communication and critical reasoning skills for team members; improve basic English and math skills. Courses carry full college credit and are scheduled according to employer requirements. Call (408)855-5204 for further information.
### 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>BARNACHA, SHENNY</td>
<td>Program Assistant, Child Development Center</td>
</tr>
<tr>
<td>BIBAT, ANA LISA</td>
<td>Student Services Technician-Senior, Admission &amp; Records</td>
</tr>
<tr>
<td>BIBAT, CHRISTOPHER</td>
<td>Student Services Technician</td>
</tr>
<tr>
<td>BILTZ, NAN</td>
<td>Program Specialist, DISC</td>
</tr>
<tr>
<td>BOWLES, CHARITY</td>
<td>Program Coordinator, ACCESS</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, JOUNEY</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>Administrative Specialist - Instruction, Office of Instruction</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>
</tr>
<tr>
<td>DOMENICI, DEBBIE</td>
<td>Office Supervisor, Student Services</td>
</tr>
<tr>
<td>DOMINGUE, PERTILLA</td>
<td>Job Developer, CalWorks</td>
</tr>
<tr>
<td>DWYER, RENE</td>
<td>Financial Aid Advisor, Financial Aid</td>
</tr>
<tr>
<td>EASTOM, JOAN</td>
<td>Office Assistant, Applied Sciences</td>
</tr>
<tr>
<td>EGUSA, PATTY</td>
<td>Executive Assistant to the VP of Instruction, Office of Instruction</td>
</tr>
<tr>
<td>FEE, MIKE</td>
<td>AV Maintenance Specialist, Telecommunications</td>
</tr>
<tr>
<td>FOOT, THUY</td>
<td>Program Specialist, Environmental Training Center</td>
</tr>
<tr>
<td>FRANCO, VICKY</td>
<td>Student Services Technician, EOPS</td>
</tr>
<tr>
<td>GAITAN, BEVERLY</td>
<td>Office Coordinator-Senior, Applied Sciences</td>
</tr>
<tr>
<td>GALANG, ROEH</td>
<td>Advisor, Financial Aid</td>
</tr>
<tr>
<td>GILE, JENNIFER</td>
<td>Instructional Lab Technician, Chemistry</td>
</tr>
<tr>
<td>GOLDMAN, ELLEN</td>
<td>Instructional Lab Tech, LATC</td>
</tr>
<tr>
<td>GOMEZ, DELIA</td>
<td>Office Coordinator, Counseling</td>
</tr>
<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, 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>INOUE, BETTY</td>
<td>Supervisor, Student Recruitment</td>
</tr>
<tr>
<td>JIMENEZ, Leticia</td>
<td>Program Assistant, Contract Education</td>
</tr>
<tr>
<td>JONES, ARENA</td>
<td>Program Assistant, Community Education</td>
</tr>
<tr>
<td>KAST, DENISE</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>KEMPKEN, DAVID</td>
<td>Instructional Lab Technician, Art</td>
</tr>
<tr>
<td>KERBEY, NICOLE</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>KURI, CAROLYN</td>
<td>Director, Student Activities</td>
</tr>
<tr>
<td>LASALA, PATRICE</td>
<td>Program Specialist, Child Development Center</td>
</tr>
<tr>
<td>LE, DIEMANH</td>
<td>Student Services Account Technician, Cashiers</td>
</tr>
<tr>
<td>LINO-ISIDRO, PAULETTE</td>
<td>Supervisor I, Admission &amp; Records</td>
</tr>
<tr>
<td>LOI, MY</td>
<td>Sr. Admin. Assistant, Office of Student Services</td>
</tr>
<tr>
<td>LU, XUAN</td>
<td>Program Assistant, EOPS</td>
</tr>
<tr>
<td>LY, PATRICK</td>
<td>Server Systems Administrator, Instructional Technology</td>
</tr>
<tr>
<td>LYO, NANG</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>MANDEL, LAURA</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>MASURY, DOUG</td>
<td>Financial Analyst, Workforce &amp; Economic Development</td>
</tr>
<tr>
<td>MCVY, SONIA</td>
<td>Administrative Assistant, LVN/RN Program</td>
</tr>
<tr>
<td>MESA, RENE</td>
<td>EOPS/CARE Specialist, EOPS</td>
</tr>
<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>
</tr>
<tr>
<td>NGUYEN, LAN</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<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 and Math</td>
</tr>
<tr>
<td>PARKER-CORNEJO, NANCY</td>
<td>Administrative Specialist-Personnel, Office of Instruction</td>
</tr>
<tr>
<td>PECK, DANIEL</td>
<td>Research Analyst, Office of Institutional Research</td>
</tr>
<tr>
<td>PEGAN, CARMEN</td>
<td>College Graphic Designer</td>
</tr>
<tr>
<td>PELAYO, LIZ</td>
<td>Administrative Assistant, Student Activities</td>
</tr>
<tr>
<td>PHAM, PHuong</td>
<td>Specialist I, Child Development Center</td>
</tr>
<tr>
<td>PHUNG, TIEN</td>
<td>Office Assistant, CalWORKs</td>
</tr>
<tr>
<td>PIKE, ANNE</td>
<td>RN, Student Health Services</td>
</tr>
<tr>
<td>RABIEH, RUSSEL</td>
<td>Advisor, Career Placement Center</td>
</tr>
<tr>
<td>RANCAP, MARIE</td>
<td>Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>RICE, SANDRA</td>
<td>Program Specialist, Hospitality Management</td>
</tr>
<tr>
<td>RIGGS, PHYLLIS</td>
<td>Student Services Technician, Admission &amp; Records</td>
</tr>
<tr>
<td>RIGGINS, PHYLLIS</td>
<td>Office Coordinator, Child Development Center</td>
</tr>
<tr>
<td>ROMAN, ANITA</td>
<td>Office Coordinator, Student Health Services</td>
</tr>
<tr>
<td>RUIZICKA, REESE</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>SHAW, GREGORY</td>
<td>Instructional Media Producer/Director</td>
</tr>
<tr>
<td>SHIVERS, LISA</td>
<td>Instructional Lab Technician, Nursing</td>
</tr>
<tr>
<td>SHOKROLLAHI, NAHID</td>
<td>Instructional Lab Technician, Nursing</td>
</tr>
<tr>
<td>SHYU, JENNY</td>
<td>Specialist I, Child Development Center</td>
</tr>
<tr>
<td>SIABAUGH, JACKIE</td>
<td>Business Management Development Specialist, Workforce</td>
</tr>
<tr>
<td>SIMPSON, GLADYS</td>
<td>Office Coordinator, DISC/LATC</td>
</tr>
<tr>
<td>SINGH, SHOBA</td>
<td>Instructional Lab Technician, LATC</td>
</tr>
<tr>
<td>SPECHT, DARLENE</td>
<td>Administrative Assistant Sr., Instructional Technology</td>
</tr>
<tr>
<td>SPENCER, JOHN</td>
<td>Program Specialist, Matriculation</td>
</tr>
</tbody>
</table>

**2008–2009 MISSION COLLEGE** 195
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, SALAAM, 2005
Instructor in Chemistry
Ph.D in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.

ABDELHJABBAR, WAEI, 2005
Instructor in Computer Information Technology
M.S. in Information Technology, University of Phoenix, in progress CISCO Certified Academy Instructor (CCAI); B.S. in Computer Science, emphasis in Management Information Systems, ACEI; AS Applied Science of Network Administrators, Silicon Valley College; AS Telecommunications Switching, Telecommunications College

AMBRIZ-GALAVIZ, NORMA, 2008
Program Specialist, Office of Instruction
Ed.D. in Organizational Leadership from University of La Verne; M.S. in Educational Counseling from San Diego State University; B.S. in Criminal Justice Administration at San Diego State University with minors in Public Administration and Mexican American Studies; A.A. degree in Administration of Justice from Hartnell 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. 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, Zaporizhje University, Ukraine; B.A. in French and German, Zaporizhje University, Ukraine; additional linguistic studies in France.

BROCKMEIER, CAROL, 2003
Instructor in Health Occupations
A.S. in Nursing, Columbia Basin College, Pasco WA; BS in Nursing at University of Phoenix.

BROWN, CHRISTY, 1999
Department Chair, English
Instructor in English
Ph.D and M.A in English Literature, Indiana University, Bloomington; B.A in English, UCLA, Los Angeles

BRUNSON, SCOTT M., 2000
Chef/Instructor in Hospitality Management
Highest Honor Graduate, California Culinary Academy, San Francisco; Previous Director, Culinary Arts Department at OICW in Menlo Park, CA; B.A. Environmental Biology, University of Colorado, Boulder.

BURRELL, JAMES F., 1984
Natural Sciences Division Chair
Instructor in Astronomy and Physics
Ph.D in Astronomy, Australian National University, Australia; A.B. in Astronomy, University of California, Berkeley

BURROUGHS, PEGGY, 1986
Instructor in Emergency Medical Technician I/NA
M.P.H. in Health Education, Planning and Administration from San Jose State University; additional graduate study at University of California, Berkeley; B.A. in Health Sciences from San Jose State University; R.N. from Genessee Hospital School of Nursing, Rochester, New York.

BURTON, BRITTA, 2004
Instructor in English as a Second Language
M.A. in TESOL, Arizona State University; B.A. in Translating and Interpreting English and Spanish, University of Mainz, Germany

BUSS, SCOTT, 2000
Instructor in Physical Education
Women's Tennis Coach
M.A. in Physical Education with emphasis in Sports Psychology, San Jose State University, San Jose, California; B.A. in Psychology, University of California, Santa Cruz; A.A. in Natural Science, Napa Community College, Napa, California

CHAN, MARSHA J., 1986
Instructor in English as a Second Language
M.A. in Foreign Language Education; additional graduate study, San Jose State University and the University of California, Berkeley; B.A. in French and Art, Stanford University.

CHAN, ROSALYN, 1978
Coordinator of Student Health Services
M.S. in Community Health Nursing and Administration, University of California, San Francisco; additional coursework, University of California, Santa Cruz; B.S. in Nursing, University of California, San Francisco.
CHAMBERS, KARA, 2001  
Instructor in English as a Second Language  
M.A. in TESOL, San Francisco State University; B.A. in Comparative Literature and English, San Francisco State University.

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.

COLEMAN, YOLANDA, 1999  
Articulation Officer  
Counselor  
M.S. in Counseling/Career Development, CSU, Sacramento; B.A. in Sociology/Organizational Studies, U.C. Davis.

CORMIER, JEFF, 2004  
Instructor in Psychology  
M.A. in Sociology, San Jose State University, California; additional graduate study in Psychology, Northcentral University, Arizona; B.A. Clinical Psychology, San Jose State University, California.

COSTANZA, JENNIFER, 1990  
Instructor in English as a Second Language  
M.A. in Education with a specialization in TESOL, Monterey Institute of International Studies; Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology; specializing in the Middle East, University of California, Santa Barbara.

COUCH, PAMELA, 2004  
Instructor in English as a Second Language  
Ed.D. in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota; B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN, 1996  
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.

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.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  
Instructor in Graphic Arts  
Cultural and Technical Arts, 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.

DEWIS, ROBERT, 2002  
Instructor in Communication Studies  
M.A. in Speech Communication, San Jose State University; B.S. in Broadcasting and Film, Boston University.

DISNEY, KATY, 1990  
Instructor in Psychology  
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; B.S. in Human Performance, San Jose City College, San Jose, CA.

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.

ENSMINGER, BETTY, 1979  
Instructor in 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, Pennsylvania; 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  
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  
Program Manager, CalWORKs, 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, Environmental Training Center  
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 Bethel 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
Instructor in Foreign Language (Japanese)

HOBBBS, RICHARD, 1985
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, Kalamazoo College.

HUDAK, PATRICK 1995
Computer Lab Faculty Specialist
M.A. in Linguistics/TESOL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JAHAN, MINA, 1993
Dean of Technology and Distance Learning
M.A. in Instructional Technology, University of Oklahoma, Norman/Oklahoma; Additional Graduate Study, University of Oklahoma, Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran, 1974.

JOH, MINDY, 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California at Berkeley.

JOHNSON, ELISE, 2005
Counselor
M.Ed. in Counseling, University of Virginia; BS in Psychology, James Madison University, Virginia.

JOHNSON, KEITH, 1999
Instructor in Music Technology
Ph.D. in Music Composition, UC, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, CSU, Long Beach.

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
B.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 Health Occupations
M.S.N. Nursing Education, University of Phoenix; B.A. Violin Performance, UCLA; RN with a national certification inpatient obstetrics.

KEHLER, SHARON, 2007
Instructor in Health Occupations
B.S. in Physiology, U.C. Davis; B.S. in Nursing, UCLA; Public Health Nursing, UCLA

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.).

KRAINES, MINDA, 1979
Instructor in Physical Education (Dance)
M.A. in Dance, Mills College; B.S.in Theater, Northwestern University.

KRAVETS, ZOYA, 2005
Instructor in Mathematics
MS in Mathematics, California State University, Hayward; BS in Mathematics, Leningrad Institute of Education, Russia.

LAIRD, RUTH M., 2001
Anthropology Program Chair
Sociology Department Chair
Instructor in Anthropology and Sociology
M.A.in Anthropology, San Francisco State University; B.A. in Anthropology, University of California, Santa Cruz.

LAM, CLEMENT, 1997
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
Instructor in English
M.A. in English, California State University, Hayward; M.A. and B.A. in English Language and Literature, Oxford University.

LAVALLO, PATRICK, 2001
Instructor in Mathematics
M.A. in Mathematics, UC Santa Barbara; B.A. in Mathematics and minor in Physics, UC San Diego.

LAWHEAD, THERESA, 2006
Counselor
M.S. in Counseling, Cal State University, Hayward; B.A. in Psychology, San Jose State University.

LE, SON N., 1975
Philosophy Department Chair
Instructor in Philosophy
Ph.D., Ohio State University; M.A., Antioch College; B.A. in Political Philosophy, Fordham 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; B.S. 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.

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.

MCAFISTER, ELLEN, 1999
Student Services Division Chair
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Ctr Specialist
B.A. Education/Divisioin, 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. Additional course work at University of San Diego.

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, Graduate Studies at Walden University, Minneapolis, MN.

McGEE, DONELLE C., 1998
Counselor
M.A. in Counselor Education, San Jose State University; B.A. in Sociology, California State University, Stanislaus; M.F.A. in Creative Writing, Goddard College.

McKAY, DIANNE, 1992
Instructor in Reading

McKAY, DIANNE, 1998
Instructor in Reading

McKAY, DIANNE, 1999
Addition to Reading

McKAY, DIANNE, 1999
Reading Department Chair
Instructor in Reading
B.S. in Sociology, San Jose State University; University of Santa Clara; B.A., Communications.
MENDOZA, STEPHANIE, 1997
Instructor in Physical Education
Women's Badminton Coach
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. Chabot College; continuing education at Loyola Marmont 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
Business Department Chair
Instructor in Business, Marketing
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.

MOses, 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, NYO, 1999
English as a Second Language Department Chair
Instructor in English as a Second Language

NAKAHAMA, 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
VP 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, 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.

NGUYEN - VU, MYTRA, 2001
Instructor in Child Development
Ed.D. (candidate) in Adult Education, NOVA Southeastern University; M.A. in Child Development, San Jose State University; B.A. in Psychology, San Jose State University.

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 Wadlen University, Minneapolis, MN.

O'NEILL, 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.inMusic, 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/DISC
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, University of the Pacific; B.A in Drama and Speech, University of the Pacific.

PAVAO, ROD, 2000
Division Chair - Applied Sciences
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 Electronics Technology
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; B.B.A 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.

2008–2009 MISSION COLLEGE 199
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.

OAZI, 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 Weekend, Evening 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
Mathematics Division/Department Chair
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, Universidad de Stanford, Penjua, Italy and L’Istituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism, B.A. in Spanish, CSU, Chico.

RIVAS, RICK, 2004
Instructor in Graphic and Multimedia Design
M.S. in Multimedia Design and Marketing, California State University, Chico, CA; B.A. in Philosophy, University of California, Los Angeles, CA; additional coursework and certification at Butte College and Mission College.

ROBLES, HARRETT, 1981
President
Ed.D. in Educational Leadership and Change, Fielding Graduate University; M.A. in Comparative Literature, University of California, Berkeley; B.A. in Comparative Literature, Occidental College; TESOL Certificate, University of Santa Clara, additional graduate study, San Jose State University.

ROSNER, JULIAINE, 2000
Instructor in English as a Second Language
M.A. in English with an emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Ma. at Amherst; Studies abroad in Spain.

ROTHENBERG, HEATHER, 2000
Nutritional Science Department Chair
Instructor in Nutritional Science
M.S. in Nutritional Science, New York University; B.S. in Dietetics & Food Administration and B.A. in Physical Education-Exercise Physiology, California State University, Chico; R.D. from Bronx 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, Family and 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, PA.

SHIELDS, DONALD, 2007
Instructor in Graphic Design and Multimedia
MFA Painting from Southern Methodist University, Dallas; BFA 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.S. in Physical Education, University of Colorado; B.S. in Physical Education, Springfield.

SMEBYE, RON, 1995
Instructor in Computer Applications
B.A. in Business Administration, California State University, Fullerton; additional work at USC, University of Maryland (while in Saigon), and teaching professional courses at Xerox Corporation for 17 years.

SPECK, MICHELE, 2004
Librarian
M.L.I.S. in Library and Information Studies, University of Hawaii; B.S. in Business Administration, University of Nevada, Reno.

STEPHENS, HYACINTH, 1988
Instructor in Children Development
Diploma in Agricultural Science, University of Guyana; Certificate in Early Childhood Education, San Jose City College; additional graduate study, Santa Clara University; B.S. in Education, University of Guyana.

SUN, HELEN, 2004
Technology Center Director
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

SZABADOS, ANNA, 1991
Graphic Design and Multimedia Department Chair
Instructor in Graphic and Multimedia Design
Ed.D. in Educational Leadership in Higher Education, Fielding Graduate University, Santa Barbara, CA; M.A. in Sculpture, San Jose State University; B.S. in Industrial Design, San Jose State University.

THICKPENNY, HELAYNA, 1990
Art/Art History Department Chair
Instructor in Art History and Humanities
M.A. and B.A. in Art History, The Ohio State University; Additional graduate study, University of Chicago; The American School of Classical Studies in Athens, Greece.

TING, KARL, 1992
Instructor in Mathematics
M.S. in Mathematics and Computer Science, San Jose State University; B.A. in Mathematics, San Francisco State University.

TODARO, LYNNETTE, 2002
Instructor in Art
M.F.A. from San Francisco Art Institute; B.S. from Southwest Missouri State University.

TRAN, REBECCA, 2004
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies, San Jose State University.

TRAN, THERESA, 2002
Counselor
M.A. in Counseling Psychology, Institute of Transpersonal Psychology, Palo Alto; B.A. in Psychology and Sociology, UC Santa Cruz.

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 State University; MBA, Pepperdine University; B.A., California State University at Los Angeles; M.Div., The Church Divinity School of the Pacific; A.A., El Camino College.

VERMA, 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. in Educational Psychology and Technology, University of Southern California; M.A. in Instructional Technology, San Jose State University; M.S. in Speech Pathology, University of Illinois; B.S. in Speech and Hearing Science, University of Illinois.

## Classified, Faculty and Administration

**Associate Faculty**

**INSTRUCTORS 2008-2009**

(Faculty are current as of Summer 2008)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALAMEDA, CORA</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>ALLEN, FRED</td>
<td>ESL</td>
</tr>
<tr>
<td>ALLEN, GEORGE</td>
<td>Reading</td>
</tr>
<tr>
<td>ALMEIDA, JOSE</td>
<td>Wellness and Human Performance/Athletics</td>
</tr>
<tr>
<td>AL-ZUBI, MOHAMMED</td>
<td>CIT</td>
</tr>
<tr>
<td>ANTISDEL, GENE</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>ARIAS, DANIEL JAMES</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>ARONSON, MIKE</td>
<td>Mathematics</td>
</tr>
<tr>
<td>BACA, LEONARDO</td>
<td>CIT</td>
</tr>
<tr>
<td>BALUTA, JOLANTA</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>BEADELL, BRAD</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BECK, RONALD</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BERNACCHI, WILLIAM</td>
<td>Accounting</td>
</tr>
<tr>
<td>BERKLEY, JUDITH</td>
<td>Allied Health</td>
</tr>
<tr>
<td>BHAGI, SAVITA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>BHATNAGAR, RANJANA</td>
<td>Child Development</td>
</tr>
<tr>
<td>BJORK, WILLIAM</td>
<td>Accounting</td>
</tr>
<tr>
<td>BORROR, DAVID</td>
<td>English</td>
</tr>
<tr>
<td>BOSNOYAN, EDDIE</td>
<td>Biological Science</td>
</tr>
<tr>
<td>BOWLES, CHARITY</td>
<td>Counseling</td>
</tr>
<tr>
<td>BOYCE, IRIS B</td>
<td>Math</td>
</tr>
<tr>
<td>BREMS, MARIANNE</td>
<td>ESL</td>
</tr>
<tr>
<td>BROEDER, MARINA</td>
<td>ESL</td>
</tr>
<tr>
<td>BROWN, GEORGE</td>
<td>Music</td>
</tr>
<tr>
<td>BROWN, KAREN</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>BROWNING, LUCINDA</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>BROUSSARD, ANDREA</td>
<td>Counseling</td>
</tr>
<tr>
<td>BUGG, JASON</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>BUSALACCHI, ALEXIS</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>CABRERA, FERNANDO</td>
<td>Spanish</td>
</tr>
<tr>
<td>CAHILL, KATHLEEN</td>
<td>Nutritional Science</td>
</tr>
<tr>
<td>CAHILL, RICHARD</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CAMPBELL, HUSAYN</td>
<td>CIS</td>
</tr>
<tr>
<td>CARLEY, SHANE</td>
<td>Athletics</td>
</tr>
<tr>
<td>CARPENTER, VALORIE C</td>
<td>Business</td>
</tr>
<tr>
<td>CHADWICK, JENNIFER</td>
<td>Accounting</td>
</tr>
<tr>
<td>CHALLIS, DIANA</td>
<td>Astronomy</td>
</tr>
<tr>
<td>CHANG, BING RU</td>
<td>Math</td>
</tr>
<tr>
<td>CHEN, MEE-LING</td>
<td>CIS</td>
</tr>
<tr>
<td>CHENNA, RAO V</td>
<td>CIT</td>
</tr>
<tr>
<td>CHIN, JAMES</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>CONG-HUYEN, LAIMI</td>
<td>Mathematics</td>
</tr>
<tr>
<td>COON, CHERYL</td>
<td>Art</td>
</tr>
<tr>
<td>CORDY, LINDA J</td>
<td>Retail Floristry</td>
</tr>
<tr>
<td>DAVIS, ERIN</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>DAVIS, GEOFFREY</td>
<td>Mathematics</td>
</tr>
<tr>
<td>DAVIS, MARGARET</td>
<td>ESL</td>
</tr>
<tr>
<td>DAYHARSH, GERRI</td>
<td>English</td>
</tr>
<tr>
<td>DE LOURAILLE, PHILIP</td>
<td>Physic</td>
</tr>
<tr>
<td>DEGEORGE, TONI F</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>DEVITO, LORI</td>
<td>Nutritional Science</td>
</tr>
<tr>
<td>DIAZ, FRANK</td>
<td>Real Estate</td>
</tr>
<tr>
<td>DRAKE, LISA</td>
<td>Accounting</td>
</tr>
<tr>
<td>DING, HUNG</td>
<td>Mathematics</td>
</tr>
<tr>
<td>DING, STEVEN</td>
<td>Vietnamese</td>
</tr>
<tr>
<td>DOBBS, MARK</td>
<td>Anthropology</td>
</tr>
<tr>
<td>DOKHANI, Firozeh</td>
<td>Counseling</td>
</tr>
<tr>
<td>DORRANCE, GEORGE</td>
<td>Accounting</td>
</tr>
<tr>
<td>DRAZKIEWICZ, ANETA</td>
<td>Biological Science</td>
</tr>
<tr>
<td>DRION, YOKA</td>
<td>Music</td>
</tr>
<tr>
<td>ECABANDE, JUDITH F</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>EDDY, BOB</td>
<td>Management and Supervision</td>
</tr>
<tr>
<td>EL FAHDI, MUSTAPA</td>
<td>CIT</td>
</tr>
<tr>
<td>ELLIOTT, JEFFREY</td>
<td>Real Estate</td>
</tr>
<tr>
<td>ESCOVER, MATTHEW</td>
<td>Political Science</td>
</tr>
<tr>
<td>ESTRADA, BRIAN</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>EVANS, ANNE</td>
<td>Mathematics</td>
</tr>
<tr>
<td>FACCIANO, PAULINE</td>
<td>English</td>
</tr>
<tr>
<td>FALLON, MICHAEL</td>
<td>Sociology</td>
</tr>
<tr>
<td>FARIAS, BARBARA S</td>
<td>Business</td>
</tr>
<tr>
<td>FEDRI, MARIEL</td>
<td>Portuguese</td>
</tr>
<tr>
<td>FETTGATHER, BOB</td>
<td>Psychology</td>
</tr>
<tr>
<td>FIECHTER, VALERIE</td>
<td>ESL</td>
</tr>
<tr>
<td>FISCHER, VIRGINIA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>FLORES, CAROL</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>FRANCIS, MICHELLE</td>
<td>Reading</td>
</tr>
<tr>
<td>FRANKE, DONNA</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>FRYE, ROBERT</td>
<td>English</td>
</tr>
<tr>
<td>GALASSO, GARY</td>
<td>Fire Science</td>
</tr>
<tr>
<td>GALLUP, THOMAS</td>
<td>History</td>
</tr>
<tr>
<td>GARCIA, ALBERTO</td>
<td>Spanish</td>
</tr>
<tr>
<td>GARCIA, ALMA</td>
<td>Counseling</td>
</tr>
<tr>
<td>GARCIA, JACLYN</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>GARD, INA J</td>
<td>English</td>
</tr>
<tr>
<td>GATEWOOD, JESSICA</td>
<td>English</td>
</tr>
<tr>
<td>GATT, LARRY</td>
<td>Fire Science</td>
</tr>
<tr>
<td>GEE, JOHN</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GEER, LARRY</td>
<td>Design Drafting Technology</td>
</tr>
<tr>
<td>GELMAN, STEPHANIE A</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>GHORGHUI, DORIN</td>
<td>CET</td>
</tr>
<tr>
<td>GILL, HERMAN</td>
<td>Psychology</td>
</tr>
<tr>
<td>GODFREY, GRETCHEN</td>
<td>ESL</td>
</tr>
<tr>
<td>GONZALEZ, MARIA</td>
<td>Spanish</td>
</tr>
<tr>
<td>GOODWIN, WILLIAM F</td>
<td>CIT</td>
</tr>
<tr>
<td>GOODY, ROY</td>
<td>CET</td>
</tr>
<tr>
<td>GRAYSON, BETTY K</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>GRZYMALA, KEVIN</td>
<td>History</td>
</tr>
<tr>
<td>HALL, GUY</td>
<td>Fire Science</td>
</tr>
<tr>
<td>HALPERN, RENE J</td>
<td>Child Development</td>
</tr>
<tr>
<td>HARDING, ANN</td>
<td>ESL</td>
</tr>
<tr>
<td>HARMER, CRAIG T</td>
<td>Business</td>
</tr>
<tr>
<td>HARRIS, ELIZABETH</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>HARRIS, LYDIA G</td>
<td>Read</td>
</tr>
<tr>
<td>HARRIS, MELANIE R</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>HARRISON, MARK</td>
<td>English</td>
</tr>
</tbody>
</table>

**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, Fullbright Exchange Scholar.

**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.

**WITSCHI, LAURA L., 2001**

Librarian

M.I.L.S. in Information and Library Science, University of Michigan, Ann Arbor; B.A. in Art History, Oakland University, Rochester, Michigan.

**WONG, ELAINE, 2004**

Librarian

M.I.L.S. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TEFL/TESL 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, BRENA, 2001**

Physical Education Department Co-Chair Instructor in Physical Education (Dance)

M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

**XU, WENXIAN (WILBERT), 1989**

History/Geography Department Chair Instructor in History

M.A. in History, University of Montana, Missoula; M.A. in History, University of California, Davis; B.A. in Western Literature, Beijing Foreign Languages Institute, Beijing, China.

**ZEISLER, SUSAN, 2001**

Instructor in English

M.A. in English Literature, San Jose University; additional graduate study, University of Wisconsin, Madison, and University of Vienna, Austria; B.A. in English, University of Wisconsin, Oshkosh.
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAWKINS, DEBORAH</td>
<td>Music</td>
</tr>
<tr>
<td>HAYDEN, RICHARD</td>
<td>Political Science</td>
</tr>
<tr>
<td>HERTIG, CHERYL</td>
<td>ESL</td>
</tr>
<tr>
<td>HEUFF, JENNIFER</td>
<td>English</td>
</tr>
<tr>
<td>HIGGINS, PHILLIP</td>
<td>BiScience</td>
</tr>
<tr>
<td>HITTLEMAN, MICHELE</td>
<td>Counseling</td>
</tr>
<tr>
<td>HOENCZE, GERARD</td>
<td>Sociology</td>
</tr>
<tr>
<td>HOLSCHER, LOUIS</td>
<td>Humanities</td>
</tr>
<tr>
<td>HOM, GLORIA</td>
<td>Economics</td>
</tr>
<tr>
<td>HONG, RUSSELL A</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>HOUSTON, QIANA</td>
<td>Sociology</td>
</tr>
<tr>
<td>HSIEH, SYLVIA</td>
<td>CIS</td>
</tr>
<tr>
<td>HSU, CEECH</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>HUANG, ELLEN Y</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>HUI, JOHNIE</td>
<td>Accounting</td>
</tr>
<tr>
<td>HULIN, PATRICIA R</td>
<td>Art</td>
</tr>
<tr>
<td>HUNG, IRENE</td>
<td>Chinese</td>
</tr>
<tr>
<td>HUNSAKER, GAE L</td>
<td>Business</td>
</tr>
<tr>
<td>HURKMANS, LINDA M</td>
<td>Psychology</td>
</tr>
<tr>
<td>HUSAR, NATALIYA</td>
<td>English</td>
</tr>
<tr>
<td>HUSEMAN, DAVID</td>
<td>Fire Science</td>
</tr>
<tr>
<td>HWANG, CLIFFORD</td>
<td>CIS/ Mathematics</td>
</tr>
<tr>
<td>INOUE, BETTY</td>
<td>Counseling</td>
</tr>
<tr>
<td>IOFFE, ZINA</td>
<td>Physics</td>
</tr>
<tr>
<td>IONEL, EUGENE</td>
<td>Mathematics</td>
</tr>
<tr>
<td>IQBAL, KHAN D</td>
<td>CIT</td>
</tr>
<tr>
<td>ISSAC, MEDEN F.</td>
<td>Chemistry</td>
</tr>
<tr>
<td>JACKSON, SHARON A</td>
<td>English</td>
</tr>
<tr>
<td>JAMES, JENNIFER</td>
<td>Reading</td>
</tr>
<tr>
<td>JELLISON, HEATHER</td>
<td>ESL</td>
</tr>
<tr>
<td>JONES, ANTHONY</td>
<td>Real Estate</td>
</tr>
<tr>
<td>JONISH, DAVID</td>
<td>Mathematics</td>
</tr>
<tr>
<td>KASIKCI-ATA, GOKCE</td>
<td>Graphic Arts</td>
</tr>
<tr>
<td>KATOKU, CHIGUSA</td>
<td>ESL</td>
</tr>
<tr>
<td>KAUR, SHAGUN</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>KHASHAN, NESREEN</td>
<td>Global Studies</td>
</tr>
<tr>
<td>KILANI, MOHAMED</td>
<td>CIT</td>
</tr>
<tr>
<td>KNITTEL, GREG</td>
<td>History</td>
</tr>
<tr>
<td>KOSLOSKY, AMY B</td>
<td>Psychology</td>
</tr>
<tr>
<td>KRAINES, DENAVA</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>KRISHNAMURTHY, LALITHA</td>
<td>CIS</td>
</tr>
<tr>
<td>KROES, KENNETH</td>
<td>Design Drafting Technology</td>
</tr>
<tr>
<td>KRUZIC, SHARON</td>
<td>ESL</td>
</tr>
<tr>
<td>KURI, CAROLYN A</td>
<td>Counseling</td>
</tr>
<tr>
<td>LAI, CHU-HUI</td>
<td>Art</td>
</tr>
<tr>
<td>LAMAR, DAVE</td>
<td>Graphic Arts</td>
</tr>
<tr>
<td>LAWRENCE-FISCHER, EVA</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>LEADBEATER, WARRELL F</td>
<td>Business</td>
</tr>
<tr>
<td>LEE, PETER P.</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>LESNEWSKY, SANDY</td>
<td>Retail Floristry</td>
</tr>
<tr>
<td>LEW, RON</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>LIGOCKI, CHRISTEL</td>
<td>DISC</td>
</tr>
<tr>
<td>LINDSETH-RIVERA, KRISTIN</td>
<td>Art</td>
</tr>
<tr>
<td>LINDUSKA, MARY</td>
<td>Music</td>
</tr>
<tr>
<td>LIKRESNO, ALEMAYEHU</td>
<td>Global Studies</td>
</tr>
<tr>
<td>LLERENA, CHRISTINA</td>
<td>Counseling</td>
</tr>
<tr>
<td>LO, BILLIE</td>
<td>Chemistry</td>
</tr>
<tr>
<td>LOGG, JACKIE</td>
<td>Sociology</td>
</tr>
<tr>
<td>LOW, SUSAN</td>
<td>Mathematics</td>
</tr>
<tr>
<td>LYNCH, AUDRY</td>
<td>English</td>
</tr>
<tr>
<td>LYNCH, DENNIS</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MACDONALD, PETER</td>
<td>Wellness and Human Performance/Athletics</td>
</tr>
<tr>
<td>MADDEN, BARBARA</td>
<td>Accounting</td>
</tr>
<tr>
<td>MAGALLON, MANUEL A</td>
<td>Art</td>
</tr>
<tr>
<td>MAHONY, MARLENE</td>
<td>English</td>
</tr>
<tr>
<td>MAJUMDAR, RUCHIRA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MALIK, ASHOK</td>
<td>Biological Science</td>
</tr>
<tr>
<td>MANGALINDAN, MYRNA</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>MARCIEL, ALICE</td>
<td>Reading</td>
</tr>
<tr>
<td>MARDER, PATRICK</td>
<td>History</td>
</tr>
<tr>
<td>MARIANETTI, NOEL</td>
<td>ESL</td>
</tr>
<tr>
<td>MARK, NORMA</td>
<td>Graphic Arts</td>
</tr>
<tr>
<td>MARTIN, NITA L</td>
<td>Reading</td>
</tr>
<tr>
<td>MARTIN, RANDY</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>MATENCIUC-ANTONESCU,BEATRICE</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>MATTHEWS, EDIE</td>
<td>English</td>
</tr>
<tr>
<td>MCCORMICK, DREW C</td>
<td>Business</td>
</tr>
<tr>
<td>MCDONNELL, SUSAN M</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>MCKENNA, MICHAEL A</td>
<td>Fire Science</td>
</tr>
<tr>
<td>MILLAR, WILLIAM</td>
<td>Hospitality Mangement</td>
</tr>
<tr>
<td>MOORE, JEANETTE</td>
<td>ESL</td>
</tr>
<tr>
<td>MORALES, TAB</td>
<td>Counseling/EOPS</td>
</tr>
<tr>
<td>MORRONTE, PETER</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MUNIZ, ESMERALDA</td>
<td>Counseling</td>
</tr>
<tr>
<td>NAGID, DAVID</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>NAKAMURA, RODNEY</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>NGUYEN, DUC</td>
<td>Mathematics</td>
</tr>
<tr>
<td>NGUYEN, MINH TUAN</td>
<td>Counseling</td>
</tr>
<tr>
<td>NOLAN, PAUL B</td>
<td>Business/Management</td>
</tr>
<tr>
<td>OBEID, KHALID</td>
<td>Arabic</td>
</tr>
<tr>
<td>O'BRIEN, MALANIE</td>
<td>BiScience</td>
</tr>
<tr>
<td>O'BRIEN, PAUL</td>
<td>Chemistry</td>
</tr>
<tr>
<td>O'KLOCK - STEIN, PAMELA</td>
<td>English</td>
</tr>
<tr>
<td>O'CONNELL, KATHERINE</td>
<td>Sociology</td>
</tr>
<tr>
<td>O'CONNOR, CHARLES T</td>
<td>CIT</td>
</tr>
<tr>
<td>OTSIAHAB, ISAAC</td>
<td>CIS</td>
</tr>
<tr>
<td>PALMER, LISA</td>
<td>English</td>
</tr>
<tr>
<td>PANDIT, MANDAR K</td>
<td>CIT</td>
</tr>
<tr>
<td>PANTIGA, MARIANNE</td>
<td>ESL/LATC</td>
</tr>
<tr>
<td>PASON, MARK</td>
<td>Sociology</td>
</tr>
<tr>
<td>PAYNE, JANELL L.</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>PEAT, BRUCE</td>
<td>Physics</td>
</tr>
<tr>
<td>PEETERS, HANS</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>PEREGRINO, CAROLAIN</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>PESSO, KENNETH</td>
<td>Psychology</td>
</tr>
<tr>
<td>PETROSYAN, ALLA</td>
<td>English</td>
</tr>
<tr>
<td>PETTY, CLINT</td>
<td>CIS</td>
</tr>
<tr>
<td>PHI, GINA</td>
<td>Child Development</td>
</tr>
<tr>
<td>PIERRE, ADRIENNE</td>
<td>Counseling</td>
</tr>
<tr>
<td>PINKUS-RESNIK, RUTH GABRIELA</td>
<td>Child Development</td>
</tr>
<tr>
<td>PIPER, DAVID</td>
<td>Counseling/EOPS</td>
</tr>
<tr>
<td>POTTS, CASEY</td>
<td>Fire Science</td>
</tr>
<tr>
<td>PREGLIASCIO, COLLIN</td>
<td>Wellness and Human Performance/Athletics</td>
</tr>
<tr>
<td>QUINANCE, TINA</td>
<td>Retail Floristry</td>
</tr>
<tr>
<td>RAHNEMA, HAMID</td>
<td>Mathematics</td>
</tr>
<tr>
<td>RANDALL, HOWARD</td>
<td>Accounting</td>
</tr>
<tr>
<td>RAY, EMILY</td>
<td>Art</td>
</tr>
<tr>
<td>REEDY, AIMEE</td>
<td>Child Development</td>
</tr>
<tr>
<td>REES, LURRAINE D</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>REICHEL, SARAH</td>
<td>Reading</td>
</tr>
<tr>
<td>RENHART, JOHN</td>
<td>Mathematics</td>
</tr>
<tr>
<td>RINGEL, KAY</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>RIVERA, GEORGE</td>
<td>Art</td>
</tr>
<tr>
<td>ROBERTS, JOE</td>
<td>Fire Science</td>
</tr>
<tr>
<td>ROBERTS, MARJORIE ANN</td>
<td>Reading</td>
</tr>
<tr>
<td>ROCHEON-ELLIS, NELLE</td>
<td>Counseling</td>
</tr>
<tr>
<td>ROGGE, MONIKA</td>
<td>English</td>
</tr>
<tr>
<td>ROSE, DAVID</td>
<td>Fire Science</td>
</tr>
<tr>
<td>RUBENSTEIN, CLIFF</td>
<td>Psychology</td>
</tr>
<tr>
<td>RUSSAKOVSKI, YEUGENIY</td>
<td>Mathematics</td>
</tr>
<tr>
<td>RUSSEL, RICHARD</td>
<td>English</td>
</tr>
<tr>
<td>SANFORD, DOROTHY</td>
<td>Economics</td>
</tr>
<tr>
<td>SANTOS, JON</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>SAVAGE, EDWARD</td>
<td>Graphic Arts</td>
</tr>
<tr>
<td>SCELER, TAZUMI OTSUKA</td>
<td>Japanese</td>
</tr>
<tr>
<td>SCHIECK, MARGARET</td>
<td>ESL</td>
</tr>
<tr>
<td>SCHRODENDORF, CALVIN P</td>
<td>CIT</td>
</tr>
<tr>
<td>SEETHALER, WILLIAM C</td>
<td>Business</td>
</tr>
<tr>
<td>SENGUPTA, AMIT</td>
<td>CIS</td>
</tr>
<tr>
<td>SENGUPTA, SAUMYENDR</td>
<td>CIS</td>
</tr>
<tr>
<td>SERRAN, ANTONIO</td>
<td>English/LATC</td>
</tr>
<tr>
<td>SHIVERS, LISA</td>
<td>Health Occupations</td>
</tr>
<tr>
<td>SIDDIQUI, HAFIZ</td>
<td>Humanities</td>
</tr>
<tr>
<td>SIEMINSKI, SLAWOMIR</td>
<td>Mathematics</td>
</tr>
<tr>
<td>SINHA, ASHOK</td>
<td>Chemistry</td>
</tr>
<tr>
<td>SMITH, SHARON E</td>
<td>Reading</td>
</tr>
<tr>
<td>SNAP, MARILYN J</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>SODT, CHRISTINE RUTH</td>
<td>Child Development</td>
</tr>
<tr>
<td>SOFIA, SAED</td>
<td>Mathematics</td>
</tr>
<tr>
<td>SPANO, GIORGIO</td>
<td>Italian</td>
</tr>
<tr>
<td>STAMPS, ROY K</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>STEEDE, ELENA V</td>
<td>Russian</td>
</tr>
<tr>
<td>STEPHENS, WENDELL B</td>
<td>Math</td>
</tr>
<tr>
<td>SUDARSANA, MADHAVI</td>
<td>Child Development</td>
</tr>
<tr>
<td>SULLIVAN, CAROL E</td>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>SUNDARAJAN, NALLA</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>SWANSON, ANTHONY R</td>
<td>History</td>
</tr>
<tr>
<td>SYKES, EDWARD LINCOLN</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>TAGHIPOUR, HOMA</td>
<td>CIS</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)

BERGMANN, ROBERT L.
Instructional Dean
(1965-1990)

BICOCCA, DIANNA DEE
Instructor in Health Occupations

BOEGEHOLZ, MANFRED
Instructor in Hospitality Management
(1968-1994)

CALLAWAY, LEE W.
Vice President, Instruction

CHIANG, YUN-HWA (TERI)
Instructor in Health Occupations
(1975-2004)

CLAUDIO, CESARE S.
Instructor in Music
(1964-1986)

COGSWELL, ELIZABETH
Instructor in Health Occupations
(2000-2008)

CORDERO, DON
Instructional Officer
(1974-2004)

CREED, KATHLEEN
Instructor in Health Occupations

CROSS, SUE
Instructor in English
(1996-2007)

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)

JACKINS, QUINLYNN C.  
Instructor in Mathematics  
(1988-2007)

JIMENEZ, CHRIS  
Counselor  
(1979-2002)

JOHNSON, JONI  
Counselor  
(1987-2004)

KENDALL, DON  
Instructor in Fire Protection Technology  
(2004-2007)

KNOWLES, MARJORIE  
Instructor in English as a Second Language  
(1996-2007)

LORIE, ILEANA  
Instructor in Mathematics  

MADALENA, RUTH  
Instructional Dean  
Vocational Education and Matriculation  
(1974-1997)

MAGALLON, MANUEL  
Instructor in Art  

MARELICK, LIN  
Instructor in Graphic Arts  
(1989 - 2007)

MATARANGAS, DAN  
Vice President, Student Services  

MCKENNA, MICHAEL  
Instructor in Fire Technology  
(1979-2001)

MCHERLOZZI, 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  

PABICH, PHILIP  
Dean of Workforce and Continuing Education  
(1987-2006)

PETTE, DIANE  
Counselor  

PINTO, JOSEPH  
Instructor in Chemistry  
(1981-2000)

PRZYBYLSKI, RICHARD  
Instructor in Real Estate  
(1977-2005)

RIEGERT, EVELYN  
Instructor in Health Occupations  
Counselor  
(1967-2001)

RINGEL, KAY  
Instructor in Computer Applications  
(1977-2002)

ROBERTS, ANN  
Instructor in Reading  

SMITH, JUDIE  
Librarian  
(1987-2005)

TANABE, SUMI  
Manager, Instruction  
(1973-2002)

TAYLOR, JAMES R.  
Instructor in English  
(1967-2001)

TAYLOR, LOUIS JR.  
Instructor in Psychology  
(1969-1987)

THODE, THOMAS A.  
Instructor in Physical Science  
(1964-1993)

TOLPPPEL, CAROL  
Instructor in Learning Services  
(1982-2006)

TRASK, TOM  
Instructor in Biological Science  
(1975-2006)

WISNER, SALLIE  
Computer Lab Faculty Specialist/Webmaster  
(2000-2004)

XIXUES, PETER  
Instructor in Drafting  
(1977-2002)

ZERBONI, CAROLYN  
Instructor in English  
Index

A

Ability to Benefit .......................................................... 180
Academic Council .......................................................... 185
Academic Counseling .................................................... 191
Academic Grade Point Probation .................................. 185
Academic Organization ................................................... 7
Academic Probation and Dismissal .................................. 185
Academic Programs .......................................................... 9
Academic Regulations and Standards ............................ 183
Academic Renewal Policy .................................................. 85
ACCESS Program ............................................................ 190
Accounting ........................................................................ 27
Accreditation ................................................................... 7
Adaptive - Physical Education ........................................... 171
Adding Classes ................................................................. 181
Administration ................................................................. 196
Admission Requirements for Transfer to CSU .............. 21
Admission Requirements for Transfer to UC ................ 174
Advanced Academic Work .............................................. 180
Advanced Placement (AP) Examinations .................... 25
Advancement Foundation .................................................. 8
Advisory ............................................................................ 10
Aerospace Studies (Air Force R.O.T.C.) ......................... 130
Affirmative Action ............................................................ 6
AIDS Policy ....................................................................... 186
Allied Health .................................................................... 30
Alpha Gamma Sigma .......................................................... 185
Anthropology ................................................................... 32
Application for Degree or Certificate ............................ 185
Arabic ................................................................................ 89
Art ................................................................................... 34
Assist ................................................................................. 17
Associate Degree ............................................................... 11
Associate Degree Graduation Requirements ................ 12
Associate Faculty ............................................................... 201
Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees ............................................................................... 11
Astronomy ........................................................................ 39
Athletic Team Training - Physical Education .............. 176
Athletics, Intercollegiate ..................................................... 176
Auditing of Courses ............................................................ 181

B

Baccalaureate Degree Holders ........................................... 13
Basic Competency Requirement ..................................... 185
Basic Skills (30 - Unit Limit) ............................................. 10
Biological Sciences ............................................................... 40
Board of Governors Fee Waiver (BOGW) ..................... 191
Bookstore ........................................................................ 130
Business ........................................................................... 42

C

Calendar ........................................................................... 2
Cafeteria ........................................................................... 192
California Articulation Number (CAN) ......................... 26
California Residents Defined ......................................... 180
California State University ............................................ 21
California State University General Education Breadth .................................................................. 22-24
CalWORKS ........................................................................ 190
Campus Awareness and Campus Security Act .............. 186
Campus Locator ................................................................ 205
Campus Telephone Directory ........................................ 4
Career Center ................................................................. 190
Career Counseling ........................................................... 190
Catalog Rights ................................................................. 184
Certificate of Completion .................................................. 9
Certificate of Proficiency for Occupational Education Programs .................................................. 9
Changes in Rules and Policies ........................................ 3, 6
Cheating Policy ................................................................. 183
Challenges ........................................................................ 184
Chemistry .......................................................................... 48
Child Development ........................................................... 49
Child Development Center Services .............................. 190
Chinese ............................................................................ 89
Class Attendance .............................................................. 184
Classified Staff .................................................................. 195
Classroom-Related Disciplinary Sanctions .................. 183
Code of Student Conduct ............................................... 188
College Calendar ............................................................. 2
College Credit Courses By Television .......................... 181
College Level Examination Program (CLEP) .............. 184
Commitments, Mission College ..................................... 7
Communication Studies ................................................... 53
Community Education ...................................................... 190
Community Health ........................................................... 55
Computer Applications ................................................... 56
Computer Electronics Technology .................................. 161
Computer Information Systems ..................................... 62
Computer Information Technology ................................ 69
Computer Networking Electronics Technology ............. 161
Computer Network Technology ...................................... 163
Continuous Enrollment and Catalog Rights ............... 184
Cooperative Work Experience Education .................. 171, 190
Counseling ......................................................................... 74
Counseling Programs, Others ........................................ 191
Counseling Services .......................................................... 191
Course Description ........................................................... 10
Course Numbering and Transfer .................................... 10
Course Repetition ............................................................ 10
Course Requisites .......................................................... 10
Credit By Examination ..................................................... 184
Credit By Examination Challenges ............................... 184
Credit By Examination Limitations ............................... 184
Credit for CPS Rating ....................................................... 184
CSU GE-B ......................................................................... 21
Cultural Pluralism ............................................................. 7

D

Dance - Physical Education .............................................. 172
Dean’s List .......................................................................... 185
Dean’s List for Part-Time Students .................................. 185
Definition of Sex Discrimination .................................. 186
Definition of Sexual Harassment ................................... 186
Description of Courses and Programs .......................... 10
Design Drafting ................................................................. 76, 165
Directed Studies ............................................................... 12
Disability Instructional Support Center (DISC) ............. 191
Discipline Process ............................................................ 183
District Mission Statement ............................................. 8
Drug-Free Campus ............................................................ 187

E

Economics .......................................................................... 76
Electives .......................................................................... 17
Eligibility Requirements for Admission of Students ........ 180
Emeriti Administration and Faculty ............................... 203
Engineering ........................................................................ 77
English ............................................................................. 79
English-American Language (ESL) ................................. 82
English-As A-Second Language (ESL)Lab .................... 192
Equal Opportunity ........................................................... 186
Equal Opportunity Policy .................................................. 6
Enrollment Fee ................................................................. 182
Exclusion From Class - Medical Reasons ...................... 188
Exclusion From Classes - Conduct ................................. 188
Exclusion, Suspension, Expulsion ................................... 188
Exercise of Rights of Citizenship ..................................... 189
Extended Opportunity Program and Services (EOPS) .......... 191
Extenuating Circumstances ............................................. 10
         (for Successfully Completed Courses).

F

Faculty and Administrative Staff .................................... 196
Faculty Responsibilities ..................................................... 183
Fees and Charges .............................................................. 182
Final Examinations ............................................................ 181
Financial Assistance .......................................................... 191
Fire Protection Technology .............................................. 85
Fitness - Physical Education ............................................. 173
Food Service and Restaurant Management .................. 108
Food Services ................................................................. 192
Foreign Languages ............................................................ 88
Foundations ...................................................................... 8
Freedom of Inquiry and Expression ................................ 189
French ............................................................................... 89

G

General Education Reciprocity ........................................ 13
General Education Requirements ................................. 17
General Fees ................................................................. 182
General Information .......................................................... 181
Geography ......................................................................... 94
Global Studies ................................................................. 95
Grading System ................................................................. 183
Graduation Requirements ............................................... 14-16
Graphic Arts ....................................................................... 97
Graphic Design and Multimedia ........................................ 99

H

Health Consequences ...................................................... 187
Health Education ............................................................... 104
Health Occupations ......................................................... 105
Health Services (See Student Health Services) ............... 194
High School Students ....................................................... 180
History ............................................................................. 105
History of the District ....................................................... 8
Holds on Student Records ............................................... 182
Honor Graduate ................................................................. 185
Honors and Awards .......................................................... 185
Honors List ........................................................................ 185

Continued on next page.
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
</table>

| Hospitality Management | 107 |
| Hotel and Motel Management | 109 |
| Humanities | 110 |

<table>
<thead>
<tr>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGETC for CSU</td>
</tr>
<tr>
<td>IGETC for UC</td>
</tr>
<tr>
<td>In Progress</td>
</tr>
<tr>
<td>Incomplete</td>
</tr>
<tr>
<td>Independent and Out-of-State Colleges and Universities</td>
</tr>
<tr>
<td>Index</td>
</tr>
<tr>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Institute for International Studies</td>
</tr>
<tr>
<td>Institutional Foods</td>
</tr>
<tr>
<td>Instructional Materials Fee</td>
</tr>
<tr>
<td>Instructor-Initiated Drops</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
</tr>
<tr>
<td>Intercollegiate Athletics - Physical Education</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>International Students</td>
</tr>
<tr>
<td>Intersegmental General Education Transfer Curriculum (IGETC)</td>
</tr>
<tr>
<td>Italian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese</td>
</tr>
<tr>
<td>Job Placement Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin</td>
</tr>
<tr>
<td>Learning Assistance and Tutorial Centers (LATC)</td>
</tr>
<tr>
<td>Learning Services</td>
</tr>
<tr>
<td>Leaves of Absence</td>
</tr>
<tr>
<td>Legal Sanctions</td>
</tr>
<tr>
<td>Library Services</td>
</tr>
<tr>
<td>Library Skills</td>
</tr>
<tr>
<td>Lifetime Sports - Physical Education</td>
</tr>
<tr>
<td>Lower-Division Preparatory Major Courses</td>
</tr>
<tr>
<td>Licensed Vocational Nurse to Registered Nurse (LVN to RN)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management and Supervision</td>
</tr>
<tr>
<td>Manufacturing Technology</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Martial Arts - Physical Education</td>
</tr>
<tr>
<td>Material Fees</td>
</tr>
<tr>
<td>Math Engineering Science Achievement (MESA)</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Mathematics Learning Center (MLC)</td>
</tr>
<tr>
<td>Military Credit</td>
</tr>
<tr>
<td>Military Science (Army R.O.T.C.)</td>
</tr>
<tr>
<td>Military Withdrawal</td>
</tr>
<tr>
<td>Minimum Standards of Progress</td>
</tr>
<tr>
<td>Mission Statement, Mission College</td>
</tr>
<tr>
<td>Music</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs For Specialized Occupational Training</td>
</tr>
<tr>
<td>No Smoking Policy</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Tuition</td>
</tr>
<tr>
<td>Notes on Course Descriptions</td>
</tr>
<tr>
<td>Nutritional Science</td>
</tr>
<tr>
<td>Occupational Programs</td>
</tr>
<tr>
<td>Office of Admissions and Records</td>
</tr>
<tr>
<td>Open Courses</td>
</tr>
<tr>
<td>Orientation</td>
</tr>
<tr>
<td>Overlapping Classes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/No Pass Option</td>
</tr>
<tr>
<td>Personal Counseling</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Philosophy, Mission College</td>
</tr>
<tr>
<td>Physical Education (See Wellness and Human Performance)</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Political Science</td>
</tr>
<tr>
<td>Portuguese</td>
</tr>
<tr>
<td>Prerequisite Challenge</td>
</tr>
<tr>
<td>President's Welcome</td>
</tr>
<tr>
<td>Privacy Rights of Students Annual Notification</td>
</tr>
<tr>
<td>Progress Probation</td>
</tr>
<tr>
<td>Psychiatric Technician</td>
</tr>
<tr>
<td>Psychology</td>
</tr>
<tr>
<td>Public Transportation Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>Reading Lab</td>
</tr>
<tr>
<td>Readmission of Expelled Students</td>
</tr>
<tr>
<td>Real Estate</td>
</tr>
<tr>
<td>Refunds</td>
</tr>
<tr>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Registration Procedures</td>
</tr>
<tr>
<td>Removal from Probation</td>
</tr>
<tr>
<td>Repeating a Course</td>
</tr>
<tr>
<td>Report Deferred</td>
</tr>
<tr>
<td>Requirements for Transfer Students</td>
</tr>
<tr>
<td>Residency Requirements</td>
</tr>
<tr>
<td>Retail Floristry</td>
</tr>
<tr>
<td>Right To Know</td>
</tr>
<tr>
<td>R.O.T.C.</td>
</tr>
<tr>
<td>Rules and Policies, Changes in</td>
</tr>
<tr>
<td>Russian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Clara University</td>
</tr>
<tr>
<td>Scholarship Program</td>
</tr>
<tr>
<td>Scholarship Requirement (Grade Point Average)</td>
</tr>
<tr>
<td>Second Associate Degree</td>
</tr>
<tr>
<td>Sexual Harassment and Sex Discrimination</td>
</tr>
<tr>
<td>Significant Lapse of Time Since Passing</td>
</tr>
<tr>
<td>Smoking Policy</td>
</tr>
<tr>
<td>Social Science</td>
</tr>
<tr>
<td>Sociology</td>
</tr>
<tr>
<td>Spanish</td>
</tr>
<tr>
<td>Special Admission of High School Students</td>
</tr>
<tr>
<td>Standards for Dismissal</td>
</tr>
<tr>
<td>Standards for Probation</td>
</tr>
<tr>
<td>Student Assembly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Conduct Code</td>
</tr>
<tr>
<td>Student Family Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>Student Government and Activities</td>
</tr>
<tr>
<td>Student Grievances</td>
</tr>
<tr>
<td>Student Health Services</td>
</tr>
<tr>
<td>Student Membership In Organizations</td>
</tr>
<tr>
<td>Student Participation In Institutional Government</td>
</tr>
<tr>
<td>Student Production of Goods and Services</td>
</tr>
<tr>
<td>Student Responsibilities</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
</tr>
<tr>
<td>Substandard Work</td>
</tr>
<tr>
<td>Summer Session</td>
</tr>
<tr>
<td>Support Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
</tr>
<tr>
<td>Technology Studies</td>
</tr>
<tr>
<td>Television Courses</td>
</tr>
<tr>
<td>Theory - Physical Education</td>
</tr>
<tr>
<td>Title IX</td>
</tr>
<tr>
<td>Transcripts</td>
</tr>
<tr>
<td>Transfer Admission Agreements (TAA)</td>
</tr>
<tr>
<td>Transfer Center</td>
</tr>
<tr>
<td>Transfer Counseling</td>
</tr>
<tr>
<td>Transfer Credit</td>
</tr>
<tr>
<td>Transfer Programs</td>
</tr>
<tr>
<td>Tutorial Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandalism</td>
</tr>
<tr>
<td>Veterans Affairs</td>
</tr>
<tr>
<td>Vietnamese</td>
</tr>
<tr>
<td>Vocational Nursing</td>
</tr>
<tr>
<td>Vocational-Technical Career Courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Center</td>
</tr>
<tr>
<td>Wellness and Human Performance</td>
</tr>
<tr>
<td>West Valley/Mission Colleges Foundation</td>
</tr>
<tr>
<td>Winter Session</td>
</tr>
<tr>
<td>Withdrawal from Classes</td>
</tr>
<tr>
<td>Work Experience Program</td>
</tr>
<tr>
<td>Workplace Instruction</td>
</tr>
</tbody>
</table>
Menlo College, in Atherton, will offer its Bachelor's degree in Management at Mission College for working adults with five years of work experience and at least 40 units of lower division courses. The program, offered in the evenings, allows students to earn a Bachelor of Arts or a Bachelor of Science degree in Management in 20–24 months. The classes are all eight weeks in length, from 6:00 to 10:00 pm, and students go through the program one or two classes at a time.

The courses are taught at Mission College using Menlo College and Mission College faculty. Students can focus their degree with a concentration in management Information Systems, Human Resource Management, Marketing or International Management.

Students living in the South Bay, San Jose and Santa Clara will benefit by avoiding a long commute and will always find convenient affordable parking at Mission College.

Classes start in August, January, and May. Financial aid and scholarships are available. Employees of non-profit or public sector organizations receive a tuition discount of 30 percent.