# College Calendar

## SUMMER SESSION 2009

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>June 1</td>
</tr>
<tr>
<td>Legal holiday, Independence Day</td>
<td>July 3</td>
</tr>
<tr>
<td>End of Summer session</td>
<td>August 21</td>
</tr>
</tbody>
</table>

## FALL SEMESTER 2009

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal holiday, Labor Day</td>
<td>September 7</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>August 31</td>
</tr>
<tr>
<td>Last day to register and add classes</td>
<td>September 11</td>
</tr>
<tr>
<td>Legal holiday, Veterans' Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Last day to drop semester-length classes with a “W”</td>
<td>November 20</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 26-28</td>
</tr>
<tr>
<td>Fall semester final examinations</td>
<td>December 12-18</td>
</tr>
<tr>
<td>Winter Break, Campus closed</td>
<td>December 21–January 3</td>
</tr>
</tbody>
</table>

## WINTER SESSION 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 6</td>
</tr>
<tr>
<td>Legal holiday, Martin Luther King</td>
<td>January 18</td>
</tr>
<tr>
<td>End of Winter session</td>
<td>January 28</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>February 1</td>
</tr>
<tr>
<td>Last day to add full-term classes</td>
<td>February 11</td>
</tr>
<tr>
<td>Legal holiday, President's Birthday</td>
<td>February 12–15</td>
</tr>
<tr>
<td>Legal holiday, Cesar Chavez Day</td>
<td>March 31</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 29 – April 3</td>
</tr>
<tr>
<td>Last day to drop full-term classes with a “W”</td>
<td>April 30</td>
</tr>
<tr>
<td>Legal holiday, Memorial Day</td>
<td>May 31</td>
</tr>
<tr>
<td>Spring semester final examinations</td>
<td>May 24–28</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 30</td>
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### 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.

Mission College ................................................. 408.988.2200
Academic Senate Office ........................................ 855.5413
ACCESS Program .............................................. 855.5192
Admissions ......................................................... 855.5000
Administrative Offices:
  Administrative Services ..................................... 855.5230
  Community Education ........................................ 855.5105
  Evening Administrator ....................................... 855.5145
  Instructional Technology and Distance Learning ....  855.5360
  Library Services ............................................... 855.5150
  Marketing, Public Relations and Graphic Design Services 855.5125
  Office of Instruction ......................................... 855.5180
  Office of Student Services ................................... 855.5197
  President’s Office ............................................ 855.5123
  Workforce and Continuing Education ..............  855.5218
Allied Health ..................................................... 855.5375
Applied Science .................................................. 855.5375
Articulation Office ............................................. 855.5045
Assessment Testing ............................................ 855.5098
ASB Office ......................................................... 855.5406
Athletics .............................................................. 855.5335
Audio Visual Services ......................................... 855.5135
Bookstore ............................................................ 855.5080
Cafeteria .............................................................. 855.5117
CalWORKs .......................................................... 855.5228
Career/Transfer Center ........................................ 855.5115
Cashier ................................................................. 855.5029
Child Development Center ................................... 855.5173
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Communications .................................................. 855.5295
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Computer Lab ....................................................... 855.5359
Corporate Education/Training ................................ 855.5200
Counseling ............................................................. 855.5030
Disability Instructional Support Center (DISC) ..  855.5085
  TTY ................................................................. 408.727.9243
Duplicating Services ............................................ 855.5410
Extended Opportunity Program and Services (EOPS) 855.5055
English as a Second Language (ESL) .................... 855.5411
Fees/Refunds ....................................................... 855.5029
Financial Aid ......................................................... 855.5065
Fire Protection Technology .................................... 855.5375
Grades by Telephone ............................................. 741.8734
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President’s Office ................................................ 855.5123
Records Office ...................................................... 855.5020
Registration by Telephone (T-Reg) ....................... 741.8734
Recruitment and Outreach .................................... 855.5585
Safety Escort Service ............................................. 855.5435
Social Sciences ..................................................... 855.5255
Staff Development Office ..................................... 408.741.2151
Student Services .................................................. 855.5197
Technologies ......................................................... 855.5335
Transcripts ............................................................. 855.5024
Tutoring Center .................................................... 855.5371
Veteran Services .................................................. 855.5011
Vocational Nursing ............................................... 855.5375
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Work Experience .................................................... 855.5251
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:
Dr. Jack Lucas, President
Mr. Chris Constantin, Vice President
Ms. Adrienne Grey
Mr. Robert T. Owens
Mr. Buck Polk
Mr. Chris Stampolis
Mr. Chad Walsh
Mr. Komi Touglo, 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 sumunod 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 nagdiskriminadarna si kanilang uri, edad, kasarian o kapansanan sa alinmang parte ng patakaran nito. Ang kakayahang sa pag Ingles ay hindi maaaring magdala ng hadlang sa pagsali sa mga pataluntunan ng Vocational Education. Ang mga taong naghihawakan ng impormasyon o kalutasan sa isang kilos na nakadiskriminanay ay magtungo sa nararanap na opisina na nakalista sa ibaba.

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

IGUAL OPORTUNIDAD SIN DISCRIMINACION
Mission Community College cumple con las leyes de Acción Afirmativa y de Igual Oportunidad de acuerdo con la Sección 504 del Acto de Rehabilitation 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 las clases coeducacionales al participar en deportes de contacto físico (inclusive la lucha libre, el fútbol americano, el básquetbol o cualquier otro deporte “cuya meta o actividad principal exige el contacto corporal”).

Chánh Sự Khong Kỳ Thị
Học Khù Đại Học Công Đông West Valley–Mission luôn mở rộng cửa đón nhận sinh viên các nơi.
Trường Đại–Học Công Đông Mission không kỳ thi vì tuổi tác, giới tính, khuyết tật, chung tò, màu da, khuyết hướng tinh dục, trong mọi chương trình hay trong các lớp học.

SĨNH VIÊN VIỆT-NAM XIN CHÚ Ý
Trường Đại-học Công Đông Mission đã có Giáo-sư Cô-Vấn người Việt-Nam làm việc toàn thời gian (Full-time Vietnamese Counselors).
Xin các bạn cựu đến tai quây có-cô-vạn (Counseling Center) trong giờ làm việc (từ 9 giờ rưỡi sáng đến 7 giờ chiều, thứ hai cho đến thứ năm), hoặc gọi số (408) 855-5030 để lấy hẹn.

Nếu có những thắc mắc cần được trả lời ngay hoặc gặp vấn đề khó khăn trong đời sống cá nhân gây trở ngại cho việc học hành, bạn có thể gọi cho Thụy Trang ở số (408) 855-5081 hay cô Phương Nguyễn ở số (408) 855-5043 để được kịp thời giúp đỡ.

CHANGES IN RULES AND POLICIES
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MATERIAL FEES
1. Students are REQUIRED to provide certain instructional materials:

   REQUIRED INSTRUCTIONAL MATERIALS OF CONTINUING VALUE OUTSIDE THE CLASSROOM must be paid for by the student. These are tangible materials that are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer disks, tools, uniforms, and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.

   NOTE: Instructional Material Fees: Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at District costs and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

   2. Students are ADVISED to provide certain instructional materials:

   Materials of an OPTIONAL nature. These are materials that enhance a student’s learning experience in the classroom, but are not essential to completion of course objectives.
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. Assistance and staff in examining the reasons behind thinking that is limited by stereotyped, 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 Commerical 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
Applied Health
Anthropology
Art
Astronomy
Biological Sciences
Business
Business Administration
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
Mathematics
Manufacturing
Philosophy
Wellness and Human Performance:
Design Drafting
Psychology
Arts
Music
Nursing (LVN to RN)
Music
Philosophy
Dance
Sports
Sports
Physical Education
Athletic Fitness
Intercollegiate Athletics

• Accounting
• Applied Health
• Anthropology
• Art
• Astronomy
• Biological Sciences
• Business
• Business Administration
• 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
• Mathematics
• Manufacturing
• Philosophy
• Wellness and Human Performance:
• Design Drafting
• Arts
• Music
• Nursing (LVN to RN)
• Physical Education
• Athletic Fitness
• Intercollegiate Athletics
General Information

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 and Communities
- Dynamic and Responsive and Excellence

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 of service to students.

HISTORY OF THE DISTRICT
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July, 1962. In October, 1962, the California State Board of Education approved the District’s formation, and in January, 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District.

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

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

In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September, 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

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

WEST VALLEY/MISSION COLLEGES FOUNDATION
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:
- To provide scholarships and assistance to students
- To administer and manage the Olympiad of the Arts
- To support programs & services of West Valley & Mission College
- To provide liaison between the Colleges and their communities

Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2164.
Academic Programs

Mission College offers three types of curricular patterns for the student: (1) the occupational or certificate program, (2) an 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 occupational 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 first 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 of Achievement 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.

### Certificate of Achievement

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### Certificate of Proficiency

Some departments offer students the option to receive a certificate of Proficiency which specifies a sequence of coursework. These Certificates are not noted on student's transcript. 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.

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<td>Art: Three-Dimensional Arts</td>
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<td>Business: Computing</td>
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<td>Business: Marketing Customer Service Core Skills</td>
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<td>Computer Applications: Office Support Specialist</td>
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</table>
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.

Advocates 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 55765(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 P. 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 NP) 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.
### Academic Programs

**ASSOCIATE DEGREE**

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

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**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.

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**Extenuating Circumstances (for successfully completed courses)**

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

**Significant Lapse of Time since Passing**

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

The following courses have a maximum combined limit of 4 units:

<table>
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<tr>
<th>Course Code</th>
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<td>WHP 008K</td>
<td>Softball - Beginning</td>
</tr>
<tr>
<td>WHP 008L</td>
<td>Softball - Intermediate</td>
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The following courses have a maximum combined limit of 3 units:

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

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

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

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

### Associated Degrees Page

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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 application of scientific principles to a related application used either in a laboratory setting or in society.

   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 humanities 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 major 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.

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 community college 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 major grade point average of 2.00 in the work completed only at Mission College.
Academic Programs

MISSION COLLEGE

GRADUATION REQUIREMENTS 2009-2010

ASSOCIATE IN ARTS and ASSOCIATE IN SCIENCE DEGREES

Mission College will confer the Associate in Arts (A.A.) or Associate in Science (A.S.) degree upon a student who successfully completes requirements listed below. Graduation requirements (Major, Competency, and General Education) are listed in the College Catalog at the time studies begin. Those requirements may be followed throughout the course of study as long as the student remains in continuous enrollment which is defined as enrollment for at least one semester each calendar year. If a break in attendance occurs, the graduation requirements shall become those listed in the College Catalog which is current at the time studies are resumed. **Reciprocity Agreement:** Students completing all of the general education and graduation proficiency requirements at a participating college will be given full credit for having completed the Mission College general education-graduation requirements, including reading, writing, oral communication, mathematics, and information competencies.

1. **Residence:** A minimum of 12 degree applicable units must be completed in residence at Mission College.
2. **Scholarship Requirement:** An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.
3. **Major Requirement:** Fulfill a specialized major as listed in the college catalog.
4. **Basic Competency Requirements:** Proficiency in the following areas is required for an Associates degree:
   - **Reading:**
     1. Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
     2. A grade of C (or “P”) or better in Reading 053, Speed and Critical Reading (in Area A2 below).
   - **Writing:**
     1. Completion of the English 001A, English Composition, with a grade of C or better (in Area A1 below).
     2. A grade of C (or “P”) or better in:
        - COMM 001 for the A.A. Degree
        - COMM 001, COMM 004, or COMM 015 for the A.S. Degree
   - **Oral Communication:**
     1. Successful completion of the proficiency exam, or
     2. A grade of C (or “P”) or better in IDS 010 (in Area F 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 Rationale – 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:
        - CIS 002, Intro to Computer Programming using Visual Basic.Net (3)
        - COMM 001 Public Speaking (3)
        - COMM 004 Small Group Communications (3)
        - COMM 005 Fundamentals of Communication (3)
        - COMM 020 Argumentation and Debate (3)
        - ENGL 001B English Composition II (3)
        - ENGL 001C Critical Thinking (3)
        - ENGL 001D Critical Thinking in Writing (3)
   - **Area B – Natural Sciences – 3.0 units minimum**
     - These courses examine the physical universe, its life forms and its natural phenomena. Courses with a lab are underlined.
     - ANTHR 001L Physical Anthropology (3)
     - ASTRO 001 Astronomy (3)
     - ASTRO 002 Astronomy Lab (1)
     - ASTRO 003 Astronomy Lab (4)
     - BIOSC 001A General Biology (5 each)
     - BIOSC 004 Microbiology (3)
     - 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 Acut. & Phsyiology for Allied Health Workers (4)
     - BIOSC 025 Environmental Biology (3)
     - BIOSC 030 Tropical Ecology (4)
     - BIOSC 041 Principles of Animal Biology (5)
     - BICSC 042 Principles of Plant Biology (5)
     - BICSC 043 Principles of Cell and Molecular Biology (5)
     - BICSC 047, 048 Human Anatomy, Physiology (5 each)
     - CHEM 001A General Chemistry (6 each)
     - CHEM 001B Organic Chemistry (5 each)
     - CHEM 002A Introductory Chemistry (4)
     - CHEM 002B Organic Chemistry (3 each)
     - ENGR 003 How Everyday Technology Works (4)
     - GEOG 001 Introduction to Physical Geography (3)
     - NS 015 Human Nutrition (3)
     - NS 052 Nutrition for Children (3)
     - PHYS 002A,B General Physics (5 each)
     - PHYS 004A,B,C Engineering Physics (5 each)
     - PHYS 004D Engineering Physics - Atomic (2)
     - PHYS 010 Introduction to Physics (4)
     - PSYCH 002A Experimental Psychology (4)
     - PSYCH 007 Psychological Psychology (3)
Academic Programs

For New Students Starting Fall 2009, Winter 2010, Spring 2010, Summer 2010

Associate Degree Requirements continued

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 001D Art of the 20th Century (3)
ART 004 Art Appreciation (3)
ART 007 Survey of Asian Art (3)
ART 011 The History of Modern Design (3) (Also GDES 011)
ART 031A, B Drawing (3 ea)
ART 033A Basic Design: Two-Dimensional (3)
ART 033B Basic Design: Three-Dimensional (3)
ART 034A, B Introduction to/Advanced Digital Art (3 ea)
ART 035A, B Life Drawing (3 ea)
ART 037A, B Intro./Intermediate Computer Animation (3 ea)
ART 039A Survey of Printmaking (3)
ART 047A, B Watercolor (3 ea)
ART 049A, B Airbrush Painting (3 ea)
ART 056A, B Ceramics-Handbuilding (3 ea)
ART 067A, B Ceramics-Potter's Wheel (3 ea)
ART 075A, B Metalsmithing (3 ea)
ART 078A, B Furniture Design and Construction (3 ea)
ART 085A, B Sculpture (3 ea)
ART 089A, B Metal Sculpture Casting (3 ea)
CHIN 050A, B Beginning Conversational Chinese (3 ea)
COM 012 Intercultural Communication (3)
ENGL 001B English Composition (3)
ENGL 006B World Literature (3)
ENGL 015 Intro. to Film Analysis (3) (Also HUMAN 015)
ENGL 016 Asian American Literature (3)
ENGL 043 Classical Mythology (3)
ENGL 044 The Bible as Literature (3)
ENGL 045 Popular Fiction in America (3)
ENGL 046 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, B Basic Conversational French (3 ea)
FRNCH 051A, B 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)
HUMAN 001A, B Human Values in and from the Arts (3)
HUMAN 007 International Films (3) (Also POL 007)
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/History (3)
HUMAN 020 Asian Roots and Culture (3)
HUMAN 022 Introduction to Islam (3)
ITAL 001, 002 First/Second Semester Italian - Elementary Level (5)
ITAL 001L, 002L Italian Laboratory (1)
ITAL 050A, B Beginning Conversational Italian (3)
ITAL 051A, B Intermediate Conversational Italian (3 ea)
JPNS 001, 002 First/Second Semester Japanese - Elementary (5 ea)
JPNS 003A, B Intermediate Japanese (3 ea)
JPNS 004A Intermediate Japanese (3)
JPNS 050A, B Beginning Conversational Japanese (3 ea)
LATN 001 Elementary Latin (3)
MUSIC 001 Music history and Literature (3)
MUSIC 002 Music History and Literature (3)
MUSIC 005A Fundamentals of Music Lecture (3)
MUSIC 006 Music Appreciation (3)
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 036A, B, C, D Beginning Guitar (1 ea)
PHIL 001 Introduction to Philosophy (3)
PHIL 002 Logic (3)
PHIL 003 Introduction to Problems in Ethics (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)
RUSS 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)
(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)
HIST 020 History and Geography of California (3)
HIST 021A American Government (3)

2009–2010 MISSION COLLEGE 15
Academic Programs

For New Students Starting Fall 2009, Winter 2010, Spring 2010, Summer 2010

Associate Degree Requirements—continued

AREA D — SOCIAL & BEHAVIORAL SCIENCES CONTINUED

Series 2: Social and Behavioral Sciences: Three (3) to six (6) semester units dealing with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

ANTHR 002 Introduction to Archaeology (3)
ANTHR 003 Cultural Anthropology (3)
ANTHR 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)
COMM 025 Mass Communication and Society (3)
COUNS 065 Valuing Diversity (3)
ECON 001A Principles of Macroeconomics (3)
ECON 001B Principles of Microeconomics (3)
GEOG 002 Introduction to Cultural Geography (3)
GLOB 001 Global Perspectives (Also SOCSC 001) (3)
GLOB 002 Global Issues (Also SOCSC 002) (3)
GLOB 003 Introduction to Peace Studies (Also SOCSC 003) (3)
GLOB 004 The Developing World (Also SOCSC 004) (3)
GLOB 005 Global Focus (Also SOCSC 005) (3)
GLOB 006 The Global Economy (Also SOCSC 006) (3)
HIST 04A,B History of Western Civilization (3 ea)
HIST 017A,B United States History (3 ea)
HIST 020 History and Geography of California (3)
HIST 031 History of East Asia (3)
HIST 033 Women's Issues Past and Present (3)
HUMAN 016A Hispanic Roots and Culture (3)
HUMAN 016B Hispanic Culture and Community (3)
HUMAN 016C Hispanic Community Development (3)
HUMAN 016D Hispanic Studies (3)
HUMAN 016E Hispanic Studies (3)
HUMAN 016F Hispanic Studies (3)
HUMAN 016G Hispanic Studies (3)
POLIT 001 American Government (3)
POLIT 002 Comparative Government (3)
POLIT 004 International Relations (3)
POLIT 008 Politics of Race, Class and Gender (3)
POLS 007 International Films (Also HUMAN 007) (3)
(POLS 007 may only be counted in Area D)

POLIT 010 Introduction to Law and the Legal System (3)
PSYCH 001 General Psychology (3)
PSYCH 002A Experimental Psychophysics (4)
PSYCH 007 Psychological 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 Theories of Personality (3)
PSYCH 055 Psychology of Death & Dying (3)
SOC 001 Introduction to Sociology (3)
SOC 002 Social Problems (3)
SOC 003 Sociology of the Family (3)
SOC 004 Sociology of Religion (3)
SOC 005 Human Sexuality (3)
SOC 006 Human Sexuality: A Global Perspective (3)
SOC 007 Sociology of Crime (3)
SOCSC 001 Global Perspectives (3)
SOCSC 002 Global Issues (3)
SOCSC 003 Introduction to Peace Studies (Also SOCSC 003)(3)
SOCSC 004 The Developing World (Also SOCSC 004)(3)
SOCSC 005 Global Focus (Also SOCSC 005)(3)
SOCSC 006 The Global Economy (Also SOCSC 006)(3)
SOCSC 002 Research Methods in Social Sciences (3)
SOCSC 061 Basics of Human Services (3)

AREA E — LIFELONG LEARNING — 3.0 units minimum

The Lifelong Learning requirement will be completed by the selection of either:

Option 1: Three (3) units from Area A-2, B, C, or D, OR

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

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

BIOC 025 Environmental Biology (3)
BUS 061 Business and Society (3)
COMML 001 Community Health Problems (3)
COMM 004 Small Group Discussion (3)
COMM 008 Interpersonal Communication (3)
COMM 012 Introduction to Intercultural Communication (3)
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 065 Valuing Diversity (3)
GLOB 001 Global Perspectives (3)
GLOB 002 Global Issues (3)
H ED 002 Health and Lifestyle (3)
LIB 010 Information Competency (1)
NS 015 Human Nutrition (3)
NS 020 Nutrition for Children (3)
PSYCH 012 Human Growth and Development (3)
PSYCH 025 Introduction to Abnormal Psychology (3)
PSYCH 030 Psychology of Addiction and Substance Abuse (3)
PSYCH 036 The Psychology of Personal Growth (3)
PSYCH 040 Environmental Psychology (3)
PSYCH 048 Theories of Personality (3)
PSYCH 055 Psychology of Death & Dying (3)
SOC 001 Sociology of the Family (3)
SOC 002 Social Problems (3)
SOC 003 Sociology of the Family (3)
SOC 004 Marriage and Family (3)
SOC 005 Human Sexuality (3)
SOC 006 Human Sexuality: A Global Perspective (3)

Note: Associate Degree requirements are not necessarily the same as general education needed to transfer, nor is an Associate Degree needed in order to transfer. Please visit www.ASSIST.org or the Counseling Office for transfer requirements.
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 (TAAs)
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 TAAs, visit the Transfer Center, Room E1-201.

REQUIREMENTS FOR TRANSFER STUDENTS (TAAs)
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 Davis
- UC Irvine
- UC Los Angeles
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz
- UC San Francisco
- UC San Diego

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

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

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

Students who are undergraduate transfer applicants in good standing at the last institution attended or students who were not eligible for admission after high school, are eligible for admission to the University of California if they meet the following standards:
A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 on a 4.0 scale. Non-residents must have a minimum 2.8 grade point average. (No more than 14 semester units may be taken Credit/No Credit)
B. Complete one of the following General Education Patterns:
1. UC Seven Course Pattern
2. Intersegmental General Education Transfer Curriculum (IGETC)

IGETC
The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. It was developed to simplify the transfer process for students. The IGETC is most helpful to students who want to keep their options open - those who know they want to transfer, but who have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many prerequisites for the major.

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

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

CERTIFICATION REQUIREMENTS

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which allows California Community College students to fulfill lower-division general education (GE) requirements for either the CSU or UC System without the need, after transfer, to take additional lower-division GE requirements. At least 60 TRANSFERABLE UNITS of Major and GE courses are required for transfer. As a transfer student you should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist you in identifying appropriate major and GE requirements; (2) request an IGETC CERTIFICATION when you request final transcripts to be sent to your transfer institution (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.

GROUP A: ENGLISH COMPOSITION
ENGL 1A English Composition I

GROUP B: CRITICAL THINKING
ENGL 1B English Composition II (SP07)
ENGL 1C Clear Thinking in Writing
PHIL 3 Introduction to Problems in Ethics
PHIL 17 Logic and Critical Thinking

GROUP C: ORAL COMMUNICATION
COMM 1 Public Speaking
COMM 29 Argumentation and Debate

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course
*MATH 1 Pre-Calculus Algebra
*MATH 2 Pre-Calculus Algebra and Trigonometry (5)
  (only 4 units transfer to UC)
*MATH 3A,B Analytic Geometry and Calculus (5,5)
*MATH 4A Intermediate Calculus (4)

AREA 3 - ARTS AND HUMANITIES – 3 courses, 9 semester units/12-15 quarter units
One course must be selected from the Arts; another from the Humanities; and a third from either area.

GROUP A: ARTS
ART 1A,B Survey of Western Art
ART 1D Art of the 20th Century
ART 4 Art Appreciation
ART 7 Survey of Asian Art
ART 11 The History of Modern Design (Also GDES 11)
GDES 11 The History of Modern Design (Also ART 11)
MUSIC 1 Music History and Literature

GROUP B: HUMANITIES
COMM 12 Intercultural Communication
ENGL 6B World 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 48 Introduction to Shakespeare
ENGL 49 Modern Fiction
FRNC 2 Second Semester French – Elementary (5)
FRNC 11A Third/Fourth Semester French – Intermediate (6,5)
FRNC 11B Fifth/Sixth Semester French – Advanced (5,5)
GDES 13 Creativity and Visual Communication (Also HUMAN 13)
HIST 4A,B History of Western Civilization
HUMAN 1A,B Human Values in and from the Arts
HUMAN 7 International Film (Also POLIT 7)

GROUP C: SOCIAL SCIENCES
COMM 1 Public Speaking
COMM 29 Argumentation and Debate

HUMAN 13 Creativity and Visual Communication (Also GDES 13)
HUMAN 15 Introduction to Film Analysis (Also ENGL 15)
HUMAN 16A Hispanic Roots and Culture
HUMAN 18 African American Culture and Humanities
HUMAN 20 Asian Roots and Culture
HUMAN 22 Introduction to Islam
JPN 2 Second Semester Japanese – Elementary (5)
JPN 3A,B Intermediate Japanese (3,3)
PHIL 1 Introduction to Philosophy
POLIT 7 International Films (Also HUMAN 7)
PORTG 40A/B Portuguese for the Portuguese Speaking
SPAN 2 Second Semester Spanish – Elementary (5)
SPAN 3/4 Third/Fourth Semester Spanish – Intermediate (5,5)
SPAN 5/6 Fifth/Sixth Semester Spanish – Advanced (5,5)
VIET 2 Second Semester Vietnamese – Elementary (5)
VIET 49A,B Vietnamese Language & Culture for Fluent Speakers
Transfer Programs

For New Students Starting Fall 2009, Winter 2010, Spring 2010, Summer 2010

IGETC Requirements continued

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES - 3 courses, 9 semester units/12-15 quarter units
Complete at least three courses from at least two disciplines.
ANTHR 2 Introduction to Archaeology
ANTHR 3 Cultural Anthropology
ANTHR 51 Culture and Food
ANTHR 55 Magic, Witchcraft And Religion
ANTHR 57 Native Peoples of North America
COMM 25 Mass Communication and Society
ECON 1A Principles of Macroeconomics
ECON 1B Principles of Microeconomics
GEOG 2 Introduction to Cultural Geography
GLOBAL 1 Global Perspectives (Also SOCSC 1)
GLOBAL 2 Global Issues (Also SOCSC 2)
GLOBAL 3 Introduction to Peace Studies (Also SOCSC 3)
GLOBAL 4 The Developing World (Also SOCSC 4)
GLOBAL 5 The Global Economy (Also SOCSC 5)
HIST 4A,B History of Western Civilization
HIST 17A,B United States History
HIST 20 History and Geography of California
HIST 31 History of East Asia
HIST 33 Women's Issues past and Present
HUMAN 16A Hispanic Roots and Culture
PHIL 5 Intro to Social & Political Philosophy
POLIT 1 American Government
POLIT 2 Comparative Government
POLIT 4 International Relations

POLIT 6 Politics of Race, Class and Gender
POLIT 10 Introduction to Law and the Legal System
PSYCH 1 General Psychology
PSYCH 2A Experimental Psychology
PSYCH 7 Physiological Psychology
PSYCH 10 Social Psychology
PSYCH 12 Human Growth and Development
PSYCH 15 Introduction to Research Methods
PSYCH 20 Theories of Personalities
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
SOCSC 1 Global Perspectives (Also GLOBAL 1)
SOCSC 2 Global Issues (Also GLOBAL 2)
SOCSC 3 Introduction to Peace Studies (Also GLOBAL 3)
SOCSC 4 The Developing World (Also GLOBAL 4)
SOCSC 6 The Global Economy (Also GLOBAL 6)

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

GROUP A: PHYSICAL SCIENCES
ASTRO 1 Astronomy
ASTRO 2 Astronomy Lab (1)
*CHEM 1A,B General Chemistry (Sea)
*CHEM 2 Introductory Chemistry
CHEM 12A,B Organic Chemistry (Sea)
*CHEM 30A,B Fundamentals of Chemistry (Sea)
ENGR 3 How Everyday Technology Works (4)

GROUP B: BIOLOGICAL SCIENCES
ANTHR 1 Physical Anthropology
ANTHR 11, Physical Anthropology Laboratory (1)
BIOCSC 1A General Biology - Cells (5)
BIOCSC 1B General Biology - Organisms (5)
BIOCSC 4 Microbiology (5)
*BIOCSC 8 Exploring Biology (3)
*BIOCSC 10 Introduction to Biology (4)
BIOCSC 11 Human Biology (4)

GEOG 1 Introduction to Physical Geography
*PHYS 2A,B General Physics (Sea)
*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)

AREA 6 - LANGUAGE OTHER THAN ENGLISH - UC IGETC REQUIREMENT ONLY
Proficiency equivalent to two years of high school study in the same language with a grade of "C" or better OR completion of one of the following:
Student must present documentation to show proficiency for 2, 3, and 4:
1. FFNCH 1, ITAL 1, JAPN 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 GRADUATION REQUIREMENT ONLY (NOT PART OF IGETC)
Complete Option 1 or Option 2. Depending on the CSU campus, courses used to meet this requirement may be used to satisfy requirements for IGETC.

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

*Transfer credit may be limited by either the UC or CSU or both. Visit www.asiist.org for specific limitations.
Courses may be taken to satisfy only one Area
Transfer Programs

MISSION COLLEGE 2009 – 2010

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 www.uctransfer.org 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 “repeats” 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 the 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:

| BERKELEY | ⇒ The College of Engineering; Most science majors |
| DAVIS | ⇒ College of Engineering; Most science majors |
| IRVINE | ⇒ School of Engineering; Most science majors |
| LOS ANGELES | ⇒ School of Engineering and Applied Sciences; Most science majors |
| MERCED | ⇒ Schools of Engineering and Natural Sciences |
| RIVERSIDE | ⇒ College of Engineering and the College of Natural & Agricultural Sciences will NOT accept IGETC; Most science majors |
| SAN DIEGO | ⇒ Division of Engineering; Most science majors |
| SANTA BARBARA | ⇒ College of Engineering; Most science majors |
| SANTA CRUZ | ⇒ College of Engineering; Most science majors |

Requirements are subject to change. Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU and UC transferable courses as well as updated IGETC and major requirements.
MISSION COLLEGE 2009 – 2010

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.

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

MISSION COLLEGE 2009 – 2010

Additional information on 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.

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 – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING – 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
    ENGL 1B English Composition II
    ENGL 1C Clear Thinking In Writing
    PHIL 2 Introduction to Logic
    PHIL 3 Introduction to Problems in Ethics
    PHIL 17 Logic and Critical Thinking
    COMM 20 Argumentation and Debate
    (PHIL 2, 3, and 20 are non-composition courses)

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING – 9 SEMESTER/12-15 QUARTER UNITS
Complete at least one course from the Biological Science area, the Physical Science area and the Mathematics area.

B1. Physical Sciences
    ASTRO 1 Astronomy
    ASTRO 2 Astronomy Lab (1)
    CHEM 1A,B General Chemistry (5,5)
    CHEM 2 Introductory Chemistry (4)
    CHEM 12A,B Organic Chemistry I (5,5)
    CHEM 30A,B Fundamentals of Chemistry (3 ea)
    ENGR 3 How Everyday Technology Works (4)
    GEOL 1 Introduction to Physical Geography
    PHYS 2A,B General Physics (5,5)
    PHYS 2A,B,C Engineering Physics (5 each)
    PHYS 4D Atomic Physics (2)
    PHYS 10 Introduction to Physics (4)

B2. Biological Sciences
    ANTHR 1 Physical Anthropology
    ANTHR 1L Physical Anthropology Lab (1)
    BIOSCI 1A General Biology – Cells (5)
    BIOSCI 1B General Biology – Organisms (5)
    BIOSCI 4 Microbiology (5)
    BIOSCI 7 Field Ecology (4)
    BIOSCI 8 Exploring Biology
    BIOSCI 10 Introduction to Biology (4)
    BIOSCI 11 Human Biology (4)
    BIOSCI 15 Human Heredity and Disease
    BIOSCI 16 Marine Biology (4)
    BIOSCI 22 Anatomy & Physiology for Allied Health Workers (4)
    BIOSCI 25 Environmental Biology
    BIOSCI 30 Tropical Ecology (4)
    BIOSCI 41 Principles of Animal Biology (5)
    BIOSCI 42 Principles of Plant Biology (5)
    BIOSCI 43 Principles of Cell and Molecular Biology (5)
    BIOSCI 47 Human Anatomy (5)
    BIOSCI 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 G Math for the Liberal Arts Students (4)
    MATH 1 Pre-Calculus Algebra
    MATH 2 Pre-Calculus Algebra and Trigonometry (5)
    MATH 3A,B Analytic Geometry and Calculus (5,5)
    MATH 4A Intermediate Calculus (4)
    MATH 4B Differential Equations (4)
    MATH 4C Linear Algebra (4)
    MATH 8 Finite Mathematics
    MATH 10 Elementary Statistics (4)
    MATH 19 Discrete Mathematics (4)
Transfer Programs

For New Students Starting Fall 2009, Winter 2010, Spring 2010, Summer 2010

California State University GE Certification Requirements continued

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 1D Art of the 20th Century
ART 4 Art Appreciation
ART 7 Survey of Asian Art
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
WHIP 40 Dance Appreciation

C2. Humanities

ARAB 50A, 50B Beginning Conversational Arabic and Culture
CHIN 50A, B Basic Conversational Chinese
COMM 12 Interpersonal Communication
ENGL 19 English Composition II
ENGL 87 World 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 48 Introduction to Shakespeare
ENGL 49 Modern Fiction
ENGL 70 Creative Writing
FRNC 1, 2 First/Second Semester French - Elementary (5 ea)
FRNC 3, 4 Third/Fourth Semester French – Intermediate (5 ea)
FRNC 5, 6 Fifth/Sixth Semester French – Advanced (5 ea)
FRNC 1L, 2L French Laboratory (5 ea)
FRNC 50A, B Basic Conversational French
FRNC 51A, B Intermediate Conversational French
FRNC 62 French Cultural Experience (2)
GDES 13 Creativity and Visual Communication (Also HUMAN 13)
GLOB 5 Global Focus (Also SOSC 5)
HUMAN 1A, B Human Values in and from the Arts
HUMAN 7 International Films (Also POLIT 7)
HUMAN 13 Creativity and Visual Communication (Also GDES 13)
HUMAN 15 Introduction to Film Analysis (Also ENGL 15)
HUMAN 16A Hispanic Roots and Culture
HUMAN 16B 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 Intermediate Japanese (3 ea)
JPNS 50A, B Beginning Conversational Japanese
LATIN 1 Elementary Latin (5)
PHIL 1 Introduction to Philosophy
PHIL 3 Introduction to Problems in Ethics
POLIT 7 International Films (Also HUMAN 7)
PORTG 49A, B Portuguese for the Portuguese Speaking
PORTG 50A, B Basic Conversational Portuguese
PORTG 51A, B Intermediate Conversational Portuguese
RUS 10 Beginning Conversational Russian
SOCSC 5 Global Focus (Also GLOB 5)
SPAN 1, 2 First/Second Semester Spanish – Elementary (5 ea)
SPAN 3, 4 Third/Fourth Semester Spanish – Intermediate (5 ea)
SPAN 5, 6 Fifth/Sixth Semester Spanish – Advanced (5 ea)
SPAN 1L, 2L Spanish Laboratory (5 ea)
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 SCIENCES – 9 SEMESTER/12-15 QUARTER UNITS

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

Section 1: The American History & Institution Requirement. Select one of the following combinations listed below:

HIST 17A American History & POLIT 1 American Government OR HIST 17B American History & POLIT 1 American Government

Section 2:

D1. Anthropology & Archaeology

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

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

(Also SOC 39A and SOC 39B)
Transfer Programs

For New Students Starting Fall 2009, Winter 2010, Spring 2010, Summer 2010

California State University GE Certification Requirements continued

AREA D – SOCIAL SCIENCES CONTINUED

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

D5. Ethnic Studies
COUNS 55 Valuing Diversity
HUMAN 16A Hispanic Roots and Cultures

D6. Geography
GEOG 2 Introduction to Cultural Geography

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

D8: Political Science, Government, and Legal Institutions
POLIS 1 American Government
POLIS 2 Comparative Government
POLIS 4 International Relations
POLIS 6 Politics of Race, Class and Gender
POLIS 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
PSYCH 20 Theories of Personality
PSYCH 25 Introduction to Abnormal Psychology
PSYCH 30 Psychology of Addictions and Substance Abuse
PSYCH 33 The Psychology of Personal 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 30S American Culture through Film
SOC 39A Native American Cultures of the Southwest
SOC 39B Urban Cultures of San Francisco
(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
SOC 47 Sociology of Criminology

AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT – 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.

BIOISL 25 Environmental Biology
COMHL 10 Community Health Problems
COMM 8 Interpersonal Communication
COMM 12 Introduction to Intercultural Communication
COUNS 3 Strategies for Success
COUNS 5 Strategies for Success
HED 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 (2 different activities) are required for graduation from San Jose State University and recommended for CSU East Bay, however, they are NOT required to transfer.

NOTE: Courses may be taken to satisfy only one GE Area

Requirements are subject to change.

Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU transferable courses as well as updated general education and major requirements.

MC Office of Articulation 06.09.2009
## 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 and evaluation. Credit will be awarded as shown in the chart below.

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>MC CREDIT</th>
<th>UNITS ALLOWED</th>
<th>CSU GE CREDIT</th>
<th>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>3 units in Area 3A/3B</td>
<td>UC-H</td>
<td>5.3</td>
</tr>
<tr>
<td>Art-General</td>
<td>ART 33A</td>
<td>3</td>
<td>---</td>
<td>3 units in Area 3A/3B</td>
<td>UC-H</td>
<td>5.3</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</td>
<td>4 units in Area 5B + Lab</td>
<td>UC-S</td>
<td>5.3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 1A</td>
<td>5</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5A + Lab</td>
<td>UC-S</td>
<td>5.3</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 37A/172A</td>
<td>4</td>
<td>---</td>
<td>3 units in Area 5A + Lab</td>
<td>UC-S</td>
<td>5.3</td>
</tr>
<tr>
<td>Computer Science-AB</td>
<td>CIS 37B/172B</td>
<td>4</td>
<td>---</td>
<td>---</td>
<td>2.7*</td>
<td></td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>ECON 1A</td>
<td>3</td>
<td>3 units in Area D2: Series 2</td>
<td>3 units in Area 4B</td>
<td>UC-B</td>
<td>2.7</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>ECON 1B</td>
<td>3</td>
<td>3 units in Area D2: Series 2</td>
<td>3 units in Area 4B</td>
<td>UC-B</td>
<td>2.7</td>
</tr>
<tr>
<td>English Literature/Composition</td>
<td>ENGL 1A</td>
<td>3</td>
<td>3 units in Area A2</td>
<td>3 units in Area 1A</td>
<td>UC-E</td>
<td>5.3*</td>
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<tr>
<td>English Literature/Composition</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>3 units in Area 1A/3B</td>
<td>UC-E/UC-H</td>
<td>5.3*</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>3 units in Area 4H</td>
<td>UC-B</td>
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</tr>
<tr>
<td>History - European</td>
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<td>3</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3B/4F</td>
<td>UC-H/UC-B</td>
<td>5.3</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>3 units in Area 3B/4F</td>
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<tr>
<td>History - World</td>
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<td>#</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3B/4F</td>
<td>UC-H/UC-B</td>
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<tr>
<td>Language - French</td>
<td>FRNCH 3</td>
<td>5</td>
<td>6 units in Area C2</td>
<td>3 units in Area 6A and 3B</td>
<td>UC-H</td>
<td>5.3</td>
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<tr>
<td>Language - Spanish</td>
<td>SPAN 3</td>
<td>5</td>
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<td>3 units in Area 6A and 6B</td>
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<td>5.3</td>
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<td>Literature - French</td>
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<td>5.3</td>
</tr>
<tr>
<td>Literature - Spanish</td>
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<td>5</td>
<td>6 units in Area C2</td>
<td>3 units in Area 6A and 6B</td>
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<td>5.3</td>
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<tr>
<td>Math Calculus-AB</td>
<td>MATH 3A</td>
<td>5</td>
<td>3 units in Area B4</td>
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<tr>
<td>Math Calculus-BC (score of 3)</td>
<td>MATH 3A</td>
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<td>3 units in Area B4</td>
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<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>
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<td>UC-M</td>
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<td>Physics-B</td>
<td>PHYS 2A</td>
<td>5</td>
<td>6 units in Areas B1 and B3</td>
<td>4 units in Area 5A + Lab</td>
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<tr>
<td>Physics-C</td>
<td>PHYS 4A+4B</td>
<td>10</td>
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<tr>
<td>Psychology</td>
<td>PSYCH 1</td>
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<tr>
<td>Statistics</td>
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<td>3 units in Area B4</td>
<td>3 units in Area 2A</td>
<td>UC-M</td>
<td>2.7</td>
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</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
ACCOUNTING

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

ACCOUNTING  (ACCTG)

DIVISION:  Commercial Services
DEPARTMENT:  Accounting
DEPT CHAIR:  Betty Christopher
PHONE:  408-855-5343
COUNSELING:  408-855-5630

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 I
• Accounts Payable
• Bank Employee/Examiner
• General Ledger
• Certified Public Accountant
• Full-Charge
• Cost Accountant
• Tax Preparer
• Insurance Employment

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

Highlights:

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

A.S. Degree:
• Accounting

Certificate:
• Accounting

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<td>ACCTG 033</td>
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<tr>
<td>ACCTG 034</td>
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<td>ACCTG 040</td>
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<td>ACCTG 041</td>
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<tr>
<td>ACCTG 042</td>
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<tr>
<td>ACCTG 045</td>
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<td></td>
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<td>ACCTG 051A</td>
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<td>ACCTG 051B</td>
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<tr>
<td>ACCTG 052</td>
<td>E</td>
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<tr>
<td>ACCTG 057A</td>
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</table>

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

Accounting - A.S. Degree

Core Curriculum Courses (Required)                      Units
ACCTG 001A......Principles of Accounting.........................4.0
ACCTG 01B......Principles of Accounting.........................4.0
BUS 021.......Introduction to Business Computing...............3.0
BUS 021L........Introduction to Business Computing Laboratory...1.0
BUS 028A........Business Law I......................................3.0
Plus 3 units from the following:

ACCTG 050......Computerized Accounting: Quickbooks................3.0

OR
ACCTG 065......Computerized Accounting: Peachtree................3.0

Plus 10 units from the following:
ACCTG 033......Projected Cash Flow & Financial Statements Using Excel.................................1.5
ACCTG 034......Business Financial Planning Using Excel...........1.5
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 Accounting: Quickbooks.............3.0
ACCTG 065......Computerized Accounting: Peachtree..............3.0
ACCTG 071......Advanced Accounting...................................4.0

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

Plus 3 units from the following:
ACCTG 040......Introduction To Personal Financial Planning........1.0
ACCTG 041......Insurance Planning.....................................1.0
ACCTG 042......Investment Planning....................................1.0
ACCTG 043......Tax Planning............................................1.0
ACCTG 044......Retirement Planning....................................1.0
ACCTG 045......Estate Planning...........................................1.0
ACCTG 051A......Income Tax..............................................3.0
ACCTG 051B......Income Tax..............................................3.0
BUS 051......Introduction to American Business....................3.0
BUS 064......Business Math Using Calculators.......................4.0
BUS 078......Business Communications..............................3.0
BUS 079......Human Relations Applied in Business...............3.0
MGMT 103......Functions of Management I............................3.0
MKT 056A.......Marketing Principles................................3.0

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

Accounting - Certificate

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

Select at least 24 units from the following:               Units
ACCTG 001A......Principles of Accounting.........................4.0
ACCTG 01B......Principles of Accounting.........................4.0
ACCTG 033......Projected Cash Flow & Financial Statements Using Excel.................................1.5
ACCTG 034......Business Financial Planning Using Excel...........1.5
ACCTG 040......Introduction To Personal Financial Planning........1.0
ACCTG 041......Insurance Planning.....................................1.0
ACCTG 042......Investment Planning....................................1.0
ACCTG 043......Tax Planning............................................1.0
ACCTG 044......Retirement Planning....................................1.0
ACCTG 045......Estate Planning...........................................1.0
ACCTG 051A......Income Tax..............................................3.0
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<th>Course Title</th>
<th>Units</th>
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<td>ACCTG 051B</td>
<td>Income Tax</td>
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<tr>
<td>ACCTG 052</td>
<td>Payroll and Business Tax Accounting</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>Cost Accounting</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>ACCTG 057B</td>
<td>Cost Accounting</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
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<td>ACCTG 058B</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
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<tr>
<td>ACCTG 059A</td>
<td>Financial Auditing</td>
<td>4.0</td>
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<tr>
<td>ACCTG 060</td>
<td>Computerized Accounting-Quickbooks</td>
<td>3.0</td>
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<td>ACCTG 065</td>
<td>Computerized Accounting-Peachtree</td>
<td>3.0</td>
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<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
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<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Laboratory</td>
<td>1.0</td>
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<tr>
<td>BUS 026A</td>
<td>Business Law</td>
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<td><strong>Total Program Certificate Requirements</strong></td>
<td><strong>24.0</strong></td>
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### ACCOUNTING (ACCTG)

#### 001A • PRINCIPLES OF ACCOUNTING
- **4.0 units**
- **Total Lecture:** 73.6 hours
- **Advisory:** MATH 903 and READ 053
- **Acceptable for credit:** University of California, California State University

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

#### 001B • PRINCIPLES OF ACCOUNTING
- **4.0 units**
- **Total Lecture:** 73.6 hours
- **Advisory:** MATH 903
- **Prerequisite:** ACCTG 001A
- **Acceptable for credit:** University of California, California State University

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

#### 021A • BASIC ACCOUNTING I
- **2.0 units**
- **Total Lecture:** 36.8 hours
- **Acceptable for credit:** California State University

This is the first course designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of basic accounting 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**
- **Total Lecture:** 36.8 hours
- **Prerequisite:** ACCTG 021A
- **Acceptable for credit:** California State University

This course is designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional evaluation 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**
- **Total Lecture:** 89.6 hours
- **Acceptable for credit:** California State University

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

#### 033 • PROJECTED CASH FLOW AND FINANCIAL STATEMENTS USING EXCEL
- **1.5 units**
- **Total Lecture:** 27.2 hours
- **Advisory:** Eligibility for ENGL 001A and READ 053
- **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. Students learn to apply these procedures to actual cases through lecture, reading, problems and project assignments. Students build their own Excel spreadsheet models to project an income statement and balance sheet, with a cash flow budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may also be offered via distance learning. **Pass/No Pass Option.**

#### 034 • BUSINESS FINANCIAL PLANNING USING EXCEL
- **1.5 units**
- **Total Lecture:** 27.2 hours
- **Advisory:** Eligibility for ENGL 001A and READ 053
- **Prerequisite:** ACCTG 001A *(Note: ACCTG 033 is not a prerequisite)*
- **Acceptable for credit:** California State University

This course combines the theory and procedure of business financial planning and analysis with the use of the spreadsheet program Excel. Students apply these procedures to actual cases through lecture, reading, problems, and project assignments. Students build their own Excel spreadsheet 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. This course may be offered via distance learning. **Pass/No Pass Option.**

#### 040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING
- **1.0 unit**
- **Total Lecture:** 20.8 hours
- **Acceptable for credit:** California State University

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

#### 041 • INSURANCE PLANNING
- **1.0 unit**
- **Total Lecture:** 20.8 hours
- **Acceptable for credit:** California State University

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

#### 042 • INVESTMENT PLANNING
- **1.0 unit**
- **Total Lecture:** 20.8 hours
- **Acceptable for credit:** California State University

This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students will prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. **Pass/No Pass Option.**
### 043 • TAX PLANNING  
**Total Lecture:** 20.8 hours  
**Acceptable for credit:** California State University  
This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year.  
**Pass/No Pass Option.**

### 044 • RETIREMENT PLANNING  
**Total Lecture:** 20.8 hours  
**Acceptable for credit:** California State University  
This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. **Pass/No Pass Option.**

### 045 • ESTATE PLANNING  
**Total Lecture:** 20.8 hours  
**Acceptable for credit:** California State University  
This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. **Pass/No Pass Option.**

### 051A • INCOME TAX  
**Total Lecture:** 54.4 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001A  
**Acceptable for credit:** California State University  
This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary topics. **Grade Only.**

### 051B • INCOME TAX  
**Total Lecture:** 54.4 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001A  
**Acceptable for credit:** California State University  
The course, through textual, case study, and problem materials develops a basic understanding of the taxation principles applied to corporations, partnerships, estates and trusts. **Grade Only.**

### 052 • PAYROLL AND BUSINESS TAX ACCOUNTING  
**Total Lecture:** 54.4 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001A  
**Acceptable for credit:** California State University  
This course presents a thorough study of payroll preparation, payroll taxes, sales taxes and personal property taxes and other tax costs (other than income tax) as related to businesses. Basic payroll procedures used in business today will be stressed. Various methods of manual and automated payroll preparation will be presented. **Grade Only.**

### 057A • COST ACCOUNTING  
**Total Lecture:** 73.6 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001B  
**Acceptable for credit:** California State University  
Provides students a thorough presentation of cost accounting terminology and concepts used in current practice and develops a basic facility in practical applications of cost accounting techniques and systems. Cost systems development and control aspects are stressed. Emphasis is placed on the use of cost accounting data rather than on cost accumulation. Course covers job order system, process system, and standard costs, flexible budgets, full-absorption vs. direct cost, relevant cost, and cost-volume-profit concepts. **Grade Only.**

### 057B • COST ACCOUNTING  
**Total Lecture:** 73.6 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001B  
**Acceptable for credit:** California State University  
Accounting 57B is the second course of two complementary one-semester courses that complete a detailed investigation of the main theories and procedures of Cost Accounting. Subject areas include capital budgeting, inventory control, cost allocation procedures, process cost accounting, performance measurement, and sales and production mix analysis. **Grade Only.**

### 058A • INTERMEDIATE ACCOUNTING  
**Total Lecture:** 73.6 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 001B  
**Acceptable for credit:** California State University  
A review of fundamental accounting process, techniques and principles including control and theory of accounting for assets; correction of prior years’ earnings; and measurement and determination of income. Current standards and pronouncements are presented. **Grade Only.**

### 058B • INTERMEDIATE ACCOUNTING  
**Total Lecture:** 73.6 hours  
**Advisory:** MATH 903  
**Prerequisite:** ACCTG 058A  
**Acceptable for credit:** California State University  
This course provides comprehensive study of liabilities, formation and changes in stockholders’ equity, statement of cash flows, pension plans, lease, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis is also reviewed. **Grade Only.**

### 059A • FINANCIAL AUDITING  
**Total Lecture:** 73.6 hours  
**Prerequisite:** ACCTG 058A  
**Acceptable for credit:** California State University  
The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. **Grade Only.**

### 060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS  
**Total Lecture:** 54.4 hours  
**Advisory:** Eligibility for ENGL 108A and READ 053  
**Prerequisite:** ACCTG 001A  
**Acceptable for credit:** California State University  
In this course, students use Quickbooks accounting software 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 includes 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. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. **Pass/No Pass Option.**

### 065 • COMPUTERIZED ACCOUNTING: PEACHTREE  
**Total Lecture:** 54.4 hours  
**Prerequisite:** ACCTG 001A  
**Acceptable for credit:** California State University  
In this course, students use Peachtree accounting software 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 includes 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. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. **Pass/No Pass Option.**
071 • ADVANCED ACCOUNTING 4.0 units
Total Lecture: 73.6 hours
Prerequisite: ACCCG 058B or equivalent
Acceptable for credit: California State University

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

901AS • ACCTG 001A SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 001A
In this lab, students receive supplemental instruction and practice on the accounting practice set project and on accounting study guide exercises. This course is open entry/exit. Pass/No Pass Only.

901BS • ACCTG 001B SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 001B
In this lab, students receive supplemental instruction and practice on accounting study guide exercises. This course is open entry/exit. Pass/No Pass Only.

933S • ACCTG 033 SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 033
In this lab, students receive supplemental instruction and practice using Excel software to project cash flow and financial statements. This course is open entry/exit. Pass/No Pass Only.

934S • ACCTG 034 SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 034
In this lab, students receive supplemental instruction and practice using Excel software to build financial analysis models. This course is open entry/exit. Pass/No Pass Only.

960S • QUICKBOOKS SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 060
In this lab, students receive supplemental instruction and practice using Quickbooks software to enter transactions and produce reports. This course is open entry/exit. Pass/No Pass Only.

965S • PEACHTREE SUPPLEMENTAL LAB 0.5 Unit
Total Lab: 27.2 hours
Corequisite: ACCTG 065
In this lab, students receive supplemental instruction and practice using Peachtree software to enter transactions and produce reports. This course is open entry/exit. Pass/No Pass Only.
### Allied Health Program Acceptance Policy

Due to requirements from the California Department of Public Health, acceptance into the Nursing Assistance program will be dependent on the following:

**Nursing Assistant Program:**
- Attendance at an information session (Dates will be posted in W2-202)
- Completion of the Healthcare Program Entrance Examination. (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.

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

### Nursing Assistant / Home Health Aide

**Acute Care Nursing Assistant - Certificates**

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

#### Level I: Nurse Assistant Certificate:

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
</table>
| AH 020D  
Fundamentals of Nursing Assistant | 3.5   |
| AH 020E  
Nurse Assistant Clinical | 2.0   |
| HED 004  
Standard First Aid | 0.5   |

**Total Level I Certificate Requirements:** 6.0 units

#### Level II: Home Health Aide Certificate:

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
</table>
| 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 units

#### Level III: Acute Care Nurse Assistant Certificate:

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
</table>
| AH 011  
Cardiopulmonary Resuscitation | 0.5   |
| AH 020H  
Acute Care Nurse Assistant Theory | 1.5   |
| AH 020I  
Acute Care Nursing Assistant Clinical | 2.0   |

**Total Level III Certificate Requirements:** 4.0 units

### 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.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
</table>
| 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   |

**Total Program Certificate Requirements:** 12.0 units

### Allied Health (AH)

#### 003 • Medical Terminology

**3.0 units**

**Total Lecture:** 54.4 hours

Acceptable for credit: California State University

This course provides techniques of medical word building and interpretation using basic word elements (root words, prefixes and suffixes.) Students learn anatomical, physiological, pathological medical terminology, as well as therapeutic and diagnostic words with the overview of each body system. Students demonstrate their ability to spell, pronounce and understand the meaning of medical terms through medical record and professional journal activities. This course may also be offered via distance learning. Pass/No Pass Option.

#### 011 • Basic Life Support (CPR) for Healthcare Providers

**0.5 units**

**Total Lecture:** 8.0 hours

Acceptable for credit: California State University

The course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression (Basic Life Support) to a victim of sudden death. This course is taught according to guidelines of the American Heart Association. AHA CPR/AED course completion cards will be issued to students who successfully complete course objectives. The student is required to read the textbook “BLS for Healthcare Providers” prior to attending class. May be repeated two times. Materials Fee: $5.00. Pass/No Pass Option.

#### 012 • Emergency and Disaster Preparedness for Allied Health Workers

**0.5 units**

**Total Lecture:** 8.0 hours

The 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. Pass/No Pass Option.

#### 020D • Nursing Assistant Fundamentals

**3.5 units**

**Total Lecture:** 54.4 hours, **Total Lab:** 27.2 hours

Corequisite: AH 020E

Acceptable for credit: California State University

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

#### 020E • Nurse Assistant Clinical

**2.0 units**

**Total Lab:** 108.8 hours

Corequisite: AH 020D

Acceptable for credit: California State University

This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with AH 020D, are eligible to apply for the California Certified Nurse Assistant (CNA) exam. Pass/No Pass Option.

#### 020F • Home Health Aide Fundamentals

**1.5 units**

**Total Lecture:** 27.2 hours

Advisory: Eligibility for ENGL 108A and READ 053

Prerequisite: Current CNA or eligibility for CNA examination

Corequisite: AH 020G

Acceptable for credit: California State University

This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AH 020G provides eligibility for a California Home Health Aide (HHA) certificate. Grade Only.
020G • HOME HEALTH AIDE CLINICAL 0.5 units
Total Lab: 27.2 hours
Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
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 basic nursing skills in a home setting. Students who successfully complete this course along with AH 020F are eligible to apply for the California Home Health Aide Certificate. Pass/No Pass Option.

020H • ACUTE CARE NURSING ASSISTANT 1.5 units
Total Lecture: 27.2 hours
Advisory: MATH 903
Prerequisite: AH 020D and AH 020E, or current CNA Certificate
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
Total Lab: 108.8 hours
Advisory: MATH 900
Prerequisite: AH 020D and AH 020E, or current CNA Certificate
Corequisite: AH 020H
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
Total Lecture: 54.4 hours
Advisory: EVGL 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.

914 • MATH FOR HEALTH OCCUPATIONS 1.0 unit
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 20.8 hours
Prerequisite: Eligibility for MATH 903
This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications. 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
• 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>D, E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>D, E</td>
<td>D, E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>ANTHR 51</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 55</td>
<td>E</td>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Anthropology - A.A 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>3.0</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>3.0</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>3.0</td>
</tr>
<tr>
<td>ANTHR 051</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 055</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>3.0</td>
</tr>
</tbody>
</table>

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
### ANTHROPOLOGY

**Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 038</td>
<td>American Culture through Film</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Human Sexuality: A Global Perspective</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total A.A. Degree Requirements</strong></td>
<td><strong>18.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Archaeological Technology - Certificate

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

**Required Mission College courses:**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Archaeology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 030A</td>
<td>Introduction to Word Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Program Certification Requirements</strong></td>
<td><strong>30.0</strong></td>
<td></td>
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</tbody>
</table>

**Required core courses:**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHE 113A</td>
<td>Laws and Regulations</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 2</td>
<td>Archaeological Survey</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 3</td>
<td>Data Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 4</td>
<td>Field Excavation</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 5</td>
<td>Laboratory and Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCHE 113A</td>
<td>Laws and Regulations</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Program Certification Requirements</strong></td>
<td><strong>15.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### 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 ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 032</td>
<td>Community Services</td>
<td>2.0</td>
</tr>
<tr>
<td>SOC 061</td>
<td>Basics of Human Services</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Program Certification Requirements</strong></td>
<td><strong>3.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### 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:**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNS 001</td>
<td>College Survival Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>COUNS 010</td>
<td>Crisis Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 012A</td>
<td>Careers and Life Styles</td>
<td>1.0</td>
</tr>
<tr>
<td>COUNS 051A</td>
<td>Self Esteem and Goal Setting</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total Program Certification Requirements</strong></td>
<td><strong>15.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Courses in this program cover Disability Issues*

### ANTHROPOLOGY (ANTHR)

**001 • PHYSICAL ANTHROPOLOGY**

- **3.0 units**
- **Total Lecture:** 54.4 hours
- Acceptable for credit: University of California, California State University
- The evolution of human biology and behavior, theories of human origins, principles of evolution, genetics, race, prehistoric humans and primate behavior will be studied. Special emphasis will be placed on the biological basis of sociocultural behavior. **Pass/No Pass Option.**

**001L • PHYSICAL ANTHROPOLOGY LAB**

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

**002 • INTRODUCTION TO ARCHAEOLOGY**

- **3.0 units**
- **Total Lecture:** 54.4 hours
- Advisory: ENGL 905, READ 161 and MATH 903
- Acceptable for credit: University of California, California State University
- This course includes an introduction to the history and development of the concepts and methods of anthropological archaeology. A survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation, as well as cultural resource management will be covered. This course may also be offered via distance learning. **Pass/No Pass Option.**

**003 • INTRODUCTION TO CULTURAL ANTHROPOLOGY**

- **3.0 units**
- **Total Lecture:** 54.4 hours
- Acceptable for credit: University of California, California State University
- This course is the study of cultural and social behavior as developed through the anthropological study of contemporary peoples. It includes a comparative study of the range of cultures of the world with emphasis on social organization, economics, religion, kinship systems, cultural patterns, values and ethics, and ecology. This course may also be offered via distance learning. **Pass/No Pass Option.**

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

- **3.0 units**
- **Total Lecture:** 20.8 hours, **Total Lab:** 108.8 hours
- Acceptable for credit: California State University
- This course is a study of Navajo, Hopi, Pueblo, and other Native American Groups of the Flagstaff, Grand Canyon, and “Four-Corners” area of the Southwestern United States, that includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. **Pass/No Pass Option.**

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

- **3.0 units**
- **Total Lecture:** 20.8 hours, **Total Lab:** 108.8 hours
- Acceptable for credit: California State University
- This course is a study of a selection from Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. **Pass/No Pass Option.**

**048 • CULTURAL TRADITIONS IN HEALTH CARE**

- **3.0 units**
- **Total Lecture:** 54.4 hours
- Advisory: ANTHR 003
- Acceptable for credit: California State University
- In many traditional cultures health care is relegated to nursing, emergency treatment specialists, and family members. This course is a study of these traditions, with special emphasis on what health professionals in the U.S. can learn from and about these traditions and how they can deal with people from these traditions to help them communicate with current medical services. Healing by touch, the use of herbs, dieting, fasting, ceremonies, and other traditions are included. Gender differences in the healing professions are emphasized. **Pass/No Pass Option.**
The origins of such conditions are explored. Conditions of present day Native-American communities are investigated and the nature and organization of cultures prior to European-American dominance. 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
Total Lecture: 54.4 hours
Acceptable for credit: University of California, California State University
A cross-cultural study of beliefs and practices dealing with the supernatural. Using the major theoretical approaches of anthropology, the student will study the cultural context in which each belief and practice is found, including ritual, symbolism, totems, magic, myth, witchcraft, and pantheism. The cultural function of individual experiences, such as altered states of consciousness, development of a "belief" system, and revitalization are explored. This course may also be offered via distance learning. Pass/No Pass Option.

057 • NATIVE PEOPLES OF NORTH AMERICA 3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: University of California, California State University
This course is a survey of the native peoples and cultures of North America, including American Indians, Aleuts, and Eskimos. Emphasis is placed on the nature and organization of cultures prior to European-American dominance. The conditions of present day Native-American communities are investigated and the origins of such conditions are explored. Pass/No Pass Option.
### Requirements of the Major:

The major requires completion of 18 units in the following two areas:

I. **Applied Arts** (total of 6 units from one or more of the Creative Arts disciplines). Courses in which the student participates in the arts, such as drawing, painting, singing, instrumental performance, creative writing, dancing, and oral interpretation.

II. **History or Theory** (total of 12 units). Courses in which the student studies the history and/or theory of Creative Arts related subjects. The student should complete 3 units in each of the following four disciplines: Art, English, Dance, and Music. The following courses are recommended in this area (relevant courses not on this list may also be approved on a course-by-course basis):

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

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

#### Art - Certificate

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

- **A. Survey of Art** - 6 units selected from:
- **B. Drawing**, **C. Design**, **D. Professional Preparation** - 2 or 3 units selected from:

#### Art - A.A. Degree

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

- **Foundation Courses**
- **Applied Arts Courses**

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

**Certificate:**
- **Art**
- **Creative Arts**

**Art - Certificate**

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

- **Area**
- **Units**

<table>
<thead>
<tr>
<th>Foundation</th>
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<tbody>
<tr>
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<tr>
<td>Three-Dimensional</td>
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For specific requirements for a certificate in art, consult with the art department or a counselor.

**Art - A.A. Degree**

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

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

**Art Portfolio:**

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<th>COURSE</th>
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<td>B. Drawing - 6 units selected from:</td>
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<td>C. Design - 6 units selected from:</td>
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<td>D. Professional Preparation - 2 or 3 units selected from:</td>
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**Plus one course from two of the three areas of concentration:**

- **Two-Dimensional Art**
- **Three-Dimensional Art**

**Two-Dimensional Art**

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**Three-Dimensional Art**

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| ART 065ABCD    |      |        |        | 3.0     |
| ART 067ABCD    |      |        |        | 3.0     |
| ART 075ABCD    |      |        |        | 3.0     |
| ART 085ABCD    |      |        |        | 3.0     |

* If not taken as a Foundation course

#### Non-Traditional Media

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**Total Units**

18.0 - 31.0

#### Creative Arts - A.A. Degree

Acceptable for credit: University of California, California State University

A chronological survey of painting, sculpture, and architecture from Prehistoric through Medieval times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. This course may also be offered via distance learning. Pass/No Pass Option.

#### 001A • Survey of Western Art I

Total Lecture: 54.4 hours

Acceptable for credit: University of California, California State University

A chronological survey of painting, sculpture and architecture from Prehistoric through Medieval times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. This course may also be offered via distance learning. Pass/No Pass Option.

#### 001B • Survey of Western Art II

Total Lecture: 54.4 hours

Acceptable for credit: University of California, California State University

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

#### 001C • Survey of Asian, African, Native American and Oceanic Art

Total Lecture: 54.4 hours

Acceptable for credit: University of California, California State University

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

#### 001D • Art of the 20th Century

Total Lecture: 54.4 hours

Acceptable for credit: University of California, California State University

A general survey of painting, sculpture, and architecture in the western world from Pre-Columbian 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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

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

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

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

011 • THE HISTORY OF MODERN DESIGN
3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: University of California, California State University
This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work. Pass/No Pass Option.

020A • MUSEUM/GALLERY INTERNSHIP
1.0 unit
Total Lab: 54.4 hours
Acceptable for credit: California State University
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 54 hours per semester. Course may be repeated three times. Pass/No Pass Option.

020B • MUSEUM/GALLERY INTERNSHIP
2.0 units
Total Lab: 108.8 hours
Acceptable for credit: California State University
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 108 hours per semester. Course may be repeated three times. Pass/No Pass Option.

020C • MUSEUM/GALLERY INTERNSHIP
3.0 units
Total Lab: 163.2 hours
Acceptable for credit: California State University
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 162 hours per semester. Course may be repeated three times. Pass/No Pass Option.

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

031B • DRAWING
3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Pass/No Pass Option.

033A • BASIC DESIGN: TWO-DIMENSIONAL
3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Acceptable for credit: University of California, California State University
This is the basic introductory course to the principles and elements of two dimensional design and composition. This course covers visual awareness, line, shape, space, pattern, texture, and basic color theory, as well as art critical terminology. Compositional 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
Total Lecture: 20.8 hours, Total Lab: 108.8 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to three-dimensional problems and contemporary attitudes in design. Materials Fee: $15.00. Pass/No Pass Option.

033C • BASIC DESIGN: COLOR
3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This is a studio design course pursuing the in-depth study of color as a design element. This course provides students with an understanding of the attributes of color-hue, value, and intensity, as well as the secondary attributes of color organization and interaction, as well as past and present artists’ uses of color to achieve their purposes. 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.
034A • INTRODUCTION TO DIGITAL ART 3.0 units
Total Lecture: 36.8 hours, Total Lab: 54.4 hours
Advisory: ART 031A
Acceptable for credit: University of California, California State University
This course introduces the student to the basic concepts and techniques of digital art. The course uses computer software (Adobe Photoshop) for creating and manipulating images. Students will explore the use of digital tools such as color, texture, lighting, and composition to create digital art. May be repeated one time. Pass/No Pass Option.

034B • ADVANCED DIGITAL ART 3.0 units
Total Lecture: 36.8 hours, Total Lab: 54.4 hours
Prerequisite: ART 034A
Acceptable for credit: University of California, California State University
This course is an introduction to the basic concepts and techniques of digital art. The course uses computer software (Adobe Photoshop) for creating and manipulating images. Students will explore the use of digital tools such as color, texture, lighting, and composition to create digital art. May be repeated one time. Pass/No Pass Option.

034C • ADVANCED COMPUTER-AIDED ART 2.0 units
Total Lecture: 17.6 hours, Total Lab: 54.4 hours
Prerequisite: ART 034B
Acceptable for credit: University of California, California State University
This course is an introduction to the basic concepts and techniques of digital art. The course uses computer software (Adobe Photoshop) for creating and manipulating images. Students will explore the use of digital tools such as color, texture, lighting, and composition to create digital art. May be repeated one time. Pass/No Pass Option.

035A, B, C, D • LIFE DRAWING 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite for ART 035A: ART 031A
for ART 035B: ART 036A
for ART 035C: ART 036B
for ART 035D: ART 036C
Acceptable for credit: University of California, California State University
This course is an introduction to the basic concepts and techniques of digital art. The course uses computer software (Adobe Photoshop) for creating and manipulating images. Students will explore the use of digital tools such as color, texture, lighting, and composition to create digital art. May be repeated one time. Pass/No Pass Option.

037A • INTRODUCTION TO COMPUTER ANIMATION 3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Advisory: ART 034A
Acceptable for credit: California State University
This course is an introductory course to computer animation. Students will learn animation techniques using software such as 3D modeling, lighting, and rendering. Students will analyze the historical and contemporary trends in computer animation. Pass/No Pass Option.

037B • ADVANCED COMPUTER ANIMATION 3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite: ART 037A
Acceptable for credit: California State University
Students will learn advanced animation techniques using 3D modeling software and computer graphics. Students will analyze the historical and contemporary trends in computer animation. May be repeated two times. Pass/No Pass Option.

038A • INTRODUCTION TO ADOBE PREMIERE 3.0 units
Total Lecture: 36.8 hours, Total Lab: 54.4 hours
Advisory: ART 034A
Acceptable for credit: California State University
This course is an introduction to the Adobe Premiere software. Students will learn video editing techniques using this software, including video transitions and special effects. May be repeated one time. Pass/No Pass Option.

039A • SURVEY OF PRINTMAKING 3.0 units
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite: ART 031A or ART 033A
Acceptable for credit: University of California, California State University
This course is an introduction to printmaking. Students will learn various printing techniques and media used in printmaking. May be repeated one time. Pass/No Pass Option.

043A • DIGITAL CHARACTER ANIMATION 3.0 units
Total Lecture: 36.8 hours, Total Lab: 54.4 hours
Advisory: ART 034A
Prerequisite: ART 031A
Acceptable for credit: California State University
This course is an introduction to computer animation. Students will learn basic animation principles and how to create animated characters. Students will also learn about software techniques, walk cycles, bones, texture mapping and lighting. Students will create complex animated characters. May be repeated one time. Pass/No Pass Option.

044A, B, C, D • AIRBRUSH PAINTING 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite for ART 044A: ART 031A or ART 033A
for ART 044B: ART 043C
for ART 044C: ART 043D
for ART 044D: ART 043B
Acceptable for credit: California State University
This course is an introduction to the airbrush as a painting tool. Students will learn the airbrushing techniques and how to use it to create realistic and abstract images. May be repeated one time. Pass/No Pass Option.

045A, B, C, D • WATERCOLOR 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.2 hours
Advisory for ART 045A: ART 031A or ART 033A
for ART 045B: ART 044A
for ART 045C: ART 044B
for ART 045D: ART 044C
Prerequisite for ART 045A: ART 044A
Acceptable for credit: University of California, California State University
This course is an introduction to watercolor painting. Students will learn the techniques of watercolor painting and how to use it to create realistic and abstract images. May be repeated one time. Pass/No Pass Option.

047A, B, C, D • WATERCOLOR 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.2 hours
Advisory for ART 047A: ART 031A or ART 033A
for ART 047B: ART 044A
for ART 047C: ART 044B
for ART 047D: ART 044C
Prerequisite for ART 047A: ART 044A
Acceptable for credit: University of California, California State University
This course is an introduction to watercolor painting. Students will learn the techniques of watercolor painting and how to use it to create realistic and abstract images. May be repeated one time. Pass/No Pass Option.

048A, B, C, D • AIRBRUSH PAINTING 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Prerequisite for ART 048A: ART 031A or ART 033A
for ART 048B: ART 043A
for ART 048C: ART 043B
for ART 048D: ART 043C
Acceptable for credit: California State University
This course is an introduction to the airbrush as a painting tool. Students will learn the airbrushing techniques and how to use it to create realistic and abstract images. May be repeated one time. Pass/No Pass Option.

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ART 49A, B, C, D • PAINTING 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Advisory for ART 49A: ART 031A or ART 033A
for ART 49C: ART 049B
for ART 49D: ART 049B
Prerequisite for ART 49B: ART 49A
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.

065A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Advisory for ART 065A: ART 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. Materials Fee: $20.00 (ART 065A, B, C, D)

067A, B, C, D • CERAMICS-POTTER’S WHEEL 3.0 units each
Total Lecture: 36.8 hours, Total Lab: 72.0 hours
Advisory for ART 067A: ART 033A
for ART 067C: ART 067B
for ART 067D: ART 067C
Prerequisite for ART 067B: ART 067A
Acceptable for credit: University of California, California State University
ART 67A will introduce 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. Materials Fee: $15.00
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. Materials Fee: $20.00
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. (ART 67C and D) Materials Fee: $20.00. Pass/No Pass Option.

075A • METALSMITHING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Advisory: ART 033A, ART 033B or demonstrated subject skills proficiency
Acceptable for credit: California State University
ART 075A is a studio course which introduces students to the elements of design and metal-smithing techniques used in the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Materials Fee: $15.00. Pass/No Pass Option.

075B • METALSMITHING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Prerequisite: ART 075A, Recommend eligibility ENGL 108A
Acceptable for credit: California State University
ART 075B is an advanced 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. Materials Fee: $15.00. Pass/No Pass Option.

075C • METALSMITHING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
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. Materials Fee: $15.00. Pass/No Pass Option.

075D • METALSMITHING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
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 from previous levels. Students are provided with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee: $15.00. Pass/No Pass Option.

078A • FURNITURE DESIGN AND WOODWORKING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: ART 078C
Acceptable for credit: California State University
ART 078A develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Pass/No Pass Option.

078B • FURNITURE DESIGN AND WOODWORKING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Advisory: ART 078B
Acceptable for credit: California State University
ART 078B introduces more advanced techniques and design skills in furniture construction. The students develop individual and group projects under the direction of the instructor, focusing on special aspects of furniture and woodworking. Pass/No Pass Option.

078C • FURNITURE DESIGN AND WOODWORKING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Prerequisite: ART 078B
ART 078C is an advanced woodworking class which involves techniques and equipment not covered in previous levels. Pass/No Pass Option.

078D • FURNITURE DESIGN AND WOODWORKING 3.0 units
Total Lecture: 17.6 hours, Total Lab: 108.8 hours
Prerequisite: ART 078C
ART 078D is an advanced course in woodworking and furniture design. Fourth in the series, this course allows students to work more independently to develop design and technical skills, and to prepare for careers in the industry. 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.

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### ART

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Total Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>085A • SCULPTURE</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Advisory: Eligibility for ENGL 108A and READ 053, ART 031A or ART 033A.&lt;br&gt;Acceptable for credit: University of California, California State University&lt;br&gt;ART 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques including modeling, casting and carving are covered. Utilizing clay, wood, plaster and metal are covered as well. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085B • SCULPTURE</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085A.&lt;br&gt;Acceptable for credit: University of California, California State University&lt;br&gt;ART 085B builds on skills and concepts learned in ART 085A, and introduces new techniques. Students explore the development of a personal style of sculpture design. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085C • SCULPTURE</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085C.&lt;br&gt;ART 085D focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085D • SCULPTURE</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085C.&lt;br&gt;ART 085D includes opportunities to build on previous experience and explore new techniques. ART 085D will focus on different aspects of course content. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085A • METAL SCULPTURE CASTING</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Advisory: ART085A or ART033B.&lt;br&gt;Acceptable for credit: California State University&lt;br&gt;ART 085A 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. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085B • METAL SCULPTURE CASTING</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085B.&lt;br&gt;Acceptable for credit: California State University&lt;br&gt;This course is a study of the metal casting process which introduces new techniques and skill-building assignments, as well as development of a personal form. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085C • METAL SCULPTURE CASTING</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085C.&lt;br&gt;ART 085D 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. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
<tr>
<td>085D • METAL SCULPTURE CASTING</td>
<td>3.0 units&lt;br&gt;Total Lecture: 17.6 hours, Total Lab: 108.8 hours&lt;br&gt;Prerequisite: ART085D.&lt;br&gt;ART 085D 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. Materials Fee: $15.00. Pass/No Pass Option.</td>
<td>3.0</td>
<td>17.6</td>
<td>108.8</td>
</tr>
</tbody>
</table>

### ART 090 • ART PRACTICE LAB
- **Total Lab: 54.4 hours**
- **Advisory: ART031A or ART033A or ART033B**
- **Acceptable for credit: University of California, California State University**

The coursework is determined by student and instructor on a contract basis. Concurrent enrollment in any ART course is required. Pass/No Pass Option.

### ART 091, 92, 93 • DIRECTED STUDIES
- **0.5 - 1.0 unit**
- **ART 091 - Total Lab: 54.4 hours**
- **ART 092 - Total Lab: 108.8 hours**
- **ART 093 - Total Lab: 161.6 hours**

Students may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course applied for and obtain consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student's objectives. Pass/No Pass Option.

### 190A, B • CULTURAL EVENTS
- **0.5 - 2.0 units**
- **ART 190A - Total Lab: 8.0 hours**
- **ART 190B - Total Lab: 16.0 hours**

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

### 970 • OPEN CERAMIC STUDIO
- **2.0 units**
- **Total Lecture: 17.6 hours, Total Lab: 54.4 hours**
- **Advisory: Completion of a college level ceramic course or equivalent**

Open Ceramic Studio is for students who have taken ceramic courses at the college level and who want to improve their ceramic skills or students with previous ceramic experience. Each student must develop his or her own course objectives in coordination with the instructor. Course objectives must explore specific areas of ceramics. No production or commercial work is allowed. Students will assist in the loading and firing of the ceramic kilns. May be repeated three times. Pass/No Pass Only.
MISSION COLLEGE 2009–2010

ASTRONOMY • BIOLOGICAL SCIENCES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

ASTRONOMY (ASTRO)

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

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

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

A.S. Degree:
• Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>D, E</td>
<td>D, E</td>
<td>E</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>D, E</td>
<td>D, E</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>Units</th>
</tr>
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<tbody>
<tr>
<td>Astro 001</td>
</tr>
<tr>
<td>Astro 002</td>
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<tr>
<td>CHEM 001AB</td>
</tr>
<tr>
<td>CHEM 002</td>
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<tr>
<td>CHEM 005</td>
</tr>
<tr>
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</tr>
<tr>
<td>Phys 004D</td>
</tr>
<tr>
<td>Phys 010</td>
</tr>
<tr>
<td>Total Program A.S. Degree Requirements:</td>
</tr>
</tbody>
</table>

ASTRONOMY (ASTRO) 3.0 units

Total Lecture: 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

This course is a descriptive astronomy lecture only course covering the entire panorama of the universe, including early human observations, the origin and structure of the solar system, and the properties, origin and evolution of stars, galaxies and cosmology. Grade Only.

002 • ASTRONOMY LABORATORY 1.0 unit

Total Lab: 54.4 hours
Advisory: MATH 903
Prerequisite/Corequisite: ASTRO 001
Acceptable for credit: University of California, California State University

This course offers practical experience in astronomical projects using lab equipment and computers, reinforcing the concepts introduced in descriptive astronomy lectures. The emphasis is on collecting and manipulating astronomical data to infer the nature of the universe. Materials Fee: $5.00. Grade Only.

003 • ASTRONOMY 4.0 units

Total Lecture: 54.4 hours, Total Lab: 54.4 hours
Advisory/MATH 903
Acceptable for credit: University of California, California State University

This course covers the entire panorama of the universe from the observations of the night sky to the origin and structure of the planets, stars, galaxies and the universe. The lab portion of the course includes practical experience with the methods of astronomy using computers and other equipment. This course may also be offered via distance learning. Grade Only.

BIOLOGICAL SCIENCES (BIOSC)

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

The Biological Sciences Department provides students with a comprehensive foundation in the life sciences, promotes environmental awareness and careful stewardship of earth’s resources, and fosters scientific literacy to enable our students to function well in a world increasingly influenced by science and technology. We offer degree and transfer programs in the biological sciences, provide prerequisite courses for degree programs in allied health, and courses that satisfy General Education requirements for students planning to transfer to colleges and universities. Our emphasis is upon delivering high-quality instruction in an inclusive, positive learning environment that facilitates success for all students.

Students who complete the A.S. degree in Biological Sciences will be able to:
• Communicate effectively using the language, concepts and models of biology.
• Use the scientific method to define and solve problems independently and collaboratively.
• Use a wide variety of laboratory and field techniques with accuracy, precision and safety.
• Demonstrate proficient library, mathematical and computer skills in data gathering and analysis.
• Apply scientific concepts to environmental and societal issues.
• Explain basic evolutionary principles and their relationship to adaptation and biodiversity.

Career Options Include:
• Nursing • Dentistry • Ecology
• Medicine • Physical Therapy • Resource Conservation
• Pharmacy • Research • Science Education

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill requirements for some degree programs. Students planning to transfer to a degree program should consult the lower-division requirements of the transfer program of the university to which they plan to apply to ensure that they meet all requirements before transfer.

Program Highlights

Biological Sciences at Mission College specializes in small class size and personal attention. Our modern lab facilities provide students with a safe, comfortable learning environment. Highlights of our program include:

• Transferable courses
  All majors and non-majors courses (with the exception of directed studies courses) are fully transferable to UC and CSU.
• Convenient class times
  We offer day, evening, and weekend sections of our most popular courses. We also offer online sections of many of our courses.
• Health Sciences
  We offer all prerequisite biology for entrance into the RN and LVN nursing programs. We have an evening program for pre-nursing prerequisites tailored to the working student.
• Biology Majors Program
  The Division of Natural Sciences now offers all lower-division prerequisite courses in Biology, Chemistry and Physics for those seeking to transfer to a 4-year institution.
• General Education
  Non-majors courses cover topics that are of current interest and relevant to students’ lives.
• Study abroad
  Our popular Tropical Ecology course (BIOSC 030) offers students the opportunity to study the ecology and culture of Costa Rica.

A.S. Degree: Biological Sciences

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 001A</td>
<td>D</td>
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<td></td>
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<tr>
<td>BIOSC 001B</td>
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2009–2010 MISSION COLLEGE 39
## Biological Sciences - A.S. Degree

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

### Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course 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>BIOSC 001A</td>
<td>General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 005</td>
<td>Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007</td>
<td>Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>Biology-Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>Marine Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
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<tr>
<td>BIOSC 030</td>
<td>Tropical Ecology</td>
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<tr>
<td>BIOSC 047</td>
<td>Human Anatomy</td>
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<tr>
<td>BIOSC 048</td>
<td>Human Physiology</td>
<td>5.0</td>
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<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
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<td><strong>Total Units</strong></td>
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## BIOLOGICAL SCIENCES (BIOSC)

### 001A • GENERAL BIOLOGY: CELLS

- **Total Lecture:** 54.4 hours, **Total Lab:** 108.8 hours
- **Advisory:** Eligibility for ENGL 108A and READ 053, CHEM 001B
- **Prerequisite:** CHEM 002A and MATH 100C and BIOSC 010 or BIOSC 011 or BIOSC 015
- **Acceptable for credit:** University of California, California State University

This course is an introductory course in biology designed for non-biological sciences majors. It covers the principles and concepts of biology, including the scientific method, cells, genetics, evolution, ecology and basic anatomy and physiology. Topics include the following basic principles and stresses their applicability to a variety of plants and animals, as well as to humans: biological perspective and thought, organisms and their environments, structure, interactions, energy exchange and life processes; continuity through time, reproduction, heredity, diversification and evolution. Laboratory work is required in order to receive credit for the course. This course may also be offered via distance learning. **Materials Fee:** $15.00. **Grade Only.**

### 001B • GENERAL BIOLOGY: ORGANISMS

- **Total Lecture:** 54.4 hours, **Total Lab:** 108.8 hours
- **Advisory:** Eligibility for ENGL 108A and READ 053
- **Prerequisite:** BIOSC 001A
- **Acceptable for credit:** University of California, California State University

This course is an introductory course in biology 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 premises and limitations. This course may also be offered via distance learning. **Pass/No Pass Option.**

### 004 • MICROBIOLOGY

- **Total Lecture:** 54.4 hours, **Total Lab:** 108.8 hours
- **Advisory:** MATH 100C
- **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 sciences. **Grade Only.**

### 007 • FIELD ECOLOGY

- **Total Lecture:** 36.8 hours, **Total Lab:** 108.8 hours
- **Acceptable for credit:** California State University

This introductory level course will cover techniques that are used by naturalists to observe, identify, sample, and analyze a range of living organisms inhabiting aquatic and terrestrial environments. Lectures on basic ecological principles, taxonomy and techniques for observation and sampling will be held at Mission College. Students will be given a variety of hands-on opportunities to apply this knowledge, in day trips planned for locations around the Bay area and during their stays at active field research stations. Students will be responsible for their own trip costs and transportation arrangements. **Pass/No Pass Option.**

### 008 • EXPLORING BIOLOGY

- **Total Lecture:** 54.4 hours
- **Acceptable for credit:** University of California, California State University

This is an introductory biology course designed for post-secondary students seeking to meet transfer and general education requirements or interested in personal enrichment. The course investigates a broad range of biology topics, concepts, and principles, such as the chemical basis of life, evolution, plant and animal biology, and ecology. It examines the scientific method and considers both its premises and limitations. This course may also be offered via distance learning. **Pass/No Pass Option.**

### 010 • INTRODUCTION TO BIOLOGY

- **Total Lecture:** 54.4 hours, **Total Lab:** 108.8 hours
- **Advisory:** Eligibility for ENGL 108A and READ 053
- **Acceptable for credit:** University of California, California State University

B IOSC 010 is an introductory course in biology designed for the non-biological sciences major. Topics include the following basic principles and stresses their applicability to a variety of plants and animals, as well as to humans: biological perspective and thought, 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 laboratory work is required in order to receive credit for the course. This course may also be offered via distance learning. **Materials Fee:** $15.00. **Grade Only.**

### 011 • HUMAN BIOLOGY

- **Total Lecture:** 54.4 hours, **Total Lab:** 108.8 hours
- **Advisory:** Eligibility for ENGL 108A and READ 053
- **Acceptable for credit:** University of California, 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

- **Total Lecture:** 54.4 hours
- **Advisory:** MATH 100C
- **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 students. This course may also be offered via distance learning. **Pass/No Pass Option.**
016 • MARINE BIOLOGY 4.0 units
Total Lecture: 54.4 hours, Total Lab: 54.4 hours
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
Total Lecture: 54.4 hours, Total Lab: 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is an overview of the normal structure and function of the human body and is designed to provide a foundation for the study of disease and dysfunction in the clinical setting. The body systems, from microscopic to macroscopic levels, are covered, as well as general principles of physiology. Laboratory work includes dissection of preserved materials. BIOSC 022 is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. Grade Only.

025 • ENVIRONMENTAL BIOLOGY 3.0 units
Total Lecture: 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed for students of all disciplines to include a wide range of contemporary biological topics that will affect their lives; e.g., population growth and control, environmental problems, genetic manipulation, nutrition, energy issues, the role of technology in society, etc. Basic biological, chemical, and physical principles are presented, as appropriate, for meaningful discussion of these issues. Grade Only.

030 • TROPICAL ECOLOGY 4.0 units
Total Lecture: 54.4 hours, Total Lab: 54.4 hours
Acceptable for credit: California State University
This introductory level course is designed for students of all disciplines, who are interested in learning about tropical ecology firsthand. The laboratory will be at field stations, e.g., Costa Rica. Principles of ecology, biodiversity, and conservation will be emphasized. The culture, economy, and public policy of the country visited and their relationship to resource conservation will be featured. Students will participate in naturalist-led hikes and design and carry out their own ecological experiments.

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

041 • PRINCIPLES OF ANIMAL BIOLOGY 5.0 units
Total Lecture: 54.4 hours, Total Lab: 108.8 hours
Advisory: ENGL 108A and READ 053, concurrent enrollment in CHEM 001A
Prerequisite: High School or College Biology course, MATH 000C and CHEM 002.
Acceptable for credit: University of California, 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
Total Lecture: 54.4 hours, Total Lab: 108.8 hours
Advisory: Concurrent enrollment in CHEM 001B, Eligibility for ENGL 001A and READ 053
Prerequisite: BIOSC 011 or BIOSC 041 or BIOSC 042 or equivalent course in College Biology and CHEM 001A and MATH 000C
Acceptable for credit: University of California, California State University
This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, functional characteristics of Bacteria, Archaea, and protists, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade Only.

043 • PRINCIPLES OF CELL AND MOLECULAR BIOLOGY 5.0 units
Total Lecture: 54.4 hours, Total Lab: 108.8 hours
Advisory: CHEM 001B, Eligibility for ENGL 001A and READ 053
Prerequisite: BIOSC 011 or equivalent course in College Biology
Acceptable for credit: University of California, California State University
This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, functional characteristics of Bacteria, Archaea, and protists, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade Only.

047 • HUMAN ANATOMY 5.0 units
Total Lecture: 54.4 hours, Total Lab: 108.8 hours
Advisory: Concurrent enrollment in BIOSC 047S, Eligibility for ENGL 001A and READ 053
Prerequisite: BIOSC 011 or equivalent course in College Biology
Acceptable for credit: University of California, 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. This course may be offered via distance learning. Grade Only.

047S • HUMAN ANATOMY SUPPLEMENTAL LABORATORY 1.0 units
Total Lab: 54.4 hours
Corequisite: Concurrent enrollment in BIOSC 047 or completion of BIOSC 047 or the equivalent with a grade of “C” or higher.
This is a supplemental course designed primarily for students currently taking BIOSC 047 to work through tutorials with an anatomy instructor. Students who have already completed BIOSC 047, but who want to review the material, are also welcome. Pass/No Pass Only.

048 • HUMAN PHYSIOLOGY 5.0 units
Total Lecture: 54.4 hours, Total Lab: 108.8 hours
Prerequisite: BIOSC047 or equivalent course, CHEM001A or higher or CHEM030A or CHEM 030B
Acceptable for credit: University of California, California State University
This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. Grade Only.
BUSINESS (BUS)

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

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

The Business Department offers courses in 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:
Upon successful completion of the Business program, students will be able to:

• Describe the functions of American business;
• Choose a business career path;
• Transfer to colleges and universities;
• 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
• Rental/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 service 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:

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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; BUS 51, Introduction to American Business, and BUS 64B, Business Math Using Calculators, are foundation courses that should be the first two courses in your college program to prepare you to achieve more difficult business courses such as economics and accounting with greater ease.

Dept. Core Courses (14 units required)

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Total Core Course Requirements: ........................................................14.0

Dept. Elective Core Courses (16 units)

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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.S. Degree Confirmation: ..................................30.0

Business - A.A. Degree (Transfer)

Core Curriculum Courses (Required)

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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
Mission College offers a 16-unit Business Communications Certificate to students who successfully complete 16 or more units of coursework as outlined below. The business communications certificate prepares students with the necessary communication skills required for success in a wide range of business areas.

Choose a minimum of 2 courses from the following:

- BUS 078B Business Communications 
- BUS 079C Business Report Writing
- BUS 083A Business Presentations Using PowerPoint
- COMM 004 Small Group Communication
- COMM 012 Introduction to Intercultural Communication

Total Program Certificate Requirements: 16 units

### Business Communication Core Skills - Certificate

Mission College offers a 9-unit Business Communications Core Skills Certificate to students who successfully complete 9 or more units of coursework as outlined below. Earning a Business Communications Core Skills Certificate demonstrates that the student has received specialized training in business communications.

Choose a minimum of 2 courses from the following:

- BUS 078B Business Communications
- BUS 079C Business Report Writing
- BUS 083A Business Presentations Using PowerPoint
- COMM 004 Small Group Communication
- COMM 012 Introduction to Intercultural Communication

Total Units: 9 units
BUS 027 ............ Principles of e-Business ................................................... 3.0
BUS 082A .......... Business Spreadsheets Using Excel ............................... 3.0
BUS 083A .......... Business Presentations Using PowerPoint ........................ 3.0
BUS 086 .......... Building Business Websites ........................................... 3.0
CA 045A .......... Introductory Microsoft Project ........................................... 1.0
CA 046D .......... Introduction to Microsoft PowerPoint .................................. 1.0
CA 046E .......... Intermediate Microsoft PowerPoint .................................... 1.0
CA 062B .......... An Introduction to Microsoft Excel .................................... 1.0
CA 063B .......... Intermediate Microsoft Excel ............................................ 2.0
Total Program Certificate Requirements: ................................................... 16.0

Business Computing Core Skills - Certificate
Mission College offers a 9-unit Business Computing Core Skills Certificate to students who successfully complete 9 or more units of coursework as outlined below. Earning a Business Computing Core Skills Certificate demonstrates students have completed core coursework in business computing.

Core Curriculum Courses (Required)  
Units
BUS 021 .......... Introduction to Business Computing ................................... 3.0
BUS 021L .......... Introduction to Business Computing ................................... 1.0
Choose a minimum of 5 units from the following:  Units
BUS 025 .......... Introduction to Systems Analysis ....................................... 3.0
BUS 027 .......... Principles of e-Business ..................................................... 3.0
BUS 082A .......... Business Spreadsheets Using Excel .................................. 3.0
BUS 083A .......... Business Presentations Using PowerPoint ........................ 3.0
BUS 086 .......... Building Business Websites .............................................. 3.0
CA 045A .......... Introductory Microsoft Project ........................................... 1.0
CA 046D .......... Introduction to Microsoft PowerPoint .................................. 1.0
CA 046E .......... Intermediate Microsoft PowerPoint .................................... 1.0
CA 062B .......... An Introduction to Microsoft Excel .................................... 1.0
CA 063B .......... Intermediate Microsoft Excel ............................................ 2.0
Total Units ................................................................................................... 9.0

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)  
Units
BUS 027 .......... Principles of e-Business ..................................................... 3.0
BUS 061 .......... Business and Society .......................................................... 3.0
Choose a minimum of 10 units from the following:  Units
ACCTG 021A .......... Basic Accounting I ......................................................... 2.0
BUS 010 .......... Global Business ................................................................. 3.0
BUS 021 .......... Introduction to Business Computing .................................... 3.0
BUS 021L .......... Introduction to Business Computing .................................... 1.0
BUS 025 .......... Introduction to Systems Analysis ....................................... 3.0
BUS 028A .......... Business Law I ................................................................. 3.0
BUS 028B .......... Business Law II ................................................................. 3.0
BUS 051 .......... Introduction to American Business ..................................... 3.0
BUS 054 .......... Small Business Start Up and Management ........................ 3.0
BUS 054A .......... The Business Plan ............................................................. 1.0
BUS 055A .......... Industry and Competitive Analysis .................................. 1.0
BUS 077A .......... Maximizing Sales With Salesforce.com ............................. 1.0
BUS 078F .......... Business Writing for the Web ............................................ 1.0
BUS 086 .......... Building Business Websites .............................................. 3.0
MKT 056A .......... Marketing Principles ....................................................... 3.0
MKT 084 .......... Internet Marketing .............................................................. 3.0
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)  
Units
BUS 010 .......... Global Business ................................................................. 3.0
MGMT 103 .......... Functions of Management ............................................ 3.0
MKT 060 .......... International Marketing .................................................... 3.0
Choose a minimum of 7 units from the following courses:  
Units
BUS 028A .......... Business Law I ................................................................. 3.0
BUS 055 .......... Business Strategy for Success ............................................ 3.0
BUS 055A .......... Industry and Competitive Analysis .................................. 1.0
COMM 012 .......... Introduction to Intercultural .......................................... 3.0
GLOBL 001 .......... Global Perspectives ...................................................... 3.0
MKT 058 .......... Marketing Research .......................................................... 3.0
MKT 062 .......... Global Exporting and Importing ....................................... 1.0
MKT 074 .......... Purchasing ..................................................................... 3.0
................................................................. or
BUS 074 .......... Purchasing ..................................................................... 3.0
MKT 084 .......... Internet Marketing .............................................................. 3.0
MGMT 022 .......... Budgeting for Managers ............................................... 0.5
MGMT 025 .......... Diversity in the Workplace ............................................ 0.5
POLIT 004 .......... International Relations .................................................... 3.0
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)  
Units
BUS 037 .......... Fundamentals of Project Management ............................... 3.0
BUS 038 .......... Applied Project Management ............................................ 3.0
Choose a minimum of 10 units from the following:  
Units
BUS 021 .......... Introduction to Business Computing .................................... 3.0
BUS 021L .......... Introduction to Business Computing .................................... 1.0
BUS 077 .......... Quality Customer Service .................................................. 3.0
BUS 078B .......... Business Communications .............................................. 3.0
BUS 078C .......... Business Report Writing ................................................... 3.0
BUS 078H .......... Writing Effective E-mail for Business ............................... 1.0
BUS 079 .......... Human Relations Applied in Business ................................ 3.0
COMM 004 .......... Small Group Communication ......................................... 3.0
CA 045A .......... Introductory Microsoft Project ............................................ 1.0
CA 045B .......... Intermediate Microsoft Project .......................................... 2.0
MGMT 102 .......... Leadership ................................................................. 3.0
MGMT 103 .......... Functions of Management ............................................ 3.0
MGMT 111 .......... Problem Solving for Managers ....................................... 3.0
Total Program Certificate Requirements: ................................................... 16.0
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

Small Business Start Up - Certificate
Mission College offers a 16-unit Small Business Start Up 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 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) ..............................................Units
BUS 054 ..................Small Business Start Up and Management ..............3.0
BUS 054A ..................The Business Plan .................................................1.0

Choose a minimum of 12 units from the following: ..................Units
ACCTG 021A ...........Basic Accounting I ..............................................2.0
BUS 026A ..................Business Law I .....................................................3.0
BUS 026B ..................Business Law II .....................................................3.0
BUS 055 ..................Business Strategy for Success ..................................3.0
BUS 055A ..................Industry and Competitive Analysis ..........................1.0
BUS 061 ..................Business and Society ..............................................3.0
BUS 064A ..................Basic Business Arithmetic ...................................3.0
BUS 077 ..................Quality Customer Service ......................................3.0
BUS 077A ..................Maximizing Sales With Salesforce.com .................1.0
BUS 077C ..................50 Ways to Improve Customer Service .................0.5
BUS 079 ..................Human Relations Applied in Business ....................3.0
MGMT 022 ..................Budgeting for Managers .......................................0.5
MGMT 113 ..................Management in Practice .....................................3.0
MKT 040 ..................Professional Selling ...................................................3.0
MKT 040A ..................Fundamentals of Selling .......................................0.5
MKT 040B ..................Prospecting Strategies ..........................................0.5
MKT 056A ..................Marketing Principles .............................................3.0
MKT 070A ..................Keys to Successful Product Launch ............................0.5
MKT 072A ..................Blogging for Business .............................................0.5
MKT 081B ..................Getting Your First Customer ....................................0.5

Total Units ..........................................................16.0

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

010 • GLOBAL BUSINESS 3.0 units
Total Lecture: 54.4 hours
Advisory: MATH 003
Acceptable for credit: California State University
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.

021 • INTRODUCTION TO BUSINESS COMPUTING 3.0 units
Total Lecture: 54.4 hours
Corequisite: BUS 021L
Acceptable for credit: University of California, California State University
This course provides an overview of computer information systems and introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in business and other segments of society. Business majors must take BUS 021. Mission College CIS 002 is not a substitute for BUS 021. This course may also be offered via distance learning. Pass/No Pass Option.

021L • INTRODUCTION TO BUSINESS COMPUTING LAB 1.0 unit
Total Lab: 54.4 hours
Advisory: Eligibility for ENGL 106A and READ 053
Corequisite: BUS 021
Acceptable for credit: University of California, California State University
This course provides an overview of how to use common software packages for business applications including word processing, spreadsheets, graphic presentations and how to use the Internet. This hands-on computer work will augment the basic concepts covered in BUS 021. This course may also be offered via distance learning. Pass/No Pass Option.

025 • INTRO TO SYSTEMS ANALYSIS AND DESIGN 3.0 units
Total Lecture: 36.8 hours, Total Lab: 54.4 hours
Prerequisite: BUS 021, BUS 021L and BUS 051
Acceptable for credit: California State University
This course is an introduction to systems development methodologies, techniques and tools. This course may also be offered via distance learning. Pass/No Pass Option.

027 • PRINCIPLES OF E-BUSINESS 3.0 units
Total Lecture: 54.4 hours
Advisory: BUS 021 and BUS 021L
Acceptable for credit: California State University
This course 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.

028A • BUSINESS LAW I 3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: University of California, California State University
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.

028B • BUSINESS LAW II 3.0 units
Total Lecture: 54.4 hours
Advisory: BUS 028A
Acceptable for credit: University of California, California State University
This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business, and covers laws governing sales and leases, debtor-creditor relations, negotiable instruments, international law and governmental regulation. (Note: UC credit limited to either BUS 28A or 28B) This course may also be offered via distance learning. Pass/No Pass Option.

037 • FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: California State University
In this course, students will learn the secrets to successful project management: how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. This course may also be offered via distance learning. Pass/No Pass Option.

038 • APPLIED PROJECT MANAGEMENT 3.0 units
Total Lecture: 54.4 hours
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
Total Lecture: 72.6 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 16.0 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 16.0 hours
Advisor: 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.

056 • BUSINESS AND SOCIETY 3.0 units
Total Lecture: 54.4 hours
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 challenges and benefits of business activity. Regardless of a student's major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. This course may also be offered via distance learning. Pass/No Pass Option.

064A • BASIC BUSINESS ARITHMETIC 3.0 units
Total Lecture: 54.4 hours
Advisor: MATH 903
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 MATH (Formerly known as BUS 064) 4.0 units
Total Lecture: 73.6 hours
Advisor: 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
Total Lecture: 8.0 hours
This course allows students to review basic business math skills in preparation for taking BUS 064B. This course may be offered via distance learning. Pass/No Pass Option.

074 • PURCHASING 3.0 units
Total Lecture: 54.4 hours
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.

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

077A • MAXIMIZING SALES WITH SALESFORCE.COM 1.0 unit
Total Lecture: 16.0 hours
This course provides an overview of how to use Salesforce.com, one of the most popular tools used by sales representatives to manage customer relationships. This course may be offered via distance learning. Pass/No Pass Option.

077B • CUSTOMER SERVICE PHONE SKILLS 0.5 unit
Total Lecture: 8.0 hours
This course helps students develop exceptional customer service phone skills. Pass/No Pass Option.

077C • 50 WAYS TO IMPROVE CUSTOMER SERVICE 0.5 unit
Total Lecture: 8.0 hours
This course outlines 50 ways businesses can improve customer service. Pass/No Pass Option.
### BUSINESS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>078A</td>
<td>BASIC BUSINESS CORRESPONDENCE</td>
<td>3.0</td>
</tr>
<tr>
<td>078B</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3.0</td>
</tr>
<tr>
<td>078C</td>
<td>BUSINESS REPORTWRITING</td>
<td>3.0</td>
</tr>
<tr>
<td>078D</td>
<td>GRANT WRITING</td>
<td>1.0</td>
</tr>
<tr>
<td>078E</td>
<td>PERSUASIVE BUSINESS WRITING</td>
<td>1.0</td>
</tr>
<tr>
<td>078F</td>
<td>BUSINESS WRITING FOR THE WEB</td>
<td>1.0</td>
</tr>
<tr>
<td>078G</td>
<td>BUSINESS WRITING FOR HUMAN RESOURCES</td>
<td>1.0</td>
</tr>
<tr>
<td>078H</td>
<td>WRITING EFFECTIVE E-MAIL FOR BUSINESS</td>
<td>1.0</td>
</tr>
<tr>
<td>079</td>
<td>HUMAN RELATIONS APPLIED IN BUSINESS</td>
<td>3.0</td>
</tr>
<tr>
<td>082A</td>
<td>BUSINESS SPREADSHEETS USING EXCEL</td>
<td>3.0</td>
</tr>
<tr>
<td>083A</td>
<td>BUSINESS PRESENTATIONS USING POWERPOINT</td>
<td>3.0</td>
</tr>
<tr>
<td>086A</td>
<td>BUILDING BUSINESS WEB SITES: BASICS</td>
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</tr>
<tr>
<td>086A</td>
<td>BUILDING BUSINESS WEB SITES: BASICS</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**078A • BASIC BUSINESS CORRESPONDENCE 3.0 units**

Total Lecture: 54.4 hours  
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**

Total Lecture: 54.4 hours  
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**

Total Lecture: 54.4 hours  
Advisory: BUS 078  
Acceptable for credit: California State University  

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

**078D • GRANT WRITING 1.0 unit**

Total Lecture: 16.0 hours  
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**

Total Lecture: 16.0 hours  
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**

Total Lecture: 16.0 hours  
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**

Total Lecture: 16.0 hours  
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**

Total Lecture: 16.0 hours  
This course covers the practical aspects of writing effective e-mails for business. This course may be offered via distance learning.  
Pass/No Pass Option.

**079 • HUMAN RELATIONS APPLIED IN BUSINESS 3.0 units**

Total Lecture: 54.4 hours  
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**

Total Lecture: 54.4 hours  
Advisory: BUS 021, BUS 021L and MATH 003, 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**

Total Lecture: 54.4 hours  
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.

**086A • BUILDING BUSINESS WEB SITES: BASICS 1.0 unit**

Total Lecture: 16.0 hours  
Total Lab: 54.4 hours  
Advisory: BUS 021 and BUS 021L  
Acceptable for credit: California State University  

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

**086B • BUSINESS SPREADSHEETS USING EXCEL 3.0 units**

Total Lecture: 54.4 hours  
Advisory: BUS 021, BUS 021L, MATH 003, 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.
### BUSINESS: MANAGEMENT & SUPERVISION

**MGMT 009**  Building Teams .............................. 0.5

**MGMT 010**  Managing Quality .......................... 0.5

**MGMT 011**  Problem Solving for Managers ............ 3.0

**MGMT 012**  Leadership ................................... 3.0

**MGMT 013**  Functions of Management .................. 3.0

**MGMT 014**  Problem Solving for Managers ............. 3.0

**MGMT 015**  Management in Practice .................... 3.0

**MGMT 016**  Human Relations Applied in Business .... 3.0

**MGMT 017**  Marketing Principles ....................... 3.0

**MGMT 018**  Purchasing .................................. 3.0

**MGMT 019**  Total Units .................................. 16.0

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### Management and Supervision - Certificate

Management Level I - Certificate

The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management. A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Required course curriculum:**

**Choose 2 of the following courses:**

**Total Units** ................................. 16.0
Management Level II - Certificate

The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management. A LEVEL I or LEVEL II certificate will be issued upon completion of the 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>
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</tr>
<tr>
<td>BUS 038</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
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<tr>
<td>MGMT 074</td>
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<tr>
<td>MGMT 115</td>
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<tr>
<td>MGMT 117</td>
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<tr>
<td>MGMT 118</td>
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<tr>
<td>MGMT 132</td>
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<tr>
<td>WRKEX 301-304</td>
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<tr>
<td>Total Units</td>
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</table>

Human Resource Management - Certificate

Mission College offers a 16-unit Human Resource 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 human resource management. This certification is noted in 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>
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<tbody>
<tr>
<td>MGMT 101</td>
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<tr>
<td>MGMT 118</td>
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<td>MGMT 201</td>
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Choose a minimum of 9 units from the following courses:

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<tbody>
<tr>
<td>BUS 028A</td>
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<tr>
<td>BUS 076A</td>
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<tr>
<td>BUS 079A</td>
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<td>MGMT 010</td>
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<td>MGMT 014</td>
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<td>MGMT 017</td>
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<td>MGMT 103</td>
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<tr>
<td>MGMT 136</td>
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<td>Total Units</td>
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</tbody>
</table>

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>
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<tr>
<td>BUS 038</td>
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Choose a minimum of 10 units from the following:

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<td>BUS 021L</td>
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<td>BUS 077</td>
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<tr>
<td>BUS 078C</td>
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<tr>
<td>BUS 078H</td>
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<tr>
<td>BUS 079</td>
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<tr>
<td>BUS 079A</td>
<td>3.0</td>
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<td>BUS 079C</td>
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<td>3.0</td>
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<tr>
<td>BUS 079I</td>
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</table>

Total Units: 16.0

WAREHOUSING LOGISTICS - Certificate

Mission College offers a 16-unit Warehousing Logistics 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 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>
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<th>Course</th>
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<td>BUS 051</td>
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<tr>
<td>MKT 062</td>
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<td>BUS 064A</td>
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<tr>
<td>BUS 077</td>
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<td>CA 070</td>
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Total Units: 16.0

MANAGEMENT AND SUPERVISION (MGMT)

009 • SKILLS FOR NEW MANAGERS 0.5 unit

Total Lecture 8.0 hours

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

Total Lecture 8.0 hours

This course provides insight into what is required to negotiate successfully including attitudes, strategies, plans, and a six-step interactive negotiating process. This course may be offered via distance learning. Pass/No Pass Option.

011 • DECISION - MAKING SKILLS 0.5 unit

Total Lecture 8.0 hours

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

Total Lecture 8.0 hours

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.
BUSINESS: MANAGEMENT & SUPERVISION

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

013 • JOB STRESS MANAGEMENT 0.5 unit
Total Lecture 8.0 hours
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.

014 • INTERVIEWING SKILLS 0.5 unit
Total Lecture 8.0 hours
Acceptable for credit: California State University
This course explores the various types of job-related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will practice a variety of interviewing techniques. Pass/No Pass Option.

015 • MANAGING CHANGE 0.5 unit
Total Lecture 8.0 hours
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.

016 • CONFLICT MANAGEMENT 0.5 unit
Total Lecture 8.0 hours
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.

017 • CONDUCTING PERFORMANCE APPRAISALS 0.5 unit
Total Lecture 8.0 hours
Acceptable for credit: California State University
This course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type, and to develop an ability to design and implement basic performance appraisal systems. Grade/Pass/No Pass

018 • COMMUNICATION SKILLS FOR SUPERVISORS 0.5 unit
Total Lecture 8.0 hours
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.

019 • DEALING WITH DIFFICULT PEOPLE 0.5 unit
Total Lecture 8.0 hours
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.

020 • BUILDING TEAMS 0.5 unit
Total Lecture 8.0 hours
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.

021 • PROJECT MANAGEMENT 0.5 unit
Total Lecture 8.0 hours
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.

022 • BUDGETING FOR MANAGERS 0.5 unit
Total Lecture 8.0 hours
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 • NONPROFIT BOARD DEVELOPMENT 0.5 unit
Total Lecture 8.0 hours
Acceptable for credit: California State University
This course provides an overview of what it means to be a nonprofit board member. It introduces key governance terms, roles, and responsibilities. Legal structures of nonprofit and community sector organizations are identified, along with the essential components generally found in governing documents. Pass/No Pass Option.

024 • MANAGING FOR CREATIVITY 0.5 unit
Total Lecture 8.0 hours
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
Total Lecture 8.0 hours
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
Total Lecture 8.0 hours
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
Total Lecture 8.0 hours
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
Total Lecture 8.0 hours
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
Total Lecture 8.0 hours
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.

039 • PROGRAM MANAGEMENT 0.5 units
Total Lecture 8.0 hours
This course provides an overview of program management in comparison to project management. Program management is the process of managing multiple ongoing inter-dependent projects. This course may also be offered via distance learning. Pass/No Pass Option.

101 • INTERPERSONAL EFFECTIVENESS 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course will explore communications theory and techniques to make an individual a more effective communicator. Students will learn about the process of communication, effects of attitudes, and use of visuals. Participants develop a greater interpersonal effectiveness through understanding the causes of effective and ineffective personal interaction, and learn new interactive skills through group experiences. This course is useful to all whose job and personal lives require successful interaction with other people. This course may also be offered via distance learning. Pass/No Pass Option.
102 • LEADERSHIP
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Acceptable for credit: California State University
Students will achieve an operational understanding of similarities and differences of the basic concepts and techniques of management as practiced in the United States and major European and Asian economics. Major functions addressed are planning, organizing, leading and controlling. Pass/No Pass Option.

117 • TOTAL QUALITY MANAGEMENT
Total Lecture 54.4 hours
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.

117A • IMPROVING RESULTS WITH SIX SIGMA
Total Lecture 8.0 hours
This course provides an overview of Six Sigma including Lean Six Sigma. Six Sigma is a well known quality improvement strategy used by businesses. Students are provided with examples of tools and techniques used by organizations. Real world examples and case studies of organizations using Six Sigma are reviewed. This course may also be offered via distance learning. Pass/No Pass Option.

118 • HUMAN RESOURCES MANAGEMENT
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours, Total Lab 54.4 hours
Acceptable for credit: California State University
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. This course may also be offered via distance learning. Pass/No Pass Option.

120 • FORKLIFT SAFETY AND OPERATIONS
Total Lab 54.4 hours
This course provides students with the knowledge and skills to become certified forklift operators. Pass/No Pass Option.

132 • STYLES OF LEADERSHIP
Total Lecture 16.0 hours
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.

136 • CONDUCTING EFFECTIVE MEETINGS
Total Lecture 8.0 hours
Acceptable for credit: California State University
This course examines various types of meetings, their functions, reasons for failure and success, forces at play within the group, and strategies to make the meeting accomplish goals. Pass/No Pass Option.

158 • TIME MANAGEMENT
Total Lecture 8.0 hours
Acceptable for credit: California State University
This course explores practical techniques for making better use of time. Topics covered include organizing and scheduling work, curbing procrastination, avoiding interruptions, streamlining paperwork, delegating effectively, and valuing time. Pass/No Pass Option.

201 • HUMAN RESOURCES INTERNSHIP
Total Lab 16.0 - 54.4 hours
Acceptable for credit: California State University
This course is intended for students who will complete a certificate in Human Resources. In this class, the student is introduced to the workplace, workload and environment of human resources. The student is able to use information provided from other class work and develops a foundation for future employment. Pass/No Pass Option.

202 • WAREHOUSING INTERNSHIP
Total Lab 16.0 - 54.4 hours
Acceptable for credit: California State University
This course is designed for students who will complete a certificate in Warehousing. 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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**BUSINESS: MARKETING (MKT)**

**DIVISION:** Commercial Services  
**DEPARTMENT:** Marketing  
**DEPT CHAIR:** Melanie Meyer  
**PHONE:** 408-855-5619  
**COUNSELING:** 408-855-5630

Students who enter the Marketing Program enjoy the creative atmosphere that surrounds the marketer. There are approximately 22,000 different occupations in Marketing and 1/3 of all potential workers eventually are employed in marketing and distribution.

Students have a number of career options and may wish to obtain their A.S. Associate of Science degree or simply upgrade their skills quickly by entering our Marketing Level I and Level II Certificate Programs. No matter what marketing occupational choice you select, marketing will prepare you to handle the customers needs and wants now and into the future.

Upon successful completion of the Marketing program, students will be able to:

- Analyze and evaluate marketing strategies  
- Choose a marketing career path  
- Be prepared for a variety of first-entry marketing positions.

Level entry marketing and sales representatives are needed in Electronics, Manufacturing, Retail, and in Service Industry as a whole. Those with the highest communication, psychology, and marketing skills will be better equipped to take on the challenge that awaits them. Annual entry level salaries range from $36,000 to $80,000. Some career options include:

- New product & service development  
- Marketing promotion & graphic design  
- Sales & service representatives  
- Distribution and logistics specialists  
- Marketing research and marketing information systems

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

**A.S. Degree:**

- Marketing

**Certificate:**

- Customer Service  
- Marketing (Levels I and II)  
- Marketing Communication Specialist  
- Purchasing  
- Sales

**Schedule Matrix:**

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

**Marketing - A.S. Degree**

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

**Required course curriculum:**

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**Total Units: 35.0**

**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:**

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<td>MKT 059A</td>
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<td>MKT 069B</td>
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**Total Units: 1.0**

**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.

**Core Curriculum Courses:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tbody>
<tr>
<td>MKT 040</td>
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<td>MKT 068</td>
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<td>MKT 070</td>
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</table>

**Complete 1 unit from the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077A</td>
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<tr>
<td>MKT 035</td>
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<tr>
<td>MKT 059A</td>
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**Total Units: 0.5**
MISSION COLLEGE 2009–2010

Total Units ..............................................................16.0

MkT 084B .................................. E-Mail Marketing .............................................0.5
MkT 084A .................................. Search Engine Marketing ......................................0.5
MkT 081C .................................. Developing Sales Lead Programs ...............................0.5
MkT 080 .................................. Developing an Ad Campaign ...........................................0.5
MkT 072 .................................. Social Media Marketing ..............................................1.0
MkT 036 .................................. Contenting Techniques ..................................................0.5
MkT 037 .................................. Professional Event Planning .........................................0.5
MkT 070 .................................. Product Management Essentials ...............................3.0
MkT 059 .................................. Effective Public Relations .................................................3.0
MkT 081 .................................. Direct Marketing ..........................................................3.0
MkT 082 .................................. Consumer Behavior .....................................................3.0
MkT 084 .................................. Internet Marketing ......................................................3.0
BUS 078B .................................. Business Communications ...........................................3.0
BUS 077 .................................. Business Spreadsheets Using Excel ............................3.0
MkT 056A .................................. Marketing Principles ....................................................3.0
MkT 081 .................................. Developing Sales Lead Programs ...............................0.5
MkT 072 .................................. Social Media Marketing ..............................................1.0
MkT 072A .................................. Blogging for Business ...................................................0.5
MkT 070A .................................. Keys to Successful Product Launch .............................0.5
MkT 065 .................................. Writing Effective E-mail for Business .........................1.0
MkT 076 .................................. Persuasive Business Writing ........................................1.0
BUS 074 .................................. Purchasing ..............................................................3.0
BUS 084A .................................. Search Engine Marketing ......................................0.5
MkT 081C .................................. Developing Sales Lead Programs ...............................0.5
MkT 081D .................................. Developing an Ad Campaign ...........................................0.5
MkT 059 .................................. Effective Public Relations .................................................3.0
MkT 081 .................................. Direct Marketing ..........................................................3.0
MkT 081A .................................. Advertising Principles ....................................................3.0
MkT 084 .................................. Internet Marketing ......................................................3.0
MkT 056 .................................. Business Presentations Using Powerpoint .................3.0
BUS 077A .................................. Maximizing Sales With Salesforce.com .........................1.0
BUS 078E .................................. Persuasive Business Writing ........................................1.0
BUS 074 .................................. Writing Effective E-mail for Business .........................1.0
MkT 036 .................................. The Marketing Plan ..........................................................0.5
MkT 037 .................................. Professional Event Planning .........................................0.5
MkT 038 .................................. Contenting Techniques ..................................................0.5
MkT 072 .................................. Social Media Marketing ..............................................1.0
MkT 072A .................................. Blogging for Business ...................................................0.5
MkT 081 .................................. Developing Sales Lead Programs ...............................0.5
MkT 081D .................................. Developing an Ad Campaign ...........................................0.5
MkT 084A .................................. Search Engine Marketing ......................................0.5
MkT 084B .................................. E-Mail Marketing ......................................................0.5

Marketing Communications Specialist - Certificate

Mission College offers a 16-unit Marketing Communications Specialist 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 marketing communications. 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 marketing communications.

Core Curriculum Courses (Required) ..............................................................3.0
BUS 037 .................................. Fundamentals of Project Management ..........................3.0
BUS 078B .................................. Business Communications ...........................................3.0
MkT 056A .................................. Marketing Principles ....................................................3.0

Choose a minimum of 6 units from the following: ...........................................3.0
BUS 055 .................................. Business Strategy for Success ......................................3.0
BUS 078B .................................. Business Communications ...........................................3.0
MkT 042 .................................. Sales force Management .................................................3.0
MkT 057 .................................. Retailing Principles ..........................................................3.0
MkT 058 .................................. Marketing Research ..........................................................3.0
MkT 059 .................................. Effective Public Relations .................................................3.0
MkT 066 .................................. Business-to-Business Marketing ..................................3.0
MkT 068 .................................. Marketing Channels ..........................................................3.0
MkT 070 .................................. Product Management Essentials ...............................3.0
MkT 074 .................................. Purchasing ..............................................................3.0
MkT 081 .................................. Direct Marketing ..........................................................3.0
MkT 082 .................................. Consumer Behavior .....................................................3.0
MkT 084 .................................. Internet Marketing ......................................................3.0
MkT 081 .................................. Developing Sales Lead Programs ...............................0.5
MkT 072 .................................. Social Media Marketing ..............................................1.0
MkT 072A .................................. Blogging for Business ...................................................0.5
MkT 081 .................................. Developing Sales Lead Programs ...............................0.5
MkT 081D .................................. Developing an Ad Campaign ...........................................0.5
MkT 084A .................................. Search Engine Marketing ......................................0.5
MkT 084B .................................. E-Mail Marketing ......................................................0.5

Total Units ...........................................................................................................16.0

Business Service - Certificate

Mission College offers a 16-unit Customer Service 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 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 077</td>
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<tr>
<td>MkT 056A</td>
<td>1.0</td>
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Choose a minimum of 7 units from the following:

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<td>BUS 078B</td>
<td>1.0</td>
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<tr>
<td>BUS 079</td>
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</tr>
<tr>
<td>MGMT 102</td>
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</tr>
<tr>
<td>MKT 202</td>
<td>1.0</td>
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</tbody>
</table>

Total Units ...........................................................................................................16.0

Customer Service Core Skills Certificate

Mission College offers a 9-unit Customer Service Core Skills Certificate to students who successfully complete 9 or more units of coursework as outlined below. Earning a Customer Service Core Skills Certificate demonstrates students have completed core coursework in customer service.

Required course curriculum:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 077</td>
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<td>BUS 077C</td>
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<td>BUS 079</td>
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<td>MkT 082</td>
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</table>

Choose a minimum of 6 units from the following:

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 077B</td>
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<td>BUS 079</td>
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<tr>
<td>MkT 056A</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 082A</td>
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</tbody>
</table>

Total Units ...........................................................................................................9.0

Purchasing - Certificate

Mission College offers a 16-unit Purchasing 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 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.

Core Curriculum Courses:

Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 064B</td>
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<tr>
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<tr>
<td>BUS 203</td>
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Choose a minimum of 7.5 units from the following:

<table>
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<th>Course</th>
<th>Units</th>
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<tr>
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</tr>
<tr>
<td>BUS 037</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 021</td>
<td>1.0</td>
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<tr>
<td>MGMT 111</td>
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<tr>
<td>MGMT 115</td>
<td>1.0</td>
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<tr>
<td>MkT 056A</td>
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</tbody>
</table>

Total Units ...........................................................................................................16.0

BEFORE EnROLLING in DEGREE APPLICABLE COURSES, IT IS RECOMMENDED that you complete ENGL 001A and READ 053.

MISSION COLLEGE 2009–2010

2009–2010 MISSION COLLEGE

53
**BUSESS: MARKETING (MKT)**

**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>
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<th>Units</th>
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<tbody>
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<td>MGMT 010</td>
<td>Negotiation Skills</td>
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</tr>
<tr>
<td>MKT 040</td>
<td>Professional Selling</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Sales Internship</td>
<td>3.0</td>
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**Choose a minimum of 9.5 units from the following:** Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 026A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Maximizing Sales With Salesforce.com</td>
<td>1.0</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>MGMT 019</td>
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<tr>
<td>MKT 034</td>
<td>Networking for Success</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 042</td>
<td>Salesforce Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 093B</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>
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</table>

**Total Units**

<table>
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<th>Units</th>
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**BUSINESS: MARKETING**

### 030 • DEVELOPING NEW PRODUCTS

**Total Lecture 8.0 hours**
This course outlines how to determine product strategies based on market needs. Students 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 is exemplified with illustrations from marketing literature. This course may be offered via distance learning. Pass/No Pass Option.

### 031 • HOW TO PRICE PRODUCTS

**Total Lecture 8.0 hours**
This course outlines strategies for how to price a product or service. 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. This course may be offered via distance learning. Pass/No Pass Option.

### 032 • HOW TO DISTRIBUTE PRODUCTS

**Total Lecture 8.0 hours**
This course outlines strategies for how to distribute products and services. Channels are organized structures of buyers and sellers that bridge the gap of time and space between the manufacturer and the customer. Other strategy-related matters discussed in this course include scope of distribution, use of multiple channels to serve different segments, modification of channels to accommodate environmental shifts, resolution of conflict among channels, and use of vertical systems to institute control over channels. This course may also be offered via distance learning. Pass/No Pass Option.

### 033 • HOW TO PROMOTE PRODUCTS

**Total Lecture 8.0 hours**
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. This course may be offered via distance learning. Pass/No Pass Option.

### 034 • NETWORKING FOR SUCCESS

**Total Lecture 8.0 hours**
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

**Total Lecture 8.0 hours**
This course provides an overview of the marketing research function with an emphasis on customer surveys. Marketing research is concerned with providing information to those 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. This course may be offered via distance learning. Pass/No Pass Option.

### 036 • THE MARKETING PLAN

**Total Lecture 8.0 hours**
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. This course may be offered via distance learning. Pass/No Pass Option.

### 037 • PROFESSIONAL EVENT PLANNING

**Total Lecture 8.0 hours**
This course will provide basic skills for being a professional event planner. This course may be offered via distance learning. Pass/No Pass Option.

### 040 • PROFESSIONAL SELLING

**Total Lecture 54.4 hours**
Advisory: MKT056A
Acceptable for credit: California State University
This course presents the principles and practices of professional selling and covers the following topics: the personal qualifications of the salesperson; evaluating the needs of the prospective buyer; locating prospects; securing interviews; types of selling; analyzing the customer; motivation of buyer; sales demonstration and handling of objections; and closing the sale. Emphasis is placed on information, skills, and attitudes. This course may also be offered via distance learning. Pass/No Pass Option.

### 040A • FUNDAMENTALS OF SELLING

**Total Lecture 8.0 hours**
This course takes students step-by-step through the entire sales process and provides students with basic sales skills. This course may be offered via distance learning. Pass/No Pass Option.

### 040B • PROSPECTING STRATEGIES

**Total Lecture 8.0 hours**
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. This course may be offered via distance learning. Pass/No Pass Option.

### 042 • SALESFORCE MANAGEMENT

**Total Lecture 54.4 hours**
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/Pass/No Pass.

### 056A • MARKETING PRINCIPLES

**Total Lecture 54.4 hours**
Acceptable for credit: California State University
This course covers the areas and various activities involved in the transfer of goods from producer to ultimate customer. The Four Ps - Product, Price, Promotion and Place are covered, as are the Three Cs - Customers, Competitors and Cost. Discussion of marketing concepts and international marketing are incorporated. This course may also be offered via distance learning. Pass/No Pass Option.
**BUSINESS: MARKETING**

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**056B • MARKETING STRATEGIES** 3.0 units
Total Lecture 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course is designed to aid the student in the integration of marketing knowledge previously acquired in MKT 056A, Marketing Principles. The course covers marketing strategies dealing with the marketing mix: product, price, promotion and distribution. Emphasis is 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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 8.0 hours
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 TRAINING** 0.5 unit
Total Lecture 8.0 hours
This course allows students to develop skills in working with the media including practical tips on how to maximize every media interview. Pass/No Pass Option.

**060 • INTERNATIONAL MARKETING** 3.0 units
Total Lecture 54.4 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course focuses on marketing management 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** 1.0 unit
Total Lecture 16.0 hours
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** 3.0 units
Total Lecture 54.4 hours
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** 3.0 units
Total Lecture 54.4 hours
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** 3.0 units
Total Lecture 54.4 hours
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** 0.5 units
Total Lecture 8.0 hours
This course outlines how to launch a product or service successfully. Pass/No Pass Option.

**072 • SOCIAL MEDIA MARKETING** 1.0 units
Total Lecture 16.0 hours
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** 0.5 units
Total Lecture 8.0 hours
Advisory: Eligibility for ENGL 108A and READ 053
This course explores the application of blogging for business. Pass/No Pass Option.

**074 • PURCHASING** 3.0 units
Total Lecture 54.4 hours
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** 3.0 units
Total Lecture 54.4 hours
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.
### BUSINESS: MARKETING

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>081A</td>
<td>Advertising Principles</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>081B</td>
<td>Getting Your First Customer</td>
<td>0.5</td>
<td>This course outlines strategies and techniques for getting your first customer. Pass/No Pass Option.</td>
</tr>
<tr>
<td>081C</td>
<td>Developing Sales Lead Programs</td>
<td>0.5</td>
<td>This course outlines strategies for developing effective sales lead generation programs. Pass/No Pass Option.</td>
</tr>
<tr>
<td>081D</td>
<td>Developing an Ad Campaign</td>
<td>0.5</td>
<td>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.</td>
</tr>
<tr>
<td>082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
<td>This course allows students to become better at understanding, predicting and influencing consumer behavior. Emphasis is placed on the economic, psychological and sociocultural factors that affect consumer behavior and the consumer decision process. An analysis of the prevailing consumer behavior theories in the marketplace is also presented. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>084</td>
<td>Internet Marketing</td>
<td>3.0</td>
<td>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. This course may be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>084A</td>
<td>Search Engine Marketing</td>
<td>0.5</td>
<td>This course provides an overview of search engine marketing including both advertising and optimization strategies. Pass/No Pass Option.</td>
</tr>
<tr>
<td>084B</td>
<td>E-Mail Marketing</td>
<td>0.5</td>
<td>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.</td>
</tr>
<tr>
<td>088</td>
<td>How to Sell Your Products and Services in Mexico</td>
<td>3.0</td>
<td>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.</td>
</tr>
</tbody>
</table>

**201 • Sales Internship**  
Total Lab 16.0 - 54.4 hours  
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.

**202 • Customer Service Internship**  
Total Lab 16.0 - 54.4 hours  
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**  
Total Lab 16.0 - 54.4 hours  
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.
BUSINESS: REAL ESTATE (RLEST)

DIVISION: Technology
DEPARTMENT: Real Estate
DEPT CHAIR: Ronnie Phillips
PHONE: 408-855-5345
PHONE: 408-855-5530

The Real Estate Program is designed to train our students in “Private Property Rights,” which is the very foundation of our economic system, so our population can enjoy the American dream of “Home Ownership.”

The program goal is to provide the knowledge and skills in real estate so our citizens can participate in the making of economic decisions in their best interest in the buying, selling, investing, developing, and management of real estate. The real estate decision is one of the most important decisions people will make in their lifetime.

Student Learning Outcomes:
Graduates are trained to: buy and sell real estate on their own; become licensed real estate salespersons, and/or brokers; become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers. They are also trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

Career Paths:
Real estate knowledge and skills are used in both personal life and professional 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: (Levels I and II)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tbody>
<tr>
<td>RLEST 090</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>RLEST 085A</td>
<td>E</td>
<td>E</td>
<td>E</td>
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</tr>
<tr>
<td>RLEST 085</td>
<td>AN</td>
<td>AN</td>
<td></td>
<td></td>
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<td>E</td>
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<tr>
<td>RLEST 091</td>
<td>E</td>
<td>E</td>
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<td>E</td>
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<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>
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<td>E</td>
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<tr>
<td>RLEST 095A</td>
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<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>
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</tbody>
</table>

D= Day classes; E= evening classes; AN= As needed

Note

Core Curriculum Courses (Required) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Total Level I Certificate Requirements 16.0

LEVEL I Certificate:
Core Curriculum Courses (Required) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Total Level I Certificate Requirements 21.0

LEVEL II Certificate:
Core Curriculum Courses (Required) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Total Level II Certificate Requirements 37.0

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:
Core Curriculum Courses (Required) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Total Level I Certificate Requirements 21.0

LEVEL II Certificate:
Core Curriculum Courses (Required) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Total Level II Certificate Requirements 37.0

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) Units
RLEST 090 Principles of Real Estate 3.0
RLEST 093A Legal Aspects of Real Estate I 3.0
RLEST 092 Real Estate Economics 3.0
RLEST 094A Real Estate Appraisal I 3.0
RLEST 091 Real Estate Practice 3.0
RLEST 100 Property Management 3.0
RLEST 087A Escrow Procedures I 3.0

Plus 6 units from the following:
RLEST 096A Real Estate Investment I 3.0
BUS 021 Introduction to Business Computing 3.0
BUS 021L Introduction to Business Computing Lab 1.0
BUS 028A Business Law 3.0
BUS 078 Business Communications 3.0
BUS 079 Human Relations Applied in Business 3.0
MKT 056A Marketing Principles 3.0
CA 037A Introduction to Office Automation 3.0
CA 011 Keyboarding: Beginning 3.0
WRKEX 301-304 Cooperative Work Experience 1.0 - 3.0

Total Program A.S. Requirements 37.0

2009–2010 MISSION COLLEGE
BUSINESS: REAL ESTATE

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.

BUSINESS: REAL ESTATE (RLEST)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>083A</td>
<td>REAL ESTATE LICENSE EXAMINATION REVIEW-I- SALESPEOPLE</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>085</td>
<td>EFFECTIVE REAL ESTATE SELLING</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>087A</td>
<td>ESCROW PROCEDURES I</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>087B</td>
<td>ESCROW PROCEDURES II</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>PRINCIPLES OF REAL ESTATE</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090, Eligibility for ENGL 001A and READ 05</td>
<td>California State University</td>
</tr>
</tbody>
</table>

This is a fundamental Real Estate course that is required for more advanced course work in real estate. This course is also a requirement for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license. This course is also a required course for the California Real Estate Salesperson’s and Broker’s license examinations. This course may be offered via distance learning. Pass/No Pass Option.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>091</td>
<td>REAL ESTATE PRACTICE</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for the California Real Estate Salesperson and the California Real Estate Broker licenses. This course is also a required course for the Real Estate certificates I and II and the Real Estate Associate Degree. This course may be offered via distance learning. Pass/No Pass Option.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>092</td>
<td>REAL ESTATE ECONOMICS</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. The student will study various types of real estate investments, including syndications, recreational land, single-family residence, multi-family residences, condominiums, townhouses, mountain cabins, franchise operations and special purpose properties; the basic tax advantage of improved real estate over improved 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>093A</td>
<td>LEGAL ASPECTS OF REAL ESTATE I</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

This is a fundamental Real Estate course that is required for more advanced course work in real estate. This course is also a requirement for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license. This course is also a required course for the California Real Estate Salesperson’s and Broker’s license examinations. This course may be offered via distance learning. Pass/No Pass Option.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>094A</td>
<td>REAL ESTATE APPRAISAL I</td>
<td>3.0</td>
<td>Total Lecture 54.4 hours</td>
<td>RLEST 090</td>
<td>California State University</td>
</tr>
</tbody>
</table>

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.
094B • REAL ESTATE APPRAISAL II 3.0 units
Total Lecture 54.4 hours
Advisory: RLEST 094A and RLEST 090
Acceptable for credit: California State University
This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. Pass/No Pass Option.

095A • REAL ESTATE FINANCE I 3.0 units
Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
The student taking this course will analyze real estate financing, which includes lending policies, problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized in this course. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. Pass/No Pass Option.

096A • REAL ESTATE INVESTMENT I 3.0 units
Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, 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
Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
The student will study successful techniques and practices in the management of rental income property from acquisition to disposal; neighborhood analysis, rent schedules, renting credit, collections, eviction, maintenance and rehabilitation; insurance, tax considerations, depreciation schedules and pitfalls in the purchase of income property. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. Pass/No Pass Option.

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

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

Student Learning Outcomes:
Students who finish the Chemistry core curriculum will:
• analyze and apply fundamental chemical concepts and techniques
• perform chemical calculations and solve chemical equations

Students will be assessed by exams and homework assignments

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>
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<tr>
<td>CHEM 001A</td>
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<td>D,E</td>
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</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 units
CHEMISTRY (CHEM)

Note: Completion of CHEM 1A, 1B is equivalent to San Jose State University sequence of CHEM 1A, 1B, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take both semesters at the same college.

001A • GENERAL CHEMISTRY 5.0 units
Total lecture 72.0 hours; Total Lab: 54.4 hours
Prerequisite: MATH 000C, CHEM 002 or high school chemistry with a "B" or better.
Acceptable for credit: University of California, California State University
Chemistry 001A is a pre-professional chemistry preparation for students planning a scientific or science related career field. A rigorous study of the fundamentals of chemistry at the first-year level combines the study of atomic and molecular structure, quantum theory, thermochemistry, gases, solutions, and qualitative analysis with the classical study of properties of atoms and molecules and their reactivity. The course includes both lecture and laboratory work designed to prepare students to enter fields of study as chemistry, engineering, medicine, dentistry as well as biological sciences. (UC credit may be limited; see a counselor) This course may also be offered via distance learning. Materials Fee: $15.00. Grade Only.

001B • GENERAL CHEMISTRY 5.0 units
Total lecture 72.0 hours; Total Lab: 54.4 hours
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University
This course consists of a study of the elements and their compounds with emphasis in lecture and laboratory on the transition elements and their coordination compounds, the nomenclature, structure and periodic groupings. The units of study will include solution equilibria, thermodynamics, nuclear chemistry, organic chemistry kinetics and electrochemistry. The laboratory will include equilibrium, pH, acid-base reactions, Ksp, quantitative analysis, and organic synthesis. Students will use internet resources. (UC credit may be limited; see a counselor) This course may also be offered via distance learning. Materials Fee: $15.00. Grade Only.

002 • INTRODUCTORY CHEMISTRY 4.0 units
Total lecture 54.4 hours; Total Lab: 54.4 hours
Advisory: MATH 000C
Acceptable for credit: University of California, California State University
CHEM 2 is designed specifically to prepare students for CHEM 1A. It introduces the principles of atomic structure, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships. The course includes both lab and lecture. (No UC credit if taken after CHEM 001A or CHEM 030A) This course may also be offered via distance learning. Materials Fee: $15.00. Grade Only.

012A • ORGANIC CHEMISTRY I 5.0 units
Total lecture 54.4 hours; Total Lab: 108.8 hours
Prerequisite: CHEM 001B
Acceptable for credit: University of California, 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. Materials Fee: $35.00. Grade Only.

012B • ORGANIC CHEMISTRY II 5.0 units
Total lecture 54.4 hours; Total Lab: 108.8 hours
Prerequisite: CHEM 0012A
Acceptable for credit: University of California, 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. Materials Fee: $35.00. Grade Only.
MISSION COLLEGE 2009–2010

CHILDE DEVELOPMENT (CHD)

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

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

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

Career Options:
• Family Child Care Provider
• Site Supervisor for Child Development Programs
• Early Childhood Teacher
• Early Childhood Teacher Aide
• Elementary School Pre-Teacher Training
• Infant-Toddler Child Care Provider
• School Age Child Care Provider

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

Highlights:
• On site Lab Schools
• Completed AS/Certificate Requirements meet State Matrix Child Development Permit Requirements
• Industry Sponsored Internships
• College Lab School Sponsored Internships
• Parenting Classes

A.S. Degree:
• Early Child Education

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

Associate Teacher - Certificate
Successful completion of 15-18 units in coursework listed below. This certificate satisfies the California State Department of Education Title 5 coursework requirements of the Child Development Associate Teacher Permit and Department of Social Services, Community Care Licensing Title 22 requirement for fully qualified preschool teachers in a licensed early childhood program.

Core Curriculum Courses: Units
CHD 001.………..Child Growth and Development…………………..…………3.0
CHD 002.………..Child, Family, and Community……………………3.0
CHD 010.………..Principles and Practices in Education…………………..3.0
CHD 017.………..Child Health and Safety……………………………..3.0

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

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

Required course curriculum: Units
CHD 001.………..Child Growth and Development…………………..…………3.0
CHD 002.………..Child, Family, and Community……………………3.0
CHD 008.………..Practicum in Child Development…………………..………..6.0
CHD 010.………..Principles and Practices in Education…………………..3.0
CHD 016.………..Observation of Children………………………………3.0
CHD 016.………..Understanding the Young Child…………………..………..3.0
CHD 017.………..Child Health and Safety……………………………..3.0
CHD 021.………..Children and Play……………………………………3.0

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 Units
CHD 001.………..Child Growth and Development…………………..…………3.0
CHD 002.………..Child, Family and Community……………………3.0
CHD 006.………..Supervision and Administration…………………..………..3.0
CHD 010.………..Principles and Practices in Education…………………..3.0
CHD 011.………..School Age Issues……………………………………3.0
CHD 014.………..Art and Creative Development of Young…………………..3.0
CHD 016.………..Understanding the Young Child…………………..………..3.0
CHD 017.………..Parenting Issues for Teachers……………………………..3.0
CHD 020.………..The Child with Special Needs……………………………..3.0
CHD 022.………..Adult Supervision in Early Childhood…………………..3.0
CHD 023.………..School Age Program Planning……………………………..3.0

Total Program Certificate Requirements:…………………………18.0

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

Core Curriculum Courses Units
CHD 001.………..Child Growth and Development…………………..…………3.0
CHD 002.………..Child, Family and Community……………………3.0
CHD 003.………..Language and Literacy for the Young…………………..3.0
CHD 004.………..Cognitive Experiences for Children…………………..3.0
CHD 005.………..Movement and Melody……………………………………3.0
CHD 006.………..Supervision and Administration…………………..………..3.0
CHD 010.………..Principles and Practices in Education…………………..3.0
CHD 011.………..School Age Issues……………………………………3.0
CHD 017.………..Child Health and Safety……………………………..3.0
CHD 018.………..Parenting Issues for Teachers……………………………..3.0

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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

2009–2010 MISSION COLLEGE 61
### Child Development

**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</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the Young</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues in Child Development</td>
</tr>
<tr>
<td>CHD 008</td>
<td>Practicum in Child Development</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Observation of Children</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Child Health and Safety</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood Programs: Managing Challenging Behaviors</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: **33.0**

**Plus one of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
</tr>
<tr>
<td>CHD 005</td>
<td>Movement and Melody</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art &amp; Creative Development of Young Children</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: **36.0**

**Site Supervisor - Certificate**

Successful completion of 45 units in coursework listed below. This certificate when combined 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</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the Young</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues in Child Development</td>
</tr>
<tr>
<td>CHD 008</td>
<td>Practicum in Child Development</td>
</tr>
<tr>
<td>CHD 009</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Observation of Children</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Child Health and Safety</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: **45.0**

### Early Intervention Assistant - Certificate

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

**Core Curriculum Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Field Experience in Early Intervention</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant Toddler Development</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: **27.0**

### Graduation Requirements

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

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

Total Program Certificate Requirements: **18.0**
003 • LANGUAGE AND LITERACY FOR THE YOUNG CHILD 3.0 units
Total Lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language arts materials, designing print rich environments and planning language experiences for young children, including strategies and adaptations for children with special needs. Observations of children, language sampling, and group activities are included. Grade Only.

004 • COGNITIVE EXPERIENCES FOR CHILDREN 3.0 units
Total Lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will examine the cognitive development in children by reviewing the theories, research and curriculum experiences that will enhance the child's thinking or understanding of the child's physical and social world. The implications of Piaget's theory for curriculum design and the roles 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
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is a study of music and movement activities and how these activities affect the child's growth and development. Students will learn how to assess musical and movement experiences and to 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
Total Lecture 54.4 hours
Prerequisite: CHD 001, CHD 002, and CHD 010
Acceptable for credit: California State University
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children’s center. The course includes staff-administrator relationships, staff development and inservice training and focuses on effective problem solving techniques, decision making models, meetings, performance appraisals and assessment of individual leadership styles. This course partially fulfills the State of California licensing requirements for the Program Director or Site Supervisor. Grade Only.

007 • MANAGEMENT ISSUES OF CHILD DEVELOPMENT PROGRAMS 3.0 units
Total Lecture 54.4 hours
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.

008A • PRACTICUM A 3.0 units
Total Lecture 16.0 hours, Total Lab 108.8 hours
Prerequisite: CHD 001, CHD 002 and CHD 010
Corequisite: CHD 026
Acceptable for credit: California State University
This course will introduce students to developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. All aspects of curriculum development and implementation are emphasized. Grade Only.

008B • PRACTICUM B 3.0 units
Total Lecture 16.0 hours, Total Lab 108.8 hours
Prerequisite: CHD 008A
Acceptable for credit: California State University
Students implement curriculum that displays child-centered, play-oriented approaches to teaching, learning and assessment. Knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all children. Classroom management techniques are discussed. Students display knowledge of the use of environment, professional development skills, guidance techniques and portfolio documentation for assessment. This course may also be offered via distance learning. Grade Only.

009 • ADVANCED PRACTICUM 4.0 units
Total Lecture 36.8 hours, Total Lab 108.8 hours
Advisory: Eligibility for ENGL 108A and READ 053, CHD 001 and CHD 002
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 009, 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 009, 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
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course provides a survey of the issues and methodology of Early Childhood Education from a diverse perspective. It will create a framework for child development / early childhood studies and professional development. This course includes a survey of career options, history, and appropriate practices with children, early childhood curriculum, and identification of quality child development programs. Students will become familiar with the nomenclature of the field. This course will address relevant competencies of the Associate Teacher Permit of the Child Development Matrix. Grade Only.

011 • SCHOOL AGE ISSUES 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Current issues related to the school age child such as school readiness, elementary school experiences, after school care, and licensing issues. Course is designed for those who desire to be employed as instructional aides, after school staff and parents of children ages six through twelve. Grade Only.

013 • TEACHING IN A DIVERSE SOCIETY 3.0 units
Total Lecture 54.4 hours
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.
### Child Development

**Before Enrolling in Degree Applicable Courses, It Is Recommended That You Complete ENGL 001A and READ 053.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Acceptable for Credit:</th>
<th>Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>014 • ART AND CREATIVE DEV. OF YOUNG CHILDREN</td>
<td>3.0 units</td>
<td></td>
<td>The course will focus on the creative art experiences of the child. Students will explore the factors that affect the development of creative art expression and aesthetics in children. Providing developmentally appropriate art experiences will be the focus and the emphasis will be on the process not the product. The role of the teacher and the importance of environment will be discussed. Understanding and analyzing children's art work and its importance for child's overall development will be studied. Students will design creative art experiences to further the child's creative expression. Observation of children will be required. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>015 • OBSERVATION OF CHILDREN</td>
<td>3.0 units</td>
<td></td>
<td>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.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>016 • UNDERSTANDING THE YOUNG CHILD</td>
<td>3.0 units</td>
<td></td>
<td>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.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>017 • CHILD HEALTH AND SAFETY</td>
<td>3.0 units</td>
<td></td>
<td>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.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>018 • PARENTING ISSUES FOR TEACHERS</td>
<td>3.0 units</td>
<td></td>
<td>Designed to help parent's develop positive attitudes, behavior and skills in their relationships with their own children. The role of the teacher in the parent-child relationship is explored. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>020 • THE CHILD WITH SPECIAL NEEDS IN THE COMMUNITY</td>
<td>3.0 units</td>
<td></td>
<td>This course is designed for students who are considering a career or certificate in special education or desire to work with children with special needs and their families. The course provides an overview of common disabilities of children and the impact on families. The course examines PL94-142 and the development of the IFSP and IEP. Observation of children will be required. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>021 • CHILDREN AND PLAY</td>
<td>3.0 units</td>
<td></td>
<td>The course will focus on the classic and contemporary theories of play and the implications of play in relationship to the child's social-emotional, cognitive, language and physical development. Students observe children's play behavior and plan and implement developmentally appropriate experiences for young children in a group setting. Creating inclusive play curricula and developing and implementing special techniques for children with special needs will be discussed. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>022 • ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM</td>
<td>2.0 units</td>
<td></td>
<td>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 Mission College Certificate and AA/AS degree applicable. This course also partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>023 • SCHOOL AGE PROGRAM PLANNING AND IMPLEMENTATION</td>
<td>3.0 units</td>
<td></td>
<td>This course is specifically designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camp programs and as instructional aids in elementary school classrooms. Topics include: early childhood philosophies, indoor and outdoor environment, curriculum activities, materials, health, safety, nutrition, tools, resources, schedules, behavior management, field trips, parent involvement and professional development. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>024 • POSITIVE GUIDANCE IN EARLY CHILDHOOD PROGRAMS: MANAGING CHALLENGING BEHAVIORS</td>
<td>3.0 units</td>
<td></td>
<td>This course will take a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes family stresses, child temperament, violence, and special needs. Proactive intervention and prevention techniques such as behavior management, classroom management, relaxation exercises, and (IEP's) Individual Education Plans will be discussed. Relationship based interventions and strategies will be included. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>025 • FACILITATING INCLUSION IN EARLY CHILDHOOD PROGRAMS</td>
<td>3.0 units</td>
<td></td>
<td>This course will focus on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered will include curriculum modification strategies to facilitate the development of cognitive, motor, social / emotional and language skills in children with special needs. Specific attention will be aimed at developing behavior management plans, collaborative teaching systems, and methods for working with paraprofessionals and parents of children with special needs. The course will also introduce efficient and cost-effective methods for adapting environments to meet children's unique needs. Practical strategies will be discussed for implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
<tr>
<td>026 • INTRODUCTION TO CURRICULUM</td>
<td>3.0 units</td>
<td></td>
<td>The course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine the teacher’s role in supporting development and fostering the joy of learning for all young children. Students use observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Grade Only.</td>
<td>California State University</td>
<td>California State University</td>
<td></td>
</tr>
</tbody>
</table>
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

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

COMMUNICATION STUDIES (COMM)
DIVISION: Communication
DEPARTMENT: Communication Studies
DEPT CHAIR: Rob Dewis
PHONE: 408-855-5327
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 current multi-media technology.
• 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.

Plus 7 units from the following: Units
COMM 004 Small Group Communication........................................3.0
COMMUNICATION STUDIES

COMM 006 .......... Interpersonal Communication 3.0 units
Total Lecture 16.0 hours
Acceptable for credit: University of California, California State University

COMM 012 .......... Introduction to Intercultural Communication 3.0 units
Total Lecture 54.4 hours
Advisory: ENGL 108A

COMM 015 .......... Fundamentals of Communication 3.0 units
Total Lecture 54.4 hours
Advisory: ENGL 108A

COMM 019ABC .......... Communication Activities 1.0 unit each
Total Lecture 16.0 hours
Acceptable for credit: California State University

COMM 001* .......... Public Speaking 3.0 units
Total Program Requirements: 10.0 units

COMM 020* .......... Argumentation and Debate 3.0 units
Total Program Requirements: 10.0 units

COMMUNICATION STUDIES (COMM)

001 • PUBLIC SPEAKING 3.0 units
Total Lecture 54.4 hours
Advisory: ENGL 108A

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.

COMM 004 .......... Interpersonal Communication 3.0 units
Total Lecture 54.4 hours
Advisory: ENGL 108A

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) Grade Only.

COMM 008 .......... Intercultural Communication 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University

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 credit or pass/fail. Grade Only.

COMM 020 .......... Argumentation and Debate 3.0 units
Total Program Requirements: 10.0 units

COMM 025 • MASS COMMUNICATION AND SOCIETY 3.0 units
Total Lecture 54.4 hours
Advisory: ENGL 108A

This course is designed to provide students with theoretical and practical experiences in 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.

COMM 040A, B .......... COMMUNICATION LAB 0.5 units each
Total Lab 27.2 hours

This lab course is offered primarily to help students prepare for presentations in Speeches 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, reviewing 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.

COMM 051 • EFFECTIVE SPEECH: OVERCOMING SPEECH ANXIETY 1.0 unit
Total Lecture 16.0 hours

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

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5374
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:
1. Identify current community health care issues and community agencies and resources available for issues facing consumers today.
2. Demonstrate the ability to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural backgrounds, 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 010</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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>AH 012</td>
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</tr>
<tr>
<td>COMHL 010</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>3.0</td>
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<tr>
<td>H ED 002</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 004</td>
<td>0.5</td>
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<tr>
<td>H ED 009</td>
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<td>SOC 001</td>
<td>3.0</td>
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<tr>
<td>PSYCH 012</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEP 301-304</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Total Program Requirements: 30.0

COMMUNITY HEALTH (COMHL)

**COMMUNITY HEALTH WORKER FOR THE DEVELOPMENTALLY DISABLED - A.S. DEGREE AND CERTIFICATE**

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

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 012</td>
<td>0.5</td>
</tr>
<tr>
<td>COMHL 010</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>4.0</td>
</tr>
<tr>
<td>H ED 004</td>
<td>0.5</td>
</tr>
<tr>
<td>PT 013A</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 013B</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEP 301-304</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Plus 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 003</td>
<td>3.0</td>
</tr>
<tr>
<td>AH 011</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020D</td>
<td>3.5</td>
</tr>
<tr>
<td>AH 020E</td>
<td>2.0</td>
</tr>
<tr>
<td>AH 024</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 001</td>
<td>2.0</td>
</tr>
<tr>
<td>H ED 002</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 009</td>
<td>2.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 070A,B,C</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Requirements: 30.0

COMMUNITY HEALTH (COMHL)

**010 • COMMUNITY HEALTH PROBLEMS**

- Total Lecture: 54.4 hours
- Advisor: 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)**

- Total Lecture: 216.0 hours
- Advisor: 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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

COMPUTER APPLICATIONS (CA)

DIVISION: Commercial Services
DEPARTMENT: Computer Applications
DEPT CHAIR: Judie DelFrate 408-855-5341

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/managers. The Office Information System 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
- Office Assistant
- Data Entry Operator
- Word, Excel, Oracle User
- Hands-on experience in the use of computer for business purposes.
- Instructors, with strong computer backgrounds, that care about your success.
- Opportunities for application experience in the lab through internships.

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

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

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

Highlights:
- Instructor support and individual attention.
- Courses are flexible to accommodate different schedules.
- Most classes are available online - please see the schedule of classes

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

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

D=DAY CLASSES; E=EVENING CLASSES

Most classes are available online - please see the schedule of classes

Computer Applications - Level II - Certificate

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

Major Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>16.0</td>
</tr>
<tr>
<td>Plus 2.5 units from the following:</td>
<td>Units</td>
</tr>
<tr>
<td>CA 010A</td>
<td>Learning the Keyboard</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-Key Numeric Keypad</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Mail Merge</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
</tr>
<tr>
<td>CA 055</td>
<td>Palm Pilot - Basic</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out!</td>
</tr>
<tr>
<td>CA 096F</td>
<td>Introduction to MS Expression Web</td>
</tr>
<tr>
<td>CA 097A</td>
<td>Creating Web Pages - Course 1</td>
</tr>
<tr>
<td>Total Units</td>
<td>16.0</td>
</tr>
</tbody>
</table>

Help Desk Specialist - Certificate

The Help Desk Specialist Certificate is designed to provide students with the basic skills to work in the computer user support industry. Supporting a user has become a major role in many jobs.

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

Choice of any 16-17 units from the following:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>CA 010C</td>
<td>Computer Keyboarding Speed and Accuracy</td>
</tr>
<tr>
<td>CA 013B</td>
<td>Microsoft Word: Check It Out!</td>
</tr>
<tr>
<td>CA 038A</td>
<td>Computer Applications Internship</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
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<tr>
<td>CA 051</td>
<td>Help Desk and Support Specialist</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
</tr>
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</table>
### Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 011</td>
<td>Decision-Making Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Job Stress Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 023</td>
<td>Personal Effectiveness</td>
<td>0.5</td>
</tr>
<tr>
<td>BMGT 017</td>
<td>Introduction to Management</td>
<td>0.5</td>
</tr>
<tr>
<td>BMGT 018</td>
<td>Interviewing Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>BMGT 019</td>
<td>Dealing With Difficult People</td>
<td>0.5</td>
</tr>
<tr>
<td>BMGT 023</td>
<td>Personal Effectiveness</td>
<td>0.5</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 16.0 - 17.0

### Office Administration - A.S. Degree

#### Core Curriculum Courses (Required) Units

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

### Total Program Certificate Requirements: 17.5

#### Office Administration - 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.
- Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

### Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-Key Numeric Keypad</td>
<td>0.5</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>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Intermediate PowerPoint</td>
<td>1.0</td>
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<tr>
<td>CA 062B</td>
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<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 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 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>
<tr>
<td>MGMT 033</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 034</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 035</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 037</td>
<td>Computer Usage for the Workplace Professional</td>
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</tr>
<tr>
<td>MGMT 038</td>
<td>Computer Usage for the Workplace Professional</td>
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</tr>
<tr>
<td>MGMT 039</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
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</table>

### Core Curriculum Courses (Required) Units

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<tr>
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<th>Course Title</th>
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<td>0.5</td>
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<td>Learning the Keyboarding</td>
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<td>CA 033A</td>
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</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>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Intermediate PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 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>
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<td>MGMT 017</td>
<td>Performance Appraisal</td>
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</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>

### Plus four units from the following:
- CA 013B... Microsoft Word: Check It Out... 1.0
- CA 045A... Introduction to Microsoft Project... 1.0
- CA 045B... Intermediate Microsoft Project... 2.0
- CA 081B... Introduction to Microsoft Access... 1.0
- CA 071E... Microsoft Outlook... 0.5
- CA 084... Oracle: Check It Out... 1.0
- MGMT 009... Intro Supervision & Management... 0.5
- MGMT 013... Job Stress Management... 0.5
- MGMT 014... Interviewing Skills... 0.5
- MGMT 017... Performance Appraisal... 0.5
- MGMT 019... Dealing with Difficult People... 0.5

### Plus one of the following:
- BUS 079... Human Relations in Business... 3.0
- MGMT 101... Interpersonal Effectiveness... 3.0

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>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 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>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 034B</td>
<td>Microsoft Word: Indents, Tabs, and Tables</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Report Formatting Features</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Mail Merge</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: New Version Update</td>
<td>0.5</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) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>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 031B</td>
<td>Microsoft Word: Check it Out</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</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 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</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: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 084A</td>
<td>Oracle - SQL and PL/SQL</td>
<td>3.0</td>
</tr>
</tbody>
</table>
| Select 13 units from the following: Units

CA 084B  | Oracle - Forms                            | 3.0     |
| CA 084C  | Oracle - Reports                          | 3.0     |
| CA 084D  | Oracle - Forms 2                          | 3.0     |
| C5 085A  | Develop PL / SQL Programs Units           | 3.0     |
| CIT 082  | DBA: Architecture & Administration        | 3.0     |
| CIT 084  | DBA: Backup & Recovery                    | 3.0     |
| CIT 182  | DBA: Architecture & Administration Lab    | 1.0     |
| CIT 184  | DBA: Backup & Recovery Lab                | 1.0     |
| CIT 186  | DBA: Performance Tuning Lab               | 1.0     |

Total Program Certificate Requirements: 16.0

Oracle Developer - 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: Units

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

Total Program Certificate Requirements: 12.0

Professional Internet Skills - Certificate

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

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</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>
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</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>
</tbody>
</table>

Total Program Certificate Requirements: 8.0

Computer Applications (CA)

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

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

Total Lab 54.4 hours

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

Total Lab 54.4 hours

Advisory: CA 010A or CA 011

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

Total Lecture 36.8 hours; Total Lab 54.4 hours

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

013 • TEN-KEY NUMERICAL KEYPAD

1.0 unit

Total Lab 54.4 hours

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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

034 • MS WORD-ADVANCED FEATURES 2.0 units
Total Lecture 36.8 hours
Advisory: CA 010A, CA 021, CA 033 or CA 070
Acceptable for credit: California State University

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

034E • MS WORD-NEW VERSION UPDATE 0.5 units
Total Lecture 8.0 hours
Advisory: CA 020A, CA 020B, or CA 070

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
Total Lecture 54.4 hours
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 marketable 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
Total Lecture 54.4 hours
Advisory: CA 010A or CA 011
Acceptable for credit: California State University

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

038A • COMPUTER APPLICATIONS INTERNSHIP 1.0, 1.5, 2.0 units
Total Lab 108.8 hours
Advisory: CA 030A, CA 031, CA 033, CA 037A, CA 052
Acceptable for credit: California State University

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

045A • INTRODUCTORY MICROSOFT PROJECT 1.0 unit
Total Lecture 15.0 hours
Advisory: CA 070
Acceptable for credit: California State University

This course covers the basic concepts of project management. Students work with project management tools within Microsoft Project. This enables 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
Total Lecture 36.8 hours, Total Lab 36.8 hours
Advisory: CA 045A
Acceptable for credit: California State University

This course continues the concepts of project management. Students work with the project management tools of Microsoft Project to analyze schedules, work with resource and allocation problems, and monitor and analyze the progress of the project. This course may also be offered via distance learning. Pass/No Pass Option.

046D • INTRODUCTION TO MICROSOFT POWERPOINT 1.0 unit
Total Lecture 16.0 hours
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 Option.

046E • INTERMEDIATE MICROSOFT POWERPOINT 1.0 unit
Total Lecture 16.0 hours
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
Total Lecture 36.8 hours
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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

052 • PC FOR PERSONAL AND PROFESSIONAL USE
Total Lecture 8.0 hours
Advisory: CA 010A
Build confidence in using a computer and take the mystery away from how a computer works. The course covers: 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. Pass/No Pass Only.

062B • AN INTRODUCTION TO MICROSOFT EXCEL
Total Lecture 16.0 hours
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.

063B • INTERMEDIATE MICROSOFT EXCEL
Total Lecture 36.8 hours
Advisory: CA 062B
Acceptable for credit: California State University
Go to the next professional and personal step using Excel. Learn Excel features that are used in decision-making. Experiment with scenarios, data lookups, goal seek, solver, pivot-table charts and graphs, and more. Create macros to automate Excel tasks. Create buttons in a spreadsheet so others can just click and get the result. This course is designed for students who are computer literate and have some knowledge of Excel. May be repeated one time. Pass/No Pass Option.

070 • USING MS WINDOWS/VISTA
Total Lecture 16.0 hours
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
Total Lecture 8.0 hours
Advisory: CA 052
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
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070
Acceptable for credit: California State University
Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.

082B • INTERMEDIATE MICROSOFT ACCESS
Total Lecture 36.8 hours
Advisory: CA 081B
Acceptable for credit: California State University
Go to the next professional and personal step using Access. Learn Access features to enhance database table design, customize forms and 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!
Total Lecture 16.0 hours
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 two times. This course may also be offered via distance learning. Pass/No Pass Option.

084A • ORACLE - SQL AND PL/SQL
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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.

096A • INTERNET USE: PERSONAL AND BUSINESS
Total Lecture 16.0 hours
Acceptable for credit: California State University
Ever get frustrated using the Internet? Take this class and make the Internet work for you. Is there a difference between the Internet and the World Wide Web? This class will cover how the Internet works, some history, and then hands-on “magic carpet rides” through a few of the billions of meaningful web pages. Learn more about e-mail, Internet fraud, transferring files, protecting your computer from hackers, and more. Leave knowing the “basics” of using the Internet, basics that the casual user does not know at all. May be repeated one time. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

096B • INTERNET USE: PERSONAL AND BUSINESS 2  1.0 unit
Total Lecture 16.0 hours
Advisory: CA 096A
Acceptable for credit: California State University
Travel at warp speed through databases, stock markets, research sites, and government sites. View all the satellites in orbit as they circle earth live. Experience different web browsers live (Firefox and Opera), and then choose which one you like best. Learn how to keep your personal data secure when ordering products over the net. Do in-depth research for business, real estate, or to find a lost relative. Learn to use some basic HTML. May be repeated one time. Pass/No Pass Option.

096F • INTRODUCTION TO MS EXPRESSION WEB  1.0 unit
Total Lecture 16.0 hours
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 096C
Acceptable for credit: California State University
Students will learn the basic features of Microsoft FrontPage, an application to simplify the development and creation of a Web page. This course will provide an overview of the software package and will teach students how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Pass/No Pass Option.

097A • CREATING WEB PAGES - COURSE I  1.0 unit
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070 and CA 120
Acceptable for credit: California State University
This course provides for the first professional and personal step in creating a Web page. Students will acquire basic HTML formatting commands in a hands-on lab. In addition, they will learn to add color, graphics, lists, and tables to their Web site. The final project is the creation and publication of a personal or business Web page. This course may also be offered via distance learning. Pass/No Pass Option.

097B • CREATING WEB PAGES - COURSE 2  1.0 unit
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070 and CA 120
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
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070 and CA 120
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
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070 and CA 120
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
Total Lecture 16.0 hours
Advisory: CA 010A, CA 070, CA 097A
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
Total Lab 27.2 hours
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.

120 • CA HELP LAB  1.0 unit
Total Lecture 54.4 hours
Advisory: CA 010A, CA 052 and Concurrent enrollment in CA 033A, 046D, 062B, 081B, 084A, or 097A.
This lab provides additional assistance to students currently enrolled in a Computer Applications class. It is an open entry/open exit course. May be repeated three times. Pass/No Pass Only.
The Computer Information System (CIS) program is designed to provide students with the knowledge and skills required to gain entry level employment as computer programmers, and/or software system administration technicians. The program offers the students the choice of pursuing an Associate of Science (A.S.) Degree in Computer Science, or a certificate(s) with general and C/C++/Unix programming and emphasis. The Computer Information Systems department also offers a transfer program. The courses offered in the transfer program will transfer to California State University/University of California systems, and other four year colleges. In addition, the program provides courses to update skills in areas such as programming in C/C++/Unix Systems Administration and networking.

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

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

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

A.S. Degree:
- Computer Information Systems

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 002</td>
<td>D,E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CIS 014</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 037A</td>
<td>D,E</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CIS 037B</td>
<td>D,E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 040</td>
<td>E</td>
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</tr>
<tr>
<td>CIS 043</td>
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<td>CIS 044</td>
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<td>E</td>
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<td></td>
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<tr>
<td>CIS 045B</td>
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<td></td>
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</tr>
<tr>
<td>CIS 048B</td>
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<td>CIS 081</td>
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<td>CIS 081B</td>
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<td>CIS 170A</td>
<td>D,E</td>
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<td>D,E</td>
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<tr>
<td>CIS 172C</td>
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<td>CIS 181A</td>
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<td>CIS 181B</td>
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<td>E</td>
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</tr>
<tr>
<td>CIS 183</td>
<td>E</td>
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<tr>
<td>CIS 184</td>
<td>D,E</td>
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<td></td>
<td>X</td>
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<tr>
<td>CIS 184A</td>
<td>E</td>
<td>E</td>
<td></td>
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</tr>
</tbody>
</table>

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

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

**Core Curriculum Courses (Required)**

- CIS 037A "C" Programming
- CIS 172A Computer Lab: "C"
- CIS 037B Advanced "C" Programming
- CIS 172B Computer Lab: Advanced "C"
- CIS 040 Software Development with Visual C++
- CIS 178 Open Computer Lab: C++
- CIS 043 Java Programming
- CIS 183 Computer Lab: JAVA
- CIS 044 Introduction To Data Structures Using Java
- CIS 184 Computer Lab: Data Structures Using Java
- CIS 054B Advanced MS Operating System
- MATH 033A Analytic Geometry and Calculus
- MATH 033B Analytic Geometry and Calculus
- MATH 040 Intermediate Calculus

**Total Required Courses:** 41.0

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

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

**Total A.S. Degree Requirements:** 43.0

### Computer Information Systems - Certificate

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

**Certificate Requirement courses:**

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

**Total Core Certificate Requirements:** 21.0

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

- CIS 002 Intro. to Computers with Visual Basic
- CIS 180 Computer Lab: Visual Basic.NET (VB.NET)
- CIS 014 Data Structures and Algorithms
- CIS 172C Computer Lab: Data Structures with "C"
- CIS 031A Fundamentals of MicroSoft Visual Basic .NET
- CIS 170A Computer Lab: Intro to Visual Basic.NET
- CIS 044A Introduction to Perl Programming
- CIS 184A Computer Lab: Perl Programming Language
- CIS 045B UNILINUX Operating System
- CIS 181 Computer Lab: UNIX
- CIS 046A UNIX Shell Programming
- CIS 049A Client-Side Web Programming

**Total Certificate Requirements:** 32.0
**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 049A</td>
<td>Client – Side Web Programming</td>
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</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>31.0</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A</td>
<td>“C” Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A</td>
<td>Computer Lab “C”</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 040</td>
<td>Object Oriented Programming with C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 176</td>
<td>Computer Lab C++</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 045B</td>
<td>UNIX/LINUX Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181</td>
<td>Computer Lab UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A</td>
<td>UNIX Shell Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181A</td>
<td>Computer Lab UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>17.0</td>
<td></td>
</tr>
</tbody>
</table>

**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 2) - Certificate**

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

**Certificate Requirement courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 047B</td>
<td>Advanced UNIX Systems Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 048</td>
<td>Intro to UNIX Networking/Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 081B</td>
<td>TCP/IP</td>
<td>3.0</td>
</tr>
<tr>
<td>Plus two or more additional courses and labs from the following electives (at least 6-8 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 043</td>
<td>Introduction to Java Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 183</td>
<td>Computer Lab Java Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 044A</td>
<td>Introduction to Perl Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184A</td>
<td>Computer Lab Perl Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301</td>
<td>Work Experience (recommended)</td>
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</tr>
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<td>17.0  - 19.0</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 067</td>
<td>Computer Diagnostics, Repair and Upgrade</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 04C</td>
<td>Introduction to Windows NT</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 056</td>
<td>Supporting MS Windows</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 056A</td>
<td>Supporting MS Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 058B</td>
<td>Supporting MS Windows NT Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 081</td>
<td>Introduction to Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>16.0</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
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<tr>
<td>CET 067</td>
<td>Computer Diagnostics, Repair and Upgrade</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 04C</td>
<td>Introduction to Windows NT</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 056</td>
<td>Supporting MS Windows</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 056A</td>
<td>Supporting MS Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 058B</td>
<td>Supporting MS Windows NT Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 081</td>
<td>Introduction to Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>17.0</td>
<td></td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS**

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

002 • INTRODUCTION TO COMPUTER PROGRAMMING USING VISUAL BASIC.NET (VB.NET) 3.0 units

Total Lecture 54.4 hours

Advisory: MATH 903

Corequisite: CIS 180

Acceptable for credit: University of California, California State University

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

**Before Enrolling in Degree Applicable Courses, It is Recommended That You Complete ENGL 001A and READ 053.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>005A</td>
<td>Applications Program Development (COBOL)</td>
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</tr>
<tr>
<td>014</td>
<td>Data Structures and Algorithms</td>
<td>3.0</td>
</tr>
<tr>
<td>032</td>
<td>FORTRAN Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>037A</td>
<td>&quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>037B</td>
<td>ADVANCED &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>040</td>
<td>OBJECT - ORIENTED PROGRAMMING</td>
<td>3.0</td>
</tr>
<tr>
<td>043</td>
<td>SOFTWARE DEVELOPMENT WITH JAVA PROGRAMMING</td>
<td>3.0</td>
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<tr>
<td>044</td>
<td>INTRODUCTION TO DATA STRUCTURES USING JAVA</td>
<td>3.0</td>
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<tr>
<td>044A</td>
<td>INTRODUCTION TO PERL PROGRAMMING</td>
<td>3.0</td>
</tr>
<tr>
<td>045A</td>
<td>INTRODUCTION TO UNIX OPERATING SYSTEM</td>
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<tr>
<td>045B</td>
<td>UNIX LINUX OPERATING SYSTEM</td>
<td>3.0</td>
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</tbody>
</table>

**Mission College 2009–2010**
045C • LINUX OPERATING SYSTEM  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
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 PCs. The Linux commands to be addressed are: Linux file and directory manipulation, processes, access permission, and Linux mail, write, and talk. The course also includes an introduction to the Bash Shell, which includes the shell command line, setup, and customizing the shell environment. In addition, students will configure DNS, NIS, and NFS systems and use GNU project utilities, gawk programming, C/C++, tcl/tk, and perl programming with Linux. Pass/No Pass Option.

046A • UNIX SHELL PROGRAMMING  
Total Lecture 54.4 hours  
Advisory: MATH 903  
Prerequisite: 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.

047A • INTRO TO UNIX SYSTEM ADMINISTRATION  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
Advisory: MATH 903  
Prerequisite: CIS 046A  
Acceptable for credit: California State University  
This is an introductory course in the UNIX system administration series. This course includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools. The course also includes mounting and unmounting the file system. This course utilizes UNIX tools to administer users accounts and groups and administer devices, printers and networking services. This course includes planning, setting up and administering mail services, customizing send mail configuration files, use of shell programming, UNIX tools to administer hardware and troubleshooting file access problems. Pass/No Pass Option.

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

048 • UNIX NETWORKING AND SECURITY  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
Prerequisite: CIS 047A  
Advisory: Math 903  
Acceptable for credit: California State University  
This is an advanced course in the UNIX system administration series. This course includes assembly, setup and configuration of an UNIX Ethernet network. The course is based upon TCP/IP (Transmission Control Protocol/Internet Protocol) and includes host and router configuration, sendmail, firewalls, remote access and execution. This course also includes an introduction to distributing programming using sockets, t/l (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostic utilities. Pass/No Pass Option.

049 • WEB DESIGN/PROGRAMMING (UNIX)  
Total Lecture 27.2 hours, Total Lab 27.2 hours  
Prerequisite: CIS 045B  
Acceptable for credit: California State University  
This is an introductory course in the 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  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
Advisory: CA 097A and CIS 031A  
Acceptable for credit: California State University  
This course enables participants to learn client-side programming for the web pages that require data collection and other user interactions. Students will learn how to write Javascript and embed them into the HTML documents to enhance the dynamics and interactive features of the web, by checking and validating the forms, adding special effects, customizing graphic selections, creating security passwords etc. Participants will use Document Object Model (DOM) to dynamically access and update the content, structure and style of the document. Pass/No Pass Option.

051 • NETWORK PROGRAMMING USING JAVA  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
Prerequisite: CIS 043  
Acceptable for credit: California State University  
This course reviews basic network concepts and World Wide Web / Internet from the perspective of a programmer and a developer. It explores Java's high-level constructs for network access including internet address, URL (Uniform Resource Identifier), and Applet. There will be discussion of Java's low-level sockets classes for network access: socket, serversocket, DatagramPacket, and DatagramSocket. Additional topics include multitasking protocol and content handler, concepts unique to Java that makes it possible to write dynamically extensible programs that automatically understand protocols and new kinds of contents. This course focuses on developing network programs (both applets and applications) using Java, covering networking fundamentals to remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicasting protocol and content handlers, and servlets. Pass/No Pass Option.

053 • DISTRIBUTED COMPUTING USING JAVA  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
Advisory: Eligibility for MATH 003  
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.

081 • INTRODUCTION TO COMPUTER NETWORKING  
Total Lecture 44.8 hours, Total Lab 27.2 hours  
MATH 903, CIS 031A, 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/daseland broadcast protocols, and different access methods. The course will also include different topologies, transmission media, access methods, interface techniques, composite systems and discuss different standards. Students will also learn different architectures and hardware/software architectural compatibility. Additionally, this course will include LAN operating systems, gateways/servers, network control and management, and implementation consideration/product review. (Also listed as CET 081). Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**184A • COMPUTER LAB: PERL PROGRAMMING** 1.0 unit  
Total Lab 54.4 hours  
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIT 011</td>
<td>Desktop Operating Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 012</td>
<td>Network Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 014</td>
<td>Introduction to Computer Hardware</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 021</td>
<td>Cisco Network Fundamentals (Cisco-1)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 022</td>
<td>Routing Protocols and Concepts (Cisco-2)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 023</td>
<td>LAN Design &amp; Case Study (Cisco 3)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 024</td>
<td>Accessing the WAN (Cisco)</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 27.0

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

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

**Core Curriculum Courses (Required)**

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

**Total Program Certificate Requirements:** 12.0

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4.0</td>
</tr>
<tr>
<td>CIT 014</td>
<td>Introduction to Computer Hardware</td>
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</tr>
<tr>
<td>CIT 060</td>
<td>Netware Administration</td>
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<tr>
<td>CIT 062</td>
<td>Netware Advanced Administration</td>
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<tr>
<td>CIT 063</td>
<td>NDS Design and Implementation</td>
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</tr>
<tr>
<td>CIT 064</td>
<td>Service and Support</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 067</td>
<td>Integrating NetWare with Windows O.S.</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 160</td>
<td>Netware Administration Lab</td>
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</tr>
<tr>
<td>CIT 162</td>
<td>Netware Advanced Administration Lab</td>
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<tr>
<td>COMM 015</td>
<td>Career Communications</td>
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</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 31.0
## Microsoft Certified Systems Engineer (MCSE) - Certificate

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

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIT 012......................... Network Hardware &amp; Software</td>
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<tr>
<td>CIT 014......................... Introduction to Computer Hardware</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 041......................... Microsoft OS Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 043......................... Microsoft Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 044......................... Supporting MS Windows Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 045......................... Implementing and Administering Windows Directory Services</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 046......................... Designing a Secure Windows 2000 Network</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 141......................... Microsoft OS Essentials Lab</td>
<td>1.0</td>
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<tr>
<td>CIT 143......................... Microsoft Server Lab</td>
<td>1.0</td>
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<tr>
<td>COMM 015....................... Career Communications</td>
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### Plus choose two courses from the following:

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

### Total Program Certificate Requirements: 34.0-35.0

## 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.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 084A.................. Introduction to Oracle: SQL and PL/SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>OR CIT 049.................. System Administration for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 082.................. DBA: Architecture and Admin</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 084.................. DBA: Backup and Recovery</td>
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<tr>
<td>CIT 086.................. DBA: Performance Tuning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 26.0

## COMPUTER INFORMATION TECHNOLOGY (CIT)

### 011 - DESKTOP OPERATING SYSTEMS (A+ PART I)

- **Total Lecture 54.4 hours, Total Lab 54.4 hours**
- **Acceptable for credit: California State University**

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

### 012 - NETWORK HARDWARE AND SOFTWARE

- **Total Lecture 54.4 hours, Total Lab 54.4 hours**
- **Acceptable for credit: California State University**

This class is designed to give an overview of two distinct groups: Knowledge of Networking Technology, TCP/IP utilities and Knowledge of Networking Practices. The course will cover the basic network features of Microsoft Windows NT/2000, Novell Netware and UNIX. Students will also learn the security features, the file system and the network management of the Network Operating System. Materials Fee: $10.00. Pass/No Pass Option.

### 014 - INTRODUCTION TO COMPUTER HARDWARE (A+ PART II)

- **Total Lecture 54.4 hours, Total Lab 54.4 hours**
- **Acceptable for credit: California State University**

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

### 016 - SECURITY+

- **Total Lecture 54.4 hours, Total Lab 54.4 hours**
- **Acceptable for credit: California State University**

Students learn to develop knowledge of communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. This course may be offered via distance learning. Pass/No Pass Option.
021 • CISCO NETWORK FUNDAMENTALS (CISCO-1)  4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. This course may also be offered via distance learning. Materials Fee: $10.00. Pass/No Pass Option.

022 • ROUTING PROTOCOLS AND CONCEPTS (CISCO - 2)  4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is the second of four courses leading to the CCNA designation. It describes the architecture, components, and operation of CISCO routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols (CISCO) RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students recognize and correct common routing issues and problems. Students participate in procedural labs, and then presents basic configuration, implementation, and troubleshooting. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. This course may be offered via distance learning. Pass/No Pass Option.

023 • LOCAL AREA NETWORK DESIGN & CASE STUDY (CISCO)  4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Acceptable for credit: California State University
This course is the third of four courses leading to the CCNA designation. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. Students learn how to configure a switch for basic functionality and how to implement Virtual LANs (VLAN), VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a VLAN in a small-to-medium network. Pass/No Pass Option.

024 • ACCESSING THE WAN (CISCO)  4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is the fourth of four courses leading to the CCNA designation. This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. This course may also be offered via distance learning. Pass/No Pass Option.

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

026 • REMOTE ACCESS NETWORKS - CISCO 6  3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Prerequisite: CIT 024 or CCNA certification
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Remote Access Networks (BCRAN). Instruction includes ISDN, DDR, 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
Total Lecture 44.8 hours, Total Lab 27.2 hours
Prerequisite: CIT 025
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes advanced Virtual Local Area Network (VLAN) configuration, Inter-VLAN routing, Catalyst switch architecture, and CiscoWorks. Pass/No Pass Option.

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

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

043 • MICROSOFT SERVER  3.0 units
Total Lecture 54.4 hours
Prerequisite: CIT 041
Corequisite: CIT 143
Acceptable for credit: California State University
Students will learn to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. Pass/No Pass Option.
044 • SUPPORTING MS 2000 NETWORK INFRASTRUCTURE 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: CIT 043
Acceptable for credit: California State University
Students will learn to install, configure, and administer Microsoft Windows 2000 Active Directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will 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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 044
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
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
Students will learn to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Group Policy, site topology, Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients are also taught in the course. Pass/No Pass Option.

049 • SYSTEMS ADMINISTRATION FOR MS SQLSERVER 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: CIT 041
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to install, configure, administer, and troubleshoot the client/server database management system of Microsoft SQL Server. The student will also learn to manage files and databases; choose and configure a login security method; plan and implement database permissions; secure SQL Server in an enterprise network; perform and automate administrative tasks; create custom administrative tools; monitor and optimize SQL Server performance; and replicate data from one SQL Server to another. Pass/No Pass Option.

051A • DESIGNING AND IMPLEMENTING DATABASES WITH MS SQL SERVER 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement a database solution with Microsoft SQL Server clients/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.

052A • DESIGNING AND IMPLEMENTING DATA WAREHOUSE USING MS SQL SERVER 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and skills required to plan, implement, and maintain a data warehouse using Microsoft SQL Server client/server database management system. At the conclusion of the course, students will be able to design a data warehousing system, and implement a database designed with a star schema in SQL Server. The student will also gather data from primary data sources, transform it, and place it in a SQL Server staging database. The student will learn about creating 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.

055 • IMPLEMENTING AND SUPPORTING MICROSOFT PROXY 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
Students will learn to design, install, configure and troubleshoot Proxy Server. The course covers Proxy architecture, methods of controlling Internet access, using Microsoft Management Console to administer Proxy Server. The student will also learn to configure the cache, use Performance Monitor to gather Proxy Server performance statistics, and implement methods for improving performance. This course also covers Web publishing, reverse hosting and reverse proxy, hierarchical and distributed arrays, and packet filtering. Pass/No Pass Option.

057A • IMPLEMENTING AND SUPPORTING MS EXCHANGE SERVICES 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
This course provides students with the knowledge and skills required to deploy and administer/support Microsoft Exchange Server. This course covers using 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.
062 • NETWARE ADMINISTRATION - ADVANCED  2.0 units
Total Lecture 36.8 hours
Prerequisite: CIT 060
Corequisite: CIT 182
Acceptable for credit: California State University
The course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. This course is appropriate for Network administrators who have completed the NetWare 5.1 Admin & Net Tech courses or who have acquired the same knowledge & skills from practical job experience administering a NetWare 4 network.  *Pass/No Pass Option.*

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

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

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

070 • DESIGNING A SECURE CHECKPOINT NETWORK I  3.0 units
Total Lecture 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 024
Acceptable for credit: California State University
Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Network security policies, firewall architecture, Virtual Private Networks (VPNs) 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.*

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

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

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

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

088 • DBA: NETWORK ADMINISTRATION  3.0 units
Total Lecture 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 188
Acceptable for credit: California State University
The Oracle 8i Networking class will enable students to identify networking business trends and security problems. Oracle's networking solutions to the business problems and trends will be presented. Students will learn about Net8 components and will learn how to configure both a simple and more complex Net8 environment. This 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
Total Lecture 44.8 hours, Total Lab 27.2 hours
Prerequisite: CIT 049
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement data storage architecture by creating and managing files, file groups, and transaction logs. This course will teach students to use the Microsoft Visual C++6 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.*
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: GDDES 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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: GDDES 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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: GDDES 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
Total Lab 54.4 hours
Advisory: CIS 054B
Corequisite: CIT 041
Acceptable for credit: California State University

The goal of this lab course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 Networks. Pass/No Pass Option.

143 • MICROSOFT SERVER LAB  1.0 unit
Total Lab 54.4 hours
Prerequisite: 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.
COUNSELING (COUNS)

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

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

Student Learning Outcomes
The Mission College Counseling Department offers counseling programs, services, and courses to provide students with the skills needed to be successful in their academic, personal, and career goals. Students will be able to identify and apply these skills as they pertain to their individual lives.

Upon completion of Counseling courses, students will be able to:
• Utilize study skills (such as note taking, test taking, time management) necessary to succeed in college and in their personal lives.
• Identify and apply personal values and career preferences as they relate to making effective career and major choices.
• Recognize the power of life planning and goal setting, and use effective strategies for making wise choices, taking responsibility and thinking critically.

Students utilizing Counseling programs and services will:
• Understand the academic regulations, standards, and requirements needed for completion of their academic goals.
• Actively participate in the development of an educational plan (short term or long term).
• Select appropriate college courses, programs and services to meet their individual needs and to support their academic success.
• Feel personally acknowledged and more confident in their ability to benefit from learning opportunities at the college.

SCHEDULE MATRIX:

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

005 • STRATEGIES FOR SUCCESS 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This 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 • UNIVERSITY TRANSFER PLANNING 1.0 unit
Total Lecture 16.0 hours
Acceptable for credit: (University of California - pending), California State University
This course provides in-depth information and assistance with the transfer process to four-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
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course provides training in basic crisis intervention skills and application of these skills to a wide range of issues, situations, and settings including domestic abuse, suicide, sexual assault, death, addiction, and posttraumatic stress. Pass/No Pass Option.

012 • CAREERS AND LIFE STYLES 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course assists the student in examining the components of career choice. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self-assessment instruments to help them identify career options. Life-styles and personal satisfaction will be discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques will be reviewed. This course may also be offered via distance learning. Materials Fee: $24.00. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

012A • CAREERS AND LIFE STYLES 1.0 unit
Total Lecture 16.0 hours
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. Materials Fee: $24.00. Pass/No Pass Option.

012A1 • CAREERS AND LIFE STYLES 0.5 units
Total Lecture 8.0 hours
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.

012C • CAREER JOB SEARCH SKILLS 1.0 Unit
Total Lecture 16.0 hours
This course assists students in the area of job search skills. Students learn to market themselves using resume writing, and interview skills. Students learn to identify different types of skills and how they relate to job requirements. Pass/ No Pass Option.

023 • BECOMING A MASTER STUDENT-ATHLETE 2.0 units
Total Lecture 36.8 hours
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.

040B, C • LEADERSHIP TRAINING 1.0, 1.5 units
Total Lecture 16.0, 27.2 hours
Acceptable for credit: California State University
Students will study and develop leadership skills for use within the college and the community in social and political organizations. The course provides exploration of values and goals. Students learn techniques in problem solving and critical thinking, theory of group processes, and parliamentary procedures. The Brown Act is also covered. The course is designed to train students to assume student leadership roles, and prepare students to participate effectively in campus organizations. This course is required of all student body officers and senators. Pass/No Pass Option.

051A • PERSONAL GROWTH-INCREASING SELF-ESTEEM AND SETTING GOALS 1.0 unit
Total Lecture 16.0 hours
Acceptable for credit: California State University
This course will assist students in increasing an awareness of themselves and others, identifying strengths and weaknesses in potential for personal growth, and enhancing self-esteem. It is designed to increase the ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are assessing self-esteem, making and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. Pass/No Pass Option.

053 • OVERCOMING MATH ANXIETY 1.0 unit
Total Lecture 16.0 hours
Acceptable for credit: California State University
This course will assist students in understanding what causes math anxiety. Students will learn techniques to manage math anxiety through stress reduction and the change of negative thought processes. Topics will include learning how to identify the emotional components which trigger math anxiety and how to apply techniques to conquer this form of anxiety. May be repeated one time. Pass/No Pass Option.

055 • VALUING DIVERSITY 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This is a theoretically based course which examines and explores students' multicultural awareness, knowledge base and practices and which allows them to develop new skills. The course addresses the complexities of interpersonal relationships among and between several cultures and ethnic groups within our society. Students examine cultural perceptions, while exploring self-concepts, values, beliefs, communication styles, religion, gender, ageism, and lifestyles in order to promote respect for differences and develop a sense of community. Pass/No Pass Option.

102 • STUDENT SUCCESS 0.5 units
Total Lecture 8.0 hours
This course will provide workshops and activities for participants of special programs (e.g. ACCESS, EOPIPS, CalWORKs, etc.). May be repeated three times. Pass/No Pass Option.

145A, 145B • BEGINNING STUDY SKILLS (NON-ASSOCIATE DEGREE COURSE) 0.5, 1.0 units
Total Lecture 8.0 hours, 16 hours
A course designed to improve students' study skills and help them become more aware of their potential for serious study. Opportunity is provided for personalized assistance in examining one's goals and motivation for attending college as well as supervised practice in implementing new approaches to time management, note taking, preparation and taking of examinations and other study habits and techniques. Pass/No Pass Option.

900 • ORIENTATION (NON-ASSOCIATE DEGREE COURSE) 0.5 units
Total Lecture 8.0 hours
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 (DRAFT)
(See Technology Studies Department)
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
- Business Conditions Forecaster
- Economic Forecaster
- Business Analyst
- Commodity Price Forecaster
- Project Economist
- Macro Economist
- Operations Research Analyst
- Manpower Economist
- Arbitrator
- Research Economist
- Attorney
- Industrial Relations Specialist
- Labor Economist
- Economic Analyst
- Development Economist
- Investment Analyst
- Budget Analyst
- Natural Resource Economist
- Commodity Economist

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

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

ECONOMICS (ECON)

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

001B • PRINCIPLES OF MICROECONOMICS 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903 and ECON 001A
Acceptable for credit: University of California, California State University
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be offered by telecourse. Grade Only.
ENGINEERING (ENGR)

DIVISION: Natural Sciences
DEPARTMENT: Engineering
DEPT CHAIR: James Kawamoto
PHONE: 408-855-5395
COUNSELING: 408-855-5630

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 who complete the Engineering Program will:

• Formulate logical problem solving approaches, generate solutions, and assess the reasonableness of the solutions for engineering type analysis problems.
• Design, construct, and produce creative solutions to engineering problems by applying the engineering design process and identifying pertinent design parameters based on the fundamental physics governing a system.
• Demonstrate an understanding of the course material by writing clear, logical, and concise technical reports as well as presenting coherent technical presentations.
• Develop team building skills and improve team work amongst a diverse group of engineers and non-engineers by cultivating an awareness of different social /economic / educational backgrounds.

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>
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<tr>
<td>ENGR 023</td>
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<tr>
<td>ENGR 024</td>
<td>D</td>
<td>D</td>
<td></td>
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<tr>
<td>ENGR 024L</td>
<td>D</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>ENGR 025</td>
<td>E</td>
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<td>ENGR 026</td>
<td>E</td>
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<td>E</td>
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<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>

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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

ENGINEERING - A.S. Degree

Complete 18 units from:

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

Total Program A.S. Degree Requirements: 18.0*

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

ENGINEERING (ENGR)

003 • How Everyday Technology Works 4.0 units

Total Lecture 54.4 hours, Total Lab 54.4 hours

Advisory: MATH 903

Acceptable for credit: University of California, California State University

This course is intended for students of all disciplines who are interested in how everyday things work. Students will experiment with technology to discover principles of science. Concepts such as force, work, energy, power, liquids and gases, heat transfer, electricity, magnetism, electronics, light, materials science, and time are explored through experimentation and observation. Students will experience through class demonstrations and hands-on laboratories the concepts presented by the instructor. Phenomena such as how refrigerators cool food, microwaves heat liquids, stereos transmit sound, and airplanes fly will be addressed in this class. A laboratory is included which offers experiences on campus and field trips to the local industry. Materials Fee: $40.00. Pass/No Pass Option.

010 • Introduction to Engineering 4.0 units

Total Lecture 54.4 hours, Total Lab 54.4 hours

Advisory: MATH 903

Acceptable for credit: University of California, California State University

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

023 • Mechanics - Statics 3.0 units

Total Lecture 54.4 hours

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 applies the principles of mechanics to evaluate the static equilibrium of engineering structures. Topics include 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 is primarily for engineering transfer students. This course may also be offered via distance learning. Grade Only.
024 • INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units
Total Lecture 54.4 hours
Prerequisite: MATH 003B and PHYS 004A
Acceptable for credit: University of California, California State University
This is an introductory course in the analysis of electrical circuits. The emphasis is on setting up equations arising from the applications of Kirchoff's laws, Ohm's law, and Thévenin's theorem, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, natural and complete responses, dependent sources, operational amplifiers, and analog signal applications. This course is primarily for engineering transfer students. Grade Only.

024L • INTRODUCTION TO CIRCUIT ANALYSIS LAB 1.0 unit
Total Lab 54.4 hours
Prerequisite: PHYS 004B
Acceptable for credit: University of California, California State University
This course provides an introduction to the basic instruments and experimental techniques used in electric circuit analysis, such as circuit simulation software. This course is primarily for engineering transfer students. Grade Only.

025 • ENGINEERING GRAPHICS AND DESIGN 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course develops graphical visualization and design skills by applying graphics based engineering methods. The course also teaches engineering design by applying the conceptual design process and integrating graphics into design projects. Graphics assignments develop sketching, manual drafting, and computer-aided drafting (CAD) skills. This course is primarily for engineering transfer students. Grade Only.

026 • ENGINEERING MATERIALS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
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. Mechanical, electrical, and optical properties of metals, ceramics, polymers, and semiconducting materials are addressed. A laboratory is included which uses experiments on campus and field trips to local industry. This course is primarily for engineering transfer students. Grade Only.

030 • INTRODUCTION TO COMPUTING FOR ENGINEERS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 003A and CIS 002
Acceptable for credit: University of California, California State University
This course introduces engineering problem solving using computer programming. Computers are used to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. A disciplined approach to problem solving using an industry standard high level language such as C++ is presented. Topics include: problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. This course is primarily for engineering transfer students. Pass/No Pass Option.

051 • INTRODUCTION REMOTE SENSING 4.0 units
Total Lecture 54.4 hours, Total Lab 72.0 hours
Advisory: ENGR 050
Acceptable for credit: California State University
Remote sensing is the science and art of acquiring information of an object, area, or phenomenon without being in direct contact with that object, area, or phenomenon. This course will provide students with an overview of the field of remote sensing and present the ways in which remotely sensed data can be used in scientific investigations and resource management. Topics addressed will include the electromagnetic spectrum, sensor systems, image analysis, applications, and the integration with Geographic Information Systems (GIS). Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**English Course Progression**

**ENGL 903**
Basic Grammar and Sentence Structure
Concentration on grammar, sentence structure, punctuation, and usage.
3 units

**ESL 970 LS/G/RW**
Adv. Listening, Grammar, Reading, Vocabulary and Writing
Extensive guidance in listening and speaking in academic settings; fluency and accuracy in reading and writing
3/3/5 units

**ENGL 905**
English Fundamentals
Concentration on paragraphs and essays (READ 961 corequisite or prerequisite required).
3 units

**READ 961**
Effective Reading
Vocabulary development; improving reading skills.
3 units

**ENGL 108A**
Effective Writing
Non-transferable: Concentration on essays and introductory research.
3 units

**ENGL 059**
Writing in the Workplace
Non-transferable: Concentration on short business documents.
3 units

**ENGL 001A**
English Composition
Fulfills English requirement for A.A./A.S. Degree; required for transfer to a four-year university.
Fulfills IGETC requirement.
3 units

**ENGL 001B**
Recommended for B.A./B.S. Degree at a four-year university;
Required for SJSU transfer;
Fulfills IGETC requirement.
3 units

**ENGL 001C**
Recommended for B.A./B.S. Degree at a four-year university;
Fulfills IGETC requirement.
3 units

* Counselor advice prior to section enrollment is recommended for proper transfer requirement.
ENGLISH (ENGL)

Pass/No Pass Option.

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
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
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
Total Lecture 54.4 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course continues emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. Grade Only.

001C • CLEAR THINKING IN WRITING 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of English literature beginning with Anglo-Saxon writings and the epic “Beowulf,” extending through the works of the eighteenth century, and ending with the writings of Samuel Johnson. Pass/No Pass Option.

006A • WORLD LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A summary of World literature from the early Greeks to the 17th century. Pass/No Pass Option.

006B • SURVEY OF WORLD LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
World Literature is the study of representative works of world literature from the seventeenth century to the present. The course emphasizes the literary and cultural significance of selected great works of Western and non-Western literary traditions, including women’s, minority, and ethnic literature from around the world. Pass/No Pass Option.

012 • AFRICAN AMERICAN LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of African American literature during the periods of slavery, Reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz and the relationship between music and African American writing; the performance of literary texts on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influences of African American writing on American literature. May be repeated three times. Pass/No Pass Option.

014 • NATIVE AMERICAN LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores the history and development of Native American literature from the pre-colonial oral and written traditions to late twentieth century writing. Students will examine traditional folklore and mythology from a diverse range of Native American literary traditions, eighteenth and nineteenth century autobiographies and novels, and poetry. Novels and nonfiction essays from the more recent Native American writing Renaissance. Students will discuss issues such as: colonization and responses in literature, the translation of the oral tradition into written poetry and prose, the relationship between culture and literature, sacred texts, and identity formation in Native American autobiographies. Pass/No Pass Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as HUMAN 15) Pass/No Pass Option.

018 • ASIAN AMERICAN LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of Asian American literature from the nineteenth through the twenty-first centuries. Among the literary forms covered in this course are: poetry, immigrant narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: Asian oral traditions, music, poetry and performance, racial categorization and mixed-race identity; the literatures of internment, gender and Asian American writing; and the influence of African American writing on American literature. Pass/No Pass Option.

043 • CLASSICAL MYTHOLOGY 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major classical myths of Western heritage for an appreciation of their literary value and their influence on modern life and culture. Pass/No Pass Option.

044 • THE BIBLE AS LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>045</td>
<td>POPULAR FICTION IN AMERICA</td>
<td>3.0</td>
<td>A study of popular fiction, including the detective story, the Western, and science fiction, with an analysis of their merits and shortcomings as literary art and their sources of reader appeal. Pass/No Pass Option.</td>
</tr>
<tr>
<td>047</td>
<td>INTRODUCTION TO POETRY</td>
<td>3.0</td>
<td>A study of the elements of poetry through reading, analysis, and discussion of selected poems; writing of analytical papers. Pass/No Pass Option.</td>
</tr>
<tr>
<td>048</td>
<td>INTRODUCTION TO SHAKESPEARE</td>
<td>3.0</td>
<td>This course is an analysis and discussion of a selection of Shakespeare's major plays and poems with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to develop knowledge, understanding, and appreciation of major genres, themes, characters, and poetic language. Pass/No Pass Option.</td>
</tr>
<tr>
<td>049</td>
<td>MODERN FICTION</td>
<td>3.0</td>
<td>Reading, analysis, and discussion of the modern short story and novel in order to enhance an appreciation of literature and gain insight into the &quot;human condition.&quot; Pass/No Pass Option.</td>
</tr>
<tr>
<td>050</td>
<td>WRITING IN THE WORKPLACE</td>
<td>3.0</td>
<td>The concentration in this course is on writing short business documents, such as emails, memos, letters, short reports, and resumes. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>070</td>
<td>CREATIVE WRITING</td>
<td>3.0</td>
<td>Creative Writing is an imaginative writing course which includes the study of the techniques involved in, as well as the writing of, articles, fiction, poetry, and drama. Also, the course will include the analysis and criticism of class writing, and preparation and marketing of manuscripts. Pass/No Pass Option.</td>
</tr>
<tr>
<td>108A</td>
<td>EFFECTIVE WRITING</td>
<td>3.0</td>
<td>Concentration is on the writing process, academic essays, and introduction to research skills. This course qualifies students for English 001A. Pass/No Pass Option.</td>
</tr>
<tr>
<td>900</td>
<td>ENGLISH COMPUTER LAB (NON-ASSOCIATE DEGREE COURSE)</td>
<td>0.5</td>
<td>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.</td>
</tr>
<tr>
<td>903</td>
<td>BASIC GRAMMAR AND SENTENCE STRUCTURE</td>
<td>3.0</td>
<td>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 course. A grade of “credit” qualifies the student for English 905. Pass/No Pass Only.</td>
</tr>
<tr>
<td>905</td>
<td>ENGLISH FUNDAMENTALS (NON-ASSOCIATE DEGREE COURSE)</td>
<td>3.0</td>
<td>The course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level class. A grade of “credit” qualifies the student for English 905. Pass/No Pass Only.</td>
</tr>
<tr>
<td>940A</td>
<td>ENGLISH LAB (NON-ASSOCIATE DEGREE COURSE)</td>
<td>0.5</td>
<td>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.</td>
</tr>
<tr>
<td>966</td>
<td>APPLIED GRAMMAR/PUNCTUATION (NON-ASSOCIATE DEGREE COURSE)</td>
<td>2.0</td>
<td>This course reviews the application 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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>WEEKEND FALL 2008</th>
<th>WEEKEND FALL 2009</th>
<th>SUMMER 2008 COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRI ESL 940RV</td>
<td>FRI ESL 940RV</td>
<td>ESL 910 ESL 910LC</td>
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<tr>
<td>FRI ESL 950LS</td>
<td>FRI ESL 950LS</td>
<td>ESL 920 ESL 920LC</td>
</tr>
<tr>
<td>SAT ESL 950LS</td>
<td>SAT ESL 970LS</td>
<td>ESL 950G ESL 940GW</td>
</tr>
<tr>
<td>SAT ESL 970LS</td>
<td>SAT ESL 970AR</td>
<td>ESL 960G ESL 940RV</td>
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<tr>
<td>SAT ESL 970AR</td>
<td>ESL 970G</td>
<td>ESL 960LS ESL 970LS</td>
</tr>
</tbody>
</table>

ENGLISH AS A SECOND LANGUAGE COURSE OFFERINGS
- It is very important to study both oral and written English so people can understand you when you speak as well as when you write. For this reason, in Levels 950, 960 and 970, students 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: ...... Units
ESL 970G ....... Advanced Grammar Review And Editing ...................... 3.0
ESL 970LS ...... Advanced Listening And Speaking ........................... 3.0
ESL 970RW ...... Advanced Reading And Writing ............................. 5.0

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

ENGLISH AS A SECOND LANGUAGE (ESL)

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

900 • ESL COMPUTER LAB 0.5 unit
(NON-ASSOCIATE DEGREE COURSE)
Total Lab 27.2 hours
Corequisite: Concurrent enrollment in an English course or an ESL writing course.
This lab provides students with the opportunity to use a Macintosh or PC computer to facilitate the writing process. Students will work independently on writing assignments for ESL classes, including paragraph exercises, essays, and business writing tasks. Topics range from introduction to word processing software to various strategies for brainstorming, drafting, revising, editing, proofreading, formatting, and layout. May be repeated three times. Pass/No Pass Only.

901, 902, 903, 904, 905, 906 • ESL SKILLS DEVELOPMENT LAB
(NON-ASSOCIATE DEGREE COURSES) 0.5 unit each
Total Lab 27.2 hours
Prerequisite: This course is limited to non-native speakers of English who are taking ESL courses to improve English language skills.
This laboratory course facilitates skills development for ESL learners at any level. Students receive individualized assessment and self-paced instruction in English as a second language in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students are provided the opportunity to develop and improve their skills with print, audiotape, and videotape materials assigned by the ESL classroom or lab instructor. May be taken for a total of 3 units. Pass/No Pass Only.

901S • ESL SKILLS DEVELOPMENT LAB 0.5 unit
Total Lab 27.2 hours
This open-entry/open-exit lab provides English as a Second Language learners at any level with the opportunity to develop their language skills. This lab is for students not currently enrolled in an ESL class. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or the classroom instructor. Pass/No Pass Option.

930S • SKILLS DEVELOPMENT LAB 0.5 unit
Total Lab 27.2 hours
This open-entry/open-exit lab provides English as a Second Language students at the 930 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.
### 940S • SKILLS DEVELOPMENT LAB

**Total Lab 27.2 hours**  
Advisory: Concurrent enrollment in ESL 940GW, ESL 940LS, and/or ESL 940RV  
This open-entry/open-exit lab provides English as a Second Language students at the 940 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.

### 950S • SKILLS DEVELOPMENT LAB

**Total Lab 27.2 hours**  
Advisory: Concurrent enrollment in ESL 950G, ESL 950LS, ESL 950RW and/or ESL 950PL  
This open-entry/open-exit lab provides English as a Second Language students at the 950 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.

### 960S • SKILLS DEVELOPMENT LAB

**Total Lab 27.2 hours**  
Advisory: Concurrent enrollment in ESL 960G, ESL 960LS, and/or ESL 960RW  
This open-entry/open-exit lab provides English as a Second Language students at the 960 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.

### 970S • SKILLS DEVELOPMENT LAB

**Total Lab 27.2 hours**  
This open-entry/open-exit lab provides English as a Second Language students at the 970 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.

### 910 • FOUNDATIONS IN ESL

**Total Lecture 161.6 hours, Total Lab 27.2 hours**  
Prerequisite: Qualifying score on the ESL placement test  
This course develops very basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for very low beginning level ESL students. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks will include completion of grammar exercises and in-class and out-of-class writing assignments of 50 words or less. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

### 910LC • FOUNDATIONS IN LISTENING AND CULTURE

**Total Lecture 54.4 hours**  
This is the first semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. This course may also be offered via distance learning. Pass/No Pass Option.

### 920 • BEGINNING ESL

**Total Lecture 161.6, Total Lab 27.2 hours**  
Prerequisite: ESL 910 or ESL placement test  
This course develops basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for 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

**Total Lecture 54.4 hours**  
Advisory: ESL 910 or an appropriate score on the ESL Placement Test  
This course develops basic level oral and written communication skills in standard English using content from the child care context. This course provides practice in listening, speaking, reading, and writing. Students study and practice basic grammatical components of English phrases and sentences frequently used for child care. Students practice vocabulary necessary for communication between children, parents, and child care providers. This course is intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a Second Language. Pass/No Pass Option.

### 920LC • BEGINNING LISTENING AND CULTURE

**Total Lecture 54.4 hours**  
This is the second semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. Although strategies for speaking are included, the emphasis will be on developing skills in listening, reading and writing. Different aspects of American life will be included. This course may also be offered by telecourse. Pass/No Pass Option.

### 930GW • HIGH BEGINNING GRAMMAR AND WRITING

**Total Lecture 54.4 hours Total Lab 27.2 hours**  
Prerequisite: ESL 920 or a qualifying score on ESL placement test  
Develops basic writing and grammar skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

### 930LS • HIGH BEGINNING LISTENING AND SPEAKING

**Total Lecture 54.4 hours Total Lab 27.2 hours**  
Advisory: Concurrent enrollment in ESL 930GW and ESL 930RV  
Prerequisite: ESL 920 or a qualifying score on ESL placement test  
Students receive guidance and extensive practice in reading and comprehending stories, articles, and dialogs written in simplified English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes a lab component that allows students to practice their skills. Pass/No Pass Option.
930PL • BASIC PRONUNCIATION AND LISTENING 3.0 units
   Total Lecture 54.4 hours
   Prerequisite: ESL 920 or a qualifying score in the ESL Placement Test
   This course develops basic pronunciation and listening skills. Students receive guidance and extensive practice in pronunciation improvement so as to make spoken communication more intelligible. The course focuses on the most important aspects of American English pronunciation. These include basic sound-spelling patterns, important vowel and consonant contrasts, syllables, word stress, and key intonation patterns. May be repeated two 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
   Total Lecture 54.4 hours, Total Lab 27.2 hours
   Prerequisite: ESL 920 or a qualifying score on 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. This course may also be offered via distance learning. Pass/No Pass Option.

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING 3.0 units
   Total Lecture 54.4 hours
   Prerequisite: ESL 930GW, ESL 930LS and ESL 930RV, or an appropriate placement on the ESL Placement Test
   This course develops listening and speaking skills. Intermediate level ESL students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, 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
   Total Lecture 54.4 hours
   Prerequisite: A qualifying score on ESL placement test
   This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

950G • INTERMEDIATE GRAMMAR (NON-ASSOCIATE DEGREE COURSE) 3.0 units
   Total Lecture 54.4 hours
   Advisory: Concurrent enrollment in ESL 950RW and ESL 950G
   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
   Total Lecture 54.4 hours
   Advisory: Concurrent enrollment in ESL 950RW and ESL 950G
   Prerequisite: ESL 940LS or a qualifying score on the ESL placement test.
   Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. This course may also be offered via distance learning. Pass/No Pass Option.

940PL • INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 units (NON-ASSOCIATE DEGREE COURSE)
   Total Lecture 54.4 hours
   Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test
   Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogues, 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.
ENGLISH AS A SECOND LANGUAGE

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

950RW • INTERMEDIATE READING AND WRITING  5.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Completion of ESL 095 or a qualifying score on the ESL Placement Test.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 095.

This high intermediate course focuses on producing fluency and accuracy in 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.

960G • HIGH INTERMEDIATE GRAMMAR  3.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Prerequisite: ESL 095G or a qualifying score on the ESL placement test.

This course for students at a high-intermediate level of ESL develops sentence variety in standard written English and accuracy in spoken English to support the refinement of speaking, reading and writing skills. Among elements the course focuses on are the study and practice of complex sentence structures, varied placement of sentence elements, participles, conditionals, and error correction. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

960LS • HIGH INTERMEDIATE LISTENING AND SPEAKING  3.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Concurrent enrollment in ESL 960G and ESL 960RW.
Prerequisite: ESL 950G or a qualifying score on the ESL placement test.

This high intermediate course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students increase their knowledge of vocabulary, idiomatic expressions and communication strategies. Students use a variety of complex language functions. The course emphasis is on the development of oral fluency and the appropriate use of discussion strategies to exchange ideas in small and large group communication, including formal oral presentations. Pass/No Pass Option.

960RW • HIGH INTERMEDIATE READING AND WRITING  5.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Completion of CA 010A, ESL 950GW, and ESL 950RW.
Prerequisite: A qualifying score on the ESL placement test or a C or better in 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  2.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 36.8 hours
Advisory: READ 961
Prerequisite: Eligibility for ENGL 905

In this course, students will edit non-native language errors in applied grammar, usage and punctuation using writing assignments from other courses. Grammar application includes sentence patterns and boundaries; punctuation; verb tenses; modals; conditionals; passive voice; articles; prepositional, adjectival and adverbial phrases; word order; word forms; word usage; and subject-verb-pronoun agreement. This course is designed for students at the English 905 level and above whose primary language is not English. May be repeated three times. This course may also be offered via distance learning. Pass/No Pass Option.

970AR • ACCENT REDUCTION  3.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Completion of CA 010A, ESL 960LS, and ESL 960RW.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 960G.

Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on comprehension of 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
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Completion of CA 010A, ESL 960LS, and ESL 960RW.
Prerequisite: A qualifying score on the ESL placement test or a 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
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 54.4 hours
Advisory: Concurrent enrollment in ESL 970G and ESL 970RW.
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.

Advanced ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas. Pass/No Pass Option.

970RW • ADVANCED READING AND WRITING  5.0 units
(NON-ASSOCIATE DEGREE COURSE)

Total Lecture 89.6 hours
Advisory: Concurrent enrollment in ESL 970G.
Prerequisite: ESL 960LS 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.
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
- Manager
- Supervision
- Investigator
- Research

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

Highlights:

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

A.S. Degrees:

- Fire Technology

Certificates:

- Emergency Medical Technician - I
- Wildland Control Technology
- Fire Technology Work Experience Internships.

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

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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<tr>
<td>FPT 051</td>
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<td>FPT 180</td>
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W=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:

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<th>COURSE</th>
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<td>FPT 057</td>
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<td>FPT 060*</td>
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*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.

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<tr>
<th>COURSE</th>
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<tr>
<td>FPT 065</td>
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Manipulative experience required for completion of the Firefighter I certification program may be completed by any combination of the following that results in 1100 hours of emergency service:

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

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

Total Lecture 54.4 hours

Plus 6 units from the following:
FPT 057 Rescue Practices 3.0  
FPT 058 Fire Apparatus and Equipment 2.0  
FPT 059 Firefighting Tactics & Strategy 2.0  
WHP 004D Fitness: Fire Agility Training 2.0  
FPT 060 Wildland Fire Control Technology 2.5  
FPT 061 Fundamentals of Fire Suppression 3.0  
FPT 065 Emergency Medical Technician I 6.0  
FPT 065C EMT I - Clinical Experience 0.5  
FPT 065L EMT I Lab 1.5  
FPT 075 Emergency Response Training 3.0  
FPT 180 Emergency Medical Technician I Recertification 1.0  
FPT 180A EMT Recertification Part I (MCTV) 1.0  
FPT 180B EMT Recertification Part II (MCTV) 1.0

Total Program A.S. Degree Requirements: 31.0

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

FIRE PROTECTION TECHNOLOGY (FPT)

051 • FIRE PROTECTION ORGANIZATION 3.0 units
Total Lecture 54.4 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
A general introduction to the field of fire protection; career opportunities in fire protection and related fields; career potential assessment; history of fire protection; fire loss analysis; specific fire protection functions; and introduction to the chemistry and physics of fire and fire control techniques. Pass/No Pass Option.

052 • FIRE BEHAVIOR AND COMBUSTION 3.0 units
Total Lecture 54.4 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
Theory and fundamentals of how and why fires start, spread and are controlled; and in-depth study of fire chemistry and physics; fire characteristics of materials; extinguishing agents and fire control techniques. Pass/No Pass Option.

053 • FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 units
Total Lecture 54.4 hours  
Advisory: FPT 052 and MATH 903  
Acceptable for credit: California State University  
Portable fire extinguishing equipment including inspection and maintenance procedures; fundamentals of design and operation of various types of sprinkler systems; fundamentals of design and operation of special hazard protection systems and associated fire detection and signaling systems; water supply requirements for standpipe, sprinkler and other fire protection systems. Pass/No Pass Option.

054 • BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 units
Total Lecture 54.4 hours  
Advisory: FPT 051 and MATH 903  
Acceptable for credit: California State University  
Theory and fundamentals of fire protection; fire protection laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; water requirements for fire protection; public and private fire protection systems; fire protection requirements for buildings, special occupancies and open areas. Pass/No Pass Option.

055 • FIRE PREVENTION TECHNOLOGY 3.0 units
Total Lecture 54.4 hours  
Advisory: FPT 051 and MATH 903  
Acceptable for credit: California State University  
Organization and function of fire prevention; fire protection laws and requirements; fire prevention and public education aspects of fire prevention; firefighter’s responsibilities 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
Total Lecture 54.4 hours  
Advisory: FPT 051 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
Total Lecture 36.8 hours, Total Lab 54.4 hours  
Advisory: FPT 051  
Acceptable for credit: California State University  
Technical and manipulative skill training in emergency care procedures, including examining the victim and surroundings; maintaining an open air way; controlling bleeding; orthopedic emergencies; poison emergencies; burns, heat and cold emergencies; multiple casualties and triage; emergency childbirth; performing manual lifts and carries; improvising and providing transportation; extrication procedures; various rescue techniques. Safety equipment required. Materials Fee: $40.00. Pass/No Pass Option.

060 • WILDLAND FIRE CONTROL TECHNOLOGY 2.5 units
Total Lecture 27.2 hours, Total Lab 54.4 hours  
Acceptable for credit: California State University  
Organization for wildland fire protection; fire problems 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. Materials Fee: $39.00. Pass/No Pass Option.
061 • FUNDAMENTALS OF FIRE SUPPRESSION 3.0 units
Total Lecture 27.2 hours, Total Lab 81.6 hours
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 portable 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. Materials Fee: $38.00. Pass/No Pass Option.

065 • EMERGENCY MEDICAL TECHNICIAN I THEORY 6.0 units
Total Lecture 108.8 hours
Prerequisite: AH 011, or American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065L and FPT 065C
Acceptable for credit: California State University
This EMT-I training program is designed to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the theory requirements for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. May be repeated three times. Materials Fee: $25.00. Grade Only.

065C • EMT I CLINICAL EXPERIENCE 0.5 units
Total Lab 27.2 hours,
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: Concurrent enrollment in or completion of FPT 065 and FPT 065L or FPT 180
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. This course allows the student to experience “hands-on” skills while caring for patients under the supervision of a preceptor. The student will need to show proof of a current t.b.skin test (<6 months ago), either immunizations for or blood tests for the following: rubeola, rubella, varicella, Hepatitis B, tetanus. Students 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
Total Lab 81.6 hours
Advisory: MATH 903
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065 and FPT 065C
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the skills/laboratory requirements at the mandated instructor student ratio of 1:10 for certification as an Emergency Medical Technician –I as specified in the regulations approved by the 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. Materials Fee: $93.00. Pass/No Pass Option.

073 • FIRE GROUND HYdraulics 2.0 units
Total Lecture 36.8 hours
Prerequisite: Firefighter 1 Certification requirements or equivalent.
Acceptable for credit: California State University
Principles of hydraulics; hydraulic measurements; engine and hose appliance calculations; calculate discharge and velocity of flow; determine engine and nozzle pressures in field situations. Pass/No Pass Option.

180 • EMT I REFRESHER COURSE 2.0 units
Total Lecture 36.8 hours
Advisory: MATH 903
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent. Current certification as an EMT-I or a certification that will have been lapsed less than 24 months at the time of application for recertification. For lapses between 6 and 24 months there are educational requirements in addition to the refresher course. Please contact your local EMS Agency for details.
Acceptable for credit: California State University, for California State University, Los Angeles, maximum credit allowed is 2 semester units.
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the refresher course requirements for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. May be repeated three times. Materials Fee: $39.00. Pass/No Pass Option.
FOREIGN LANGUAGES

- Arabic
- Italian
- Portuguese
- Vietnamese

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 Arabic, Chinese, French, Italian, Japanese, Latin, Portuguese, Russian, 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 Arabic, Chinese, French, Italian, Japanese, Latin, Portuguese, Russian, 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

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

Schedule Matrix:

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ARABIC (ARAB)

050A • BEGINNING CONVERSATIONAL ARABIC AND CULTURE 3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: California State University

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

050B • BEGINNING CONVERSATIONAL ARABIC AND CULTURE 3.0 units
Total Lecture: 54.4 hours
Acceptable for credit: California State University

This course is a continuation of ARAB 050A and is designed to improve students’ practical conversational and language skills, to increase their vocabulary and knowledge of basic grammar rules, and to add to their knowledge of the culture and traditions of Arabic-speaking countries. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Option.
CHINESE (CHIN)

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

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

FRENCH (FRNCH)

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

001L • FRENCH LABORATORY 0.5 Unit
Total Lab 27.2 hours
Advisory: Concurrent enrollment in FRNCH 001L is advisable.
Acceptable for credit: California State University
This is a laboratory course, offered in the Foreign Language Center or online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. The culture of France will be presented through newspaper and magazine articles 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.

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

FRNCH 002L • FRENCH LABORATORY 0.5 Unit
Total Lab 27.2 hours
Advisory: FRNCH 002 Concurrent enrollment in FRNCH 002 is advisable.
Acceptable for credit: California State University
This is a laboratory course, offered in the Foreign Language Center or online. Student review the cultures of French-speaking countries through films, current publications, and Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is required 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. This course may be offered via distance learning. Pass/No Pass Option.

003 • THIRD SEMESTER FRENCH (INTERMEDIATE LEVEL) 5.0 units
Total Lecture 89.6 hours
Prerequisite: FRNCH 002 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 003 is a continuation of FRNCH 002. The student 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
Total Lecture 89.6 hours
Prerequisite: FRNCH 003 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 004 is a continuation of FRNCH 003. The students 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
Total Lecture 89.6 hours
Prerequisite: FRNCH 004 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 005 is a continuation of FRNCH 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.

006 • SIXTH SEMESTER FRENCH (ADVANCED LEVEL) 5.0 units
Total Lecture 89.6 hours
Prerequisite: FRNCH 005 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 006 is a continuation of FRNCH 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.

042 • FRENCH CULTURAL EXPERIENCE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
French 42 is a two-part course consisting of preparation for and including a study tour of France. In the orientation part of the course, students learn the fundamentals of French pronunciation and receive an introduction to the French language, geography, and culture. Students will research contemporary customs and the locations to be visited. On-location instruction will include lectures on French history and art and French language practice. Pass/No Pass Option.

050A • BASIC CONVERSATIONAL FRENCH AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language. Emphasis is on conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Pass/No Pass Option.

050B • BASIC CONVERSATIONAL FRENCH AND CULTURE 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Advisory: FRNCH 051A
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
Total Lecture 54.4 hours
Advisory: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option.

050A • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE 3.0 units
Total Lecture 54.4 hours
Prerequisite: ITAL 001
Acceptable for credit: California State University
French 50A 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
Total Lecture 36.3 hours
Prerequisite: FRNCH 001A or demonstrate appropriate competency
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 5.0 Units
Total Lecture 89.6 hours
Prerequisite: ITAL 001
Acceptable for credit: University of California, California State University
Students acquire the basic skills for communication in Italian: listening, speaking, reading, and writing. Students are exposed to a general overview of Italian civilization and culture. This course may be offered via distance learning. Pass/No Pass Option.

001L • ITALIAN LABORATORY 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of 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 be taken independently by students who are not enrolled in a foreign language course. May be repeated once for credit. Pass/No Pass Option.

002 • SECOND SEMESTER ITALIAN 5.0 Units
Total Lecture 89.6 hours
Prerequisite: ITAL 001
Acceptable for credit: University of California - pending, California State University
ITAL 002 is a continuation of ITAL 001. The student acquires additional skills for communication in Italian: listening, speaking, reading, and writing. The student is exposed to a general overview of Italian civilization and culture. Pass/No Pass Option.

002L • ITALIAN LABORATORY 0.5 Unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Italy through a variety of media. The student will be exposed to the Italian culture through DVDs, current publications, Internet research and listening activities. Students may also use language computer programs to improve skills and reinforce grammar knowledge. This course is a requirement for students enrolled in ITAL 002, and is designed to further enhance course material. ITAL 002L may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option.

050A • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning the fundamental aspects of the Italian language, this course emphasizes conversational skills and vocabulary-building with a moderate amount of grammar. The student is also introduced to the cultural aspects of Italy through the use of audio-visual materials. Cultural topics (customs, cuisine, travel, traditions, etc.) and useful vocabulary (numbers, foods, telling time, clothing, etc.) will be further explored through classroom activities which encourage students to use the language in simulated situations. Pass/No Pass Option.

050B • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE 3.0 units
Total Lecture 54.4 hours
Advisory: ITAL 050A
Acceptable for credit: California State University
This course is a continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation and culture in a variety of audio-visual materials and simulated situations. Pass/No Pass Option.

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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

JAPANESE (JPNS)

001 • JAPANESE 1  5.0 units
Total Lecture 89.6 hours
Acceptable for credit: University of California, California State University
This is the second-half of a second year level course in the Japanese language and geography of Japan as well. The student will learn the fundamentals of Japanese grammar, pronunciation, and to write 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 5.0 units
Total Lecture 89.6 hours
Prerequisite: JPNS 001 or its equivalent (2 years of high school Japanese)
Corequisite: JPNS 002L
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 • INTERMEDIATE JAPANESE 1 3.0 units
Total Lecture 54.4 hours
Prerequisite: JPNS 001A and JPNS 002 or equivalent
Acceptable for credit: University of California, 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 • INTERMEDIATE JAPANESE 1 3.0 units
Total Lecture 54.4 hours
Prerequisite: JPNS 003A or its equivalent (3 years of high school Japanese)
Acceptable for credit: University of California, 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.

004A • INTERMEDIATE JAPANESE 002 3.0 units
Total Lecture 54.4 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: JPNS 003B or equivalent of three years of Japanese language study in high school and approval of course instructor, or living in Japan while studying the Japanese language at least two years.
Acceptable for credit: (University of California - pending), California State University
This is the second-half of a second year level course in the Japanese language program. This course emphasizes the development of advanced skills in listening, speaking, reading and writing. Students learn about culture, history, and geography of Japan as well. Pass/No Pass Option.

004B • INTERMEDIATE JAPANESE 002 3.0 units
Total Lecture 54.4 hours
Prerequisite: JPNS 003B or equivalent (3 years of high school Japanese)
Acceptable for credit: University of California, California State University
This is the second-half of a second year level course in the Japanese language program. This course emphasizes the development of advanced skills in listening, speaking, reading and writing. Students learn about culture, history, and geography of Japan as well. Pass/No Pass Option.

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

011B • JAPANESE LAB 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This course is a continuation of Japanese 11A, although Japanese 11A is not a prerequisite. The student will expand his/her knowledge of the culture or language of Japan through further use of slides, filmstrips, audio and video tapes, films, books, and current publications. Tapes and programs providing Japanese language and pronunciation drills are also available. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 1B. Like Japanese 11A, it may be taken independently by students not studying Japanese who are interested in travel or expanding their knowledge of the culture and customs of Japan. May be repeated one time for credit. Pass/No Pass Option.

050A • BEGINNING CONVERSATIONAL JAPANESE AND CULTURE 3.0 units
Total Lab 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics on everyday life in Japan today (food, customs and traditions, the family, etc.) will be presented through lectures, reading assignments and videos. Pass/No Pass Option.

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

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

LATIN (LATIN)

001 • ELEMENTARY LATIN 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
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)

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

049B • PORTUGUESE FOR THE PORTUGUESE-SPEAKING 3.0 units
Total Lecture 54.4 hours
Advisory: PORTG 049A
Acceptable for credit: University of California, California State University
A continuation of PORTG 49A. This course is designed for those whose first language is Portuguese. Emphasis is on comparison between Azorean, Peninsular, and Brazilian Portuguese. Included will be additional study of the accomplishments of the Portuguese in the United States, some translations from Portuguese to English and readings in Portuguese and Brazilian literature. Pass/No Pass Option.

050A • BASIC CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. The living conditions, modern culture, and traditions of Portugal and Brazil will also be introduced. Pass/No Pass Option.

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

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

051B • INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total Lecture 54.4 hours
Advisory: PORTG 051A
Acceptable for credit: California State University
This course is a continuation of PORTG 51A. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include expanded instruction in various aspects of Portuguese and Brazilian traditions and culture. Pass/No Pass Option.

RUSSIAN (RUSS)

040 • BEGINNING CONVERSATIONAL RUSSIAN AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for students without previous experience, desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation 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)

001 • FIRST SEMESTER SPANISH (ELEMENTARY SPANISH) 5.0 units
Total Lecture 89.6 hours
Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
The student acquires the basic skills for communication in Spanish: listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. Pass/No Pass Option.

001L • FIRST SEMESTER SPANISH LABORATORY 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about 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 SPAN 001, or may be taken independently by students who are not enrolled in a foreign language course. May be repeated one time. This course may be offered via distance learning. Pass/No Pass Option.

002 • SECOND SEMESTER SPANISH (ELEMENTARY LEVEL) 5.0 units
Total Lecture 89.6 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: SPAN 001
Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
SPAN 002 is a continuation of SPAN 001. The student continues to develop basic skills for communication in Spanish: Listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. Pass/No Pass Option.

002L • SECOND SEMESTER SPANISH LABORATORY 0.5 unit
Total Lab 27.2 hours
Advisory: SPAN 002
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about 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 SPAN 002, or may be taken independently by students who are not enrolled in a foreign language course. May be repeated 1 time. This course may be offered via distance learning. Pass/No Pass Option.

003 • THIRD SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
Total Lecture 89.6 hours
Prerequisite: SPAN 002 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 003 is a continuation of SPAN 002. Students will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary building exercises, culturally authentic dialogues, readings, and multimedia studies in Hispanic civilization, traditions, customs, and values. Pass/No Pass Option.
FOREIGN LANGUAGES

004 • FOURTH SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
Total Lecture 89.6 hours
Prerequisite: SPAN 003 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 004 is a continuation of SPAN 003. The student will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Hispanic civilization. Pass/No Pass Option.

005 • FIFTH SEMESTER SPANISH (ADVANCED LEVEL) 5.0 units
Total Lecture 89.6 hours
Prerequisite: SPAN 004 or its equivalent
Acceptable for credit: University of California, California State University
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
Total Lecture 89.6 hours
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
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of activities center on everyday life in Spanish-speaking countries. Pass/No Pass Option.

050B • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Total Lecture 54.4 hours
Advisory: SPAN 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 050A. 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
Total Lecture 54.4 hours
Advisory: SPAN 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Pass/No Pass Option.

051B • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Total Lecture 54.4 hours
Advisory: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Spanish 51A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Pass/No Pass Option.

052A • BASIC MEDICAL SPANISH 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course provides students with instruction in Spanish language medical terminology which may be needed by hospital, police, and/or fire personnel. It is designed for those desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. A variety of audio-visual aids will be used in the presentation of this course. Pass/No Pass Option.

055A • IMMERSION SPANISH 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Acceptable for credit: California State University
SPAN 055A 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 - only Spanish is spoken). Students pay an additional fee to cover food, lodging, and other related expenses. There is a mandatory meeting before the immersion weekend and another one following the immersion weekend. Each student completes an independent study program appropriate to their level prior to the weekend, and another 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
Total Lecture 89.6 hours
Corequisite: VIET 001L
Acceptable for credit: University of California, California State University
This is a foreign language course 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.

001L • VIETNAMESE LABORATORY 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides 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
Total Lecture 89.6 hours
Prerequisite: VIET 001L 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 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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

002L • VIETNAMESE LABORATORY 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides a supplement to Vietnamese 002. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Pass/No Pass Option.

049A • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 units
Total Lecture 54.4 hours
Advisory: Native-level speaking ability in Vietnamese
Acceptable for credit: University of California, California State University
This course presents a comparison between the Vietnamese spoken in the U.S. and the formal written and spoken Vietnamese language. Emphasis is on study of Vietnamese culture, society, and history. This course will also include the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course will be taught primarily in Vietnamese. Pass/No Pass Option.

049B • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 units
Total Lecture 54.4 hours
Prerequisite: VIET 049A
Acceptable for credit: University of California, California State University
This course, designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. This course will be taught primarily in Vietnamese. Pass/No Pass Option.

050A • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on Vietnamese customs and traditions, including family concepts, religion, special events, food, etc. Pass/No Pass Option.

050B • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is a continuation of Vietnamese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Vietnam will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.

GEOGRAPHY (GEOG)
DIVISION: Social Sciences
DEPARTMENT: Geography
DEPT CHAIR: Wenxian Xu
PHONE: 408-855-5273
COUNSELING: 408-855-5030

The study of Geography investigates the spatial variation in natural and human phenomena such as climate, landforms, vegetation, cultural diversity, and resource utilization. Geographers use this understanding to explain the character of regions; to ascertain the ways in which 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:

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001 • INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and oceans 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
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and exploration of changes and/or lack of changes made on the earth's surface by human cultures. Pass/No Pass Option.
GLOBAL STUDIES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

GLOBAL STUDIES (GLOBL)

DIVISION: 
CATA
DEPARTMENT: 
Social Sciences
PROGRAM: 
Global Studies
COORDINATOR: 
Steve Hirose (FA) Joan Powers (SP, SU)
PHONE: 
408-855-5279 (FA), 408-855-5298 (SP, SU)
COUNSELING: 
408-855-5030

Global Studies is an interdisciplinary approach to increasing knowledge and understanding of modern global society and events. An understanding of the world's social, political, economic and natural systems, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as global citizens.

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

Through the subject matter and activities presented in each course, graduates from the Global Studies program will be able to:

- Analyze major global challenges superseding the diverse traditions, values and practices in existence
- Identify varying worldviews on the same issues and occurrences
- Differentiate multiple perspectives affecting behaviors and decisions
- Explain how/why the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
- Describe core civic values which generate socially responsible behavior at both local and global levels
- Explain the interconnectedness of global decisions and events
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts

Student ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

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

A.A. Degree:
- Global Studies

Certificate:
- Global Studies

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Academic Preparation and Career Options:
Global Studies is designed to help students comprehend diverse global perspectives and values so that they will be better prepared to deal with the problems and issues facing the human race. Although it is a fairly new concentration of study, more and more colleges and universities are establishing departments and making global literacy a mandatory requirement for an undergraduate degree. Being globally literate and competent allows students flexibility in deciding career opportunities in many areas, some of which include:

- Administration
- Design
- Education
- International News
- Global Technologies
- International Business
- Management
- Politics
- Social Services
- Trade
- Communications
- Diplomacy
- Entertainment
- Environmentalism
- Future Studies
- Import/Export
- International Marketing
- Peace Studies
- Social Justice
- Tourism

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

Global Studies and Academic Requirements:
For transfer students to the University of California and California State University:

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

- GLOBL 1/SOC 1 Global Perspectives
- GLOBL 2/SOC 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) | Units
--- | ---
BIOSC 025 Environmental Biology | 3.0
Foreign Language | 5.0 - 6.0
GLOBL 001 Global Perspectives | 3.0
SOCSC 001 Global Perspectives | 3.0
GLOBL 002 Global Issues | 3.0
SOCSC 002 Global Issues | 3.0
GLOBL 006 The Global Economy | 3.0
SOCSC 006 The Global Economy | 3.0

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) | Units
--- | ---
BIOSC 025 Environmental Biology | 3.0
GLOBL 001 Global Perspectives | 3.0
SOCSC 001 Global Perspectives | 3.0
GLOBL 002 Global Issues | 3.0
SOCSC 002 Global Issues | 3.0
GLOBL 006 The Global Economy | 3.0
GLOBAL STUDIES

001 • GLOBAL PERSPECTIVES 3.0 units
Total Lecture: 54.4 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 54.4 hours
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
Total Lecture: 54.4 hours
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 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
Total Lecture: 54.4 hours
Advisory: GLOBL 001 or GLOBL 002, and 1 yr. of study of foreign language of target country
Acceptable for credit: University of California, 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 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
Total Lecture: 54.4 hours
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 offered via distance learning. Pass/No Pass Option.

GLOBAL STUDIES (GLOBL)

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
ART 001B ........ Survey of Western Art II .......................................................3.0
ART 001C ........ Survey of Non-Western Art .................................................3.0
BIOSC 030 ......... Tropical Ecology .................................................................4.0
COMM 012 ......... Introduction to Intercultural ................................................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
HUMAN 018 ......... African-American Culture and Humanities .....................3.0
HUMAN 016A ......... Hispanic Roots & Culture ..............................................3.0
HUMAN 016B ......... 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

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
**MISSON COLLEGE 2009–2010**

**GRAPHIC ARTS**

**DIVISION:** Cultural and Technical Arts  
**DEPARTMENT:** Graphic Arts  
**DEPT CHAIR:** Dr. Anna Szabados  
**PHONE:** 408-855-5289  
**COUNSELING:** 408-855-5030

The Graphic Arts program at Mission College is designed to prepare students for entry-level positions in the field of graphic arts. This program is transferable to a baccalaureate degree and provides a foundation in both theoretical and practical aspects of the graphic arts discipline.

**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>
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<td>3.0</td>
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<tr>
<td>GRART 064</td>
<td>3.0</td>
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<td>GRART 065</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 24.0 units

**Certificate Program in Printing Technology**

The Certificate Program in Printing Technology is a practical, experiential program that prepares students for entry-level jobs in the printing industry. Students will gain hands-on experience in the latest printing technologies and techniques. The program is designed to be completed in two years.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001A</td>
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</tr>
<tr>
<td>READ 053</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 21.0 units

**Career Options**

Entry-level salaries range from $25,000 to $35,000 per year. Some career options include:

- **Graphic Arts**
- **Press Operator**
- **Pre-press Technician**
- **Desktop Publishing**
- **Production Artist**

**Entry Level Salaries**

Entry levels salaries range from $25,000 to $35,000 per year. 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>
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</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>
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</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 persons and because of the very few training opportunities available, Mission College has created a graphics program in order to meet the varying needs of this industry.

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>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>
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<td>GRART 064</td>
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<tr>
<td>GRART 066</td>
<td>3.0</td>
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<tr>
<td>GRART 067</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 24.0 units

**Certificate Programs**

**062 • INTRODUCTION TO ADOBE ILLUSTRATOR**

Total Lecture 36.8 hours, Total Lab 54.4 hours  
Advisory: CA 020A and GRART 050

This is an introductory level course using Adobe Illustrator software to create illustrations and artwork found in many types of printed materials such as booklets, brochures, magazines, newspapers, etc. Techniques used by industry professionals will be emphasized. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

**063 • INTRODUCTION TO ADOBE INDESIGN**

Total Lecture 36.8 hours, Total Lab 54.4 hours  
Advisory: CA 020A and GRART 050

This is an introductory level course in digital page layout using Adobe InDesign software. Students will lay out and assemble a variety of printed pieces such as booklets, brochures, magazine pages, newspaper pages, newsletters, etc. Emphasis will be on learning techniques used by graphics professionals to create full-color pieces integrating text, photos, and illustrations. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

**064 • INTRODUCTION TO ADOBE PHOTOSHOP**

Total Lecture 36.8 hours, Total Lab 54.4 hours  
Advisory: CA 020A and GRART 050

This is an introductory level course in editing digital photographs using Adobe Photoshop software. Emphasis will be on the techniques used by graphics professionals and digital photographers for editing color, repairing and restoring damaged photos, creating combination images from several photographs, and a variety of effects using the many creative tools and techniques the program offers. Students may work on either Mac OS or Windows platform. May be repeated one time. Pass/No Pass Option.
065 • DESKTOP COLOR - SEPARATIONS AND PROOFING 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: GRART 064
Prerequisite: GRART 063
Acceptable for credit: California State University
In this course the student will learn how to create color documents using Pantone® colors, separate colors on the computer, and proof them using in-house color proofing methods and materials. Process color photography and its use in industry will be discussed. Students may use a combination of photo retouching, page-layout, and illustration software. May be repeated one time. Pass/No Pass Option.

066 • ADVANCED ADOBE ILLUSTRATOR 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: GRART 062 and MATH 903
Acceptable for credit: California State University
This 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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: GRART 062 and GRART 064
Prerequisite: GRART 063
Acceptable for credit: California State University
This is an advanced 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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: GRART 064
Acceptable for credit: California State University
This is an advanced level course using Adobe Photoshop software. This course is designed for those who have completed the GRART 064 course or have sufficient experience to produce advanced level work. The course will include a wide variety of enhancements and manipulation of photographic images such as: advanced color enhancement and color replacement, color matching, advanced photo montage images, advanced photo repair and restoration, working with spot and process color, and creating duotones, tritones and quadtones. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

070 • WEB PRODUCTION & PDF PUBLISHING 3.0 units
(Formerly GRART 099C)
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: GRART 063
Advisory: GDES 045
Acceptable for credit: California State University
This is an advanced level course that focuses on web production, PDF publishing and preflighting files for print publication. Students will learn how to problem solve a variety of issues: using type, using color, selecting the appropriate file format, distilling files, publishing across platforms, preparing files for a variety of electronic and print venues. May be repeated one time. Pass/No Pass Option.

075 • PRINTING GRAPHIC FILES ON THE PRESS 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: GRART 050
Acceptable for credit: California State University
This is a beginning level course in preparing graphics files and running them on a commercial printing press. Students will perform all steps in prepress to prepare a file for printing on the press including creating film separations, image assembly, offset 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.

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**GRAPHIC DESIGN & MULTIMEDIA** (GDES)

**DIVISION:** Cultural and Technical Arts
**DEPARTMENT:** Graphic Design & Multimedia
**DEPT CHAIR:** Dr. Anna Szabados
**PHONE:** 408-855-5289
**COUNSELING:** 408-855-5030

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

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

The students of the program have won 55 graphic design awards in design competitions at the state, national and international levels. The faculty of Mission College, with decades of industry experience, is committed to providing the most current design information available from a contemporary international perspective.

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

**Career Options:**
- Salaries vary widely in this occupation. Experience, talent, education, and the size and location of the firm are all factors influencing the salaries. Surveys indicate that annual salaries range from $20,000 to well over $50,000. According to figures published by the California Projections of Employment by the Labor Market Information Division the projected growth (1995-2005) 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
- Web Graphic Design
- E-Commerce
- Creative Arts Entrepreneurship

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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</thead>
<tbody>
<tr>
<td>GDES 029</td>
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<tr>
<td>GDES 035</td>
<td>D.E</td>
<td>D.E</td>
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<tr>
<td>GDES 037</td>
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<tr>
<td>GDES 045</td>
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<tr>
<td>GDES 046</td>
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<td>GDES 047</td>
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<tr>
<td>GDES 055A</td>
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<td>GDES 055B</td>
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<td>GDES 060</td>
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<td>GDES 070</td>
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<tr>
<td>GDES 073</td>
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<td>GDES 074</td>
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<td>GDES 080</td>
<td>E</td>
<td></td>
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<tr>
<td>GDES 082</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDES 085</td>
<td>E</td>
<td></td>
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</tr>
</tbody>
</table>

D= Day Classes; E= Evening Classes
### Graphic Design & Multimedia

**Digital Illustration - Certificate**

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio &amp; Design Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

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

**Total Program Certificate Requirements:**

- **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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 013</td>
<td>Creativity and Visual Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 029</td>
<td>Careers in Visual Communication</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Designing Websites for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 034</td>
<td>Networking for Success</td>
<td>3.0</td>
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<tr>
<td>MKT 035</td>
<td>Developing Customer Surveys</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
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<td>MKT 056B</td>
<td>Marketing Strategies</td>
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<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
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<td>Internet Marketing</td>
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<tr>
<td>MKT 084B</td>
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</tbody>
</table>

Select 7.5 units from the list of elective courses to complete a minimum of 16 units for the certificate.

**Units**

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>ACCTG 001A</td>
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</tr>
<tr>
<td>BUS 027</td>
<td>Principles of e-Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
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</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 013</td>
<td>Creativity and Visual Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 029</td>
<td>Careers in Visual Communication</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
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<td>GDES 047</td>
<td>Web Animation</td>
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<tr>
<td>GDES 083</td>
<td>Designing Websites for e-Commerce</td>
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<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
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</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 034</td>
<td>Networking for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 035</td>
<td>Developing Customer Surveys</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056B</td>
<td>Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084B</td>
<td>E-Mail Marketing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:**

---

**E-Commerce - Certificate**

This is an interdisciplinary certificate program. The students will develop an understanding of the similarities and differences between traditional and electronic commerce along with the required technology infrastructure. Revenue models on the Web will be examined with a focus on how to create an effective commercial Web presence including the design and application of effective interfaces and information architecture. Web marketing strategies including product-based, customer-based and business to business will be covered. Web auctions, portals and virtual communities will also be covered. Payment systems along with legal and tax issues will be examined. This certificate program will prepare both design and business students to work more successfully in a Web based e-commerce environment.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio &amp; Design Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select a minimum of two additional course electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 064</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td>Business Management</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 085</td>
<td>Portfolio &amp; Professional Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:**

---

**Graphic Design - A.S. Degree and Certificate**

This award winning design program provides opportunities for the student to develop sensitivity to and an understanding of contemporary graphic design issues. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to computer generated and traditional design techniques to provide the basic skills necessary to enter this growing, professional field. Opportunities exist in advertising, corporate communication, retail businesses, publishing, etc. Typical careers include: graphic design, packaging design, marketing communication, and display design, cartooning, illustration, typography, web page design, etc.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031A</td>
<td>Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design - Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 029</td>
<td>Careers in Visual Communication</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design - Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055B</td>
<td>Advanced Topics in Graphic Design - The Agency</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 050</td>
<td>Exploring Careers in Graphic Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Portfolio &amp; Professional Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033B</td>
<td>Basic Design - Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Computer Added Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ART 011</td>
<td>The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 040</td>
<td>Applied Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
</tbody>
</table>
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

### Graphic Design & Multimedia

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

#### Marketing Communication - Certificate

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 087</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ENGL 077Design of Technical Publications</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 050</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:**

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>GDES 037 Intermediate Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045 Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070 Introduction to Multi-Media Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075 Macromedia Director Studio</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 083 Digital Music Production II</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085 Professional Portfolio and Design Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Plus an additional course (or additional courses) required from the following to bring your total to a minimum of 24 units:**

**Units:**

- ART 033A Introduction to Computer Aided Art: 3.0
- ART 037A Introduction to Computer Animation: 3.0
- GDES 047 Web Animation: 3.0
- GDES 048 Intermediate Web Animation: 3.0
- GDES 055A Graphic Design-Image and Promotion: 3.0
- GRART 061 Introduction to Adobe Illustrator: 3.0
- GDES 075 Information Architecture & Interface Design: 2.0
- GDES 078 Digital Photography & Quicktime VR: 3.0
- GDES 079 Digital Video Production with Final Cut Pro: 3.0
- MGTG 084 Marketing on the Internet: 3.0

**Total Program Certificate Requirements:**

Units: 24.0

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

2009–2010 MISSION COLLEGE
Webmaster - Certificate

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design 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>Servlets &amp; JSP</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Advanced Web Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 113</td>
<td>Database Programming for the Web</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus select an additional course (or courses) to complete the required minimum total of 25 semester 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>
<tr>
<td>BUS 86</td>
<td>Internet for Business Users</td>
<td>4.0</td>
</tr>
<tr>
<td>GDES 83</td>
<td>Design for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 73</td>
<td>Digital Photography &amp; Quicktime VR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 72</td>
<td>Information Architecture &amp; Interface Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 70</td>
<td>Introduction to Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 68</td>
<td>Advanced Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 83</td>
<td>Digital Audio</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 60</td>
<td>Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 45A</td>
<td>Introduction to the UNIX Operating System</td>
<td>1.0</td>
</tr>
<tr>
<td>COMP 15</td>
<td>Career Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 12</td>
<td>Networking Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 41</td>
<td>Microsoft Professional 2000</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 25.0 units

GRAPHIC DESIGN (GDES)

011 • THE HISTORY OF MODERN DESIGN 3.0 units

Total Lecture 54.4 hours

Acceptable for credit: University of California, California State University

This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work. This course may also be offered via distance learning. Pass/No Pass Option.

013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units

Total Lecture 54.4 hours

Acceptable for credit: University of California, 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.

021 • SALESMANSHIP FOR CREATIVE PROFESSIONALS 1.0 unit

Total Lecture 16.0 hours

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

Total Lecture 16.0 hours, Total Lab 27.2 hours

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

Total Lecture 16.0 hours

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

Total Lecture 16.0 hours

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

Total Lecture 16.0 hours

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

Total Lecture 16.0 hours, Total Lab 54.4 hours

Acceptable for credit: California State University

Introduction to a variety of professional experiences in visual communications. Lectures, guest speakers, field trips, etc., will serve to expose the student to a sampling of the Architectural Design, Photography, Film, Fine Arts, Technical Illustration, Architectural Display, Packaging, Animation, Graphics, and Television. Pass/No Pass Option.

035 • INTRODUCTION TO COMPUTER GRAPHIC DESIGN 3.0 units

Total Lecture 36.8 hours, Total Lab 54.4 hours

Advisory: ART 033A

Acceptable for credit: California State University

This course introduces the student to the history, the roles and application of computer graphics in visual communication. Practical design projects will examine the interaction of form and message, with emphasis on fundamentals of several applicable painting and illustration software packages. This course may also be offered via distance learning. Pass/No Pass Option.

036 • FORENSIC ANIMATION 3.0 units

Total Lecture 36.8 hours, Total Lab 54.4 hours

Advisory: GDES 039A or GDES 039B

Acceptable for credit: California State University

Students learn animation techniques to create simulations of vehicular, aviation, and industrial incidents as used in state, local, and federal litigation. Pass/No Pass Option.
037 • INTERMEDIATE COMPUTER GRAPHIC DESIGN 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: Recommend GDES 035
Acceptable for credit: California State University
This introductory 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.

039B • INTERMEDIATE COMPUTER ANIMATION 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: Recommend GDES 039A
Acceptable for credit: University of California, California State University
Students learn advanced animation techniques using 3D modeling and animation software (i.e. Autodesk Maya), including texture mapping and lighting effects. Students create complex 3-dimensional scenes, design, model, rig, animate characters, and create animations on different platforms. Pass/No Pass Option.

040 • APPLIED TYPOGRAPHY 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory:ART 033A
Acceptable for credit: California State University
This course introduces the student to the history, the roles and application of typography in visual communication. Practical design projects will examine the interaction of form and message, with emphasis on fundamental theory (i.e. the elements, principles, and attributes of typographical design). Students will explore both traditional and computer-assisted techniques. Pass/No Pass Option.

045 • WEB PAGE DESIGN WITH XHTML 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: ART033A
Acceptable for credit: California State University
This course introduces 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.

048 • INTERMEDIATE WEB ANIMATION 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: GDES 045 and GDES 047
Acceptable for credit: California State University
This intermediate level course focuses on the creative design skills required to create effective web page animation using a variety of software packages. The basic principles of animation technologies and their applications in cyberspace will be explored. The student will develop an understanding of the role of animation on the Internet and the World Wide Web in a series of hands on exercises. A basic understanding of computer system is assumed. May be repeated one time. Pass/No Pass Option.

050 • GRAPHIC DESIGN PRESENTATION AND ILLUSTRATION TECHNIQUES 3.0 units
Total Lecture 36.8 hours, Total Lecture 54.4 hours
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.

055A • GRAPHIC DESIGN - IMAGE AND PROMOTION 3.0 units
Total Lecture 36.8 hours, Total Lecture 54.4 hours
Prerequisite: GDES 055A
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.

060 • ELECTRONIC PAGE LAYOUT AND TYPOGRAPHY 3.0 units
Total Lecture 36.8 hours, Total Lecture 54.4 hours
Advisory: ART 033A
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course will be on developing an understanding of the basic principles of page layout and typography along with a working knowledge of supporting computer equipment, and creating artwork for inclusion in a portfolio. Practical design projects will examine the interaction of form and message, with emphasis on fundamental theory, i.e., the elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. This course may be repeated one time. This course may offered online. Pass/No Pass Option.
### GRAPHIC DESIGN

**BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Total Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>070</td>
<td>INTRODUCTION TO MULTIMEDIA DESIGN</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>071</td>
<td>INTERMEDIATE MULTIMEDIA DESIGN</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>072</td>
<td>INFORMATION ARCHITECTURE &amp; INTERFACE DESIGN</td>
<td>2.0</td>
<td>27.2</td>
<td>27.2</td>
</tr>
<tr>
<td>073</td>
<td>DIGITAL PHOTOGRAPHY</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>074</td>
<td>DIGITAL VIDEO PRODUCTION WITH FINAL CUT PRO</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>077</td>
<td>DESIGN OF TECHNICAL PUBLICATIONS, TRAINING MATERIALS, AND VISUALS</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>080</td>
<td>PACKAGING DESIGN</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
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<tr>
<td>081</td>
<td>MOTION GRAPHICS WITH AFTER EFFECTS</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
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<tr>
<td>082</td>
<td>GAME DESIGN AND ARCHITECTURE</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>083</td>
<td>DESIGNING WEBSITES FOR E-COMMERCE</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>085</td>
<td>PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION</td>
<td>2.0</td>
<td>16.0</td>
<td>16.0</td>
</tr>
<tr>
<td>087</td>
<td>TRADESHOW EXHIBIT DESIGN</td>
<td>3.0</td>
<td>36.8</td>
<td>54.4</td>
</tr>
<tr>
<td>939A</td>
<td>SUPPLEMENTAL LAB</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
</tr>
</tbody>
</table>

**Advisory:**
- ENGL 001A
- ART 033A, GDES 046, GDES 074, or GDES 075
- University of California, California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University

**Acceptable for credit:**
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University
- California State University

**Prerequisite:**
- ENGL 001A
- ART 033A, or ART 034A
- ART 033A, or ART 034A, or GDES 070
- ART 033A, or ART 034A
- GDES 045, or GDES 046 or GDES 047
- ART 033A, ART 034A, GDES 070
- ART 033A, or ART 034A
- GDES 055A and ART 034A
- GDES 055A and GDES 060
- GDES 055A and ART 034A
- GDES 039A
- ART 034A

**Pass/No Pass Option:**
- GDES 055A
- GDES 055A and ART 034A
- GDES 055A and GDES 060

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.
HEALTH EDUCATION (H.ED)

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5374
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:
Upon completion of courses in Health Education students will:
1. Identify and define dimensions of health/wellness.
2. Demonstrate theoretical knowledge and awareness of implementing healthy lifestyle behaviors.
3. Identify strengths and weaknesses involved in their own health/wellness lifestyle and identify behaviors to improve their own health/wellness lifestyle.
4. Demonstrate the ability to provide first aid and CPR to adult victims.

Students will be assessed through examinations, quizzes, written reports, practical exercises, and skills demonstrations.

Schedule Matrix:

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

HEALTH EDUCATION (H.ED)

002 • HEALTH AND LIFESTYLE 3.0 units
(2 A,B,C,D,E,F • HEALTH & LIFESTYLE) (0.5 unit each)
Total Lecture: 54.4 hours, 8.0 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University

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

004 • STANDARD FIRST AID 0.5 unit
Total Lecture: 8.0 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University

A concentrated course in the principles and the application of Adult CPR and first aid skills. This course is designed to equip lay persons to provide first aid to adult victims. Those successfully completing the course will receive American Red Cross certificates. May be repeated three times. Materials Fee: $8.00. Pass/No Pass Option.

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

Drug Abuse and Human Disease is a course designed to develop knowledge, attitudes and behavior patterns that contribute to a better understanding of: 1) the use and misuse of drugs, alcohol and tobacco in our society; and 2) people as they relate to their environment in the areas of disease, mental health, population and environmental health. Pass/No Pass Option.

HEALTH OCCUPATIONS

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver
PHONE: 408-855-5374
Information: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

Mission College offers several areas of study resulting in certificates, degrees, or licensure in the field of Health Occupations. These include Nursing Assistant (NA), Home Health Aide (HHA), Community Health Worker, Psychiatric Technician (PT), Vocational Nursing (VN), and Registered Nursing (RN) programs. Each program is unique with its own required prerequisites, course work, labs, and clinical studies.

Health Occupations programs include both theoretical instruction on campus and clinical experience in local hospitals and clinics. Students enrolled in clinical programs are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from a Health Occupations program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior, or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member’s professional judgment, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the faculty and the Program Director of Department Chair.

Clinical Facility Requirements:
Affiliation agreements with clinical facilities regulated by The Joint Commission require that Mission College Health Occupations students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include a recent physical examination, disease specific immunity, negative TB status, negative urine screening, and a negative criminal background clearance or fingerprinting clearance. Requirements are subject to change as specified by the clinical facility.

All students enrolled in Health Occupations courses requiring patient care contact in a facility must provide evidence of meeting these requirements prior to the first clinical experience. Students will be excluded from the clinical site until all required materials have been received in the department.

Policies and procedures for the physical examination, disease specific immunity, negative TB status, urine screening, and criminal background check and/or fingerprinting will be provided at the orientation. The student shall be responsible for paying any associated costs of program requirements, with the exception of fingerprinting for the Nursing Assistant student. California state mandates prohibit the Nursing Assistant student to pay for the required fingerprinting.

Performance Standards:
In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Performance Standards adopted by the Health Occupations Department include the following:

Must be able to:
- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift 50 pounds;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed to bed, bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling patients toward the head of the bed;
- physically apply up to ten pounds pressure to sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature;
- visually read calibrated scales;
- perform close and distinct visual activities involving persons and paper work;
- visually discriminate depth and color perception;
- identify and distinguish odors;
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

• perform auditory assessments requiring the distinguishing of variances in sounds;
• learn to perform mathematical calculation with 100% accuracy for medication preparation and administration in a timely manner;
• learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
• comprehend verbal and written directions, making correct notations and responding as directed;
• make proper and timely decisions under stressful and emergency situations.

Student Learning Outcomes:
Upon successful completion of programs in the Health Occupations Department students will:
1. Demonstrate skills required for entry level practice.
2. Demonstrate the use of theoretical and clinical skills during the performance of patient care to prepare for employment.
3. Successfully pass the courses required to meet eligibility requirements for licensure and/or certification examination.

A.S. Degrees:
• Community Health Worker
• Community Health Worker for Developmentally Disabled
• Psychiatric Technician
• Vocational Nursing
• Registered 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, the Board of Registered Nursing, and the California Department of Public Health, acceptance into the Vocational Nursing, Psychiatric Technician, Registered Nursing, and Nursing Assistant programs will be dependent on the following:

Nursing Assistant Program:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the Health Occupations Program entrance examination (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 Health Occupations Program 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 040, PSYCH 012, VN 057 prior to applying for this program.

Vocational Nursing:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the Health Occupations Program 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.

Licensed Vocational Nursing to Registered Nursing Program:
• 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.

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

For further information on individual programs please refer to the area of study.

Areas Of Study:
• Allied Health ................................................................. pg. 29
• Community Health Worker .............................................. pg. 67
• Health Education ........................................................... pg. 117
• Psychiatric Technician .................................................... pg. 148
• Registered Nursing ......................................................... pg. 155
• Vocational Nurse ............................................................ pg. 175
HISTORY (HIST)

DIVISION: Social Sciences
DEPARTMENT: History
DEPT CHAIR: Wenxian Xu
PHONE: 408-855-5273
COUNSELING: 408-855-5530

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

Student Learning Outcomes:
Students in the History Program will acquire the necessary analytical skills and tools to understand the historical past of many different cultures and societies. Students will learn to study and think critically about different races, ethnic groups, political systems, religions, cultural assumptions, and experiences of the past. Students can also meet the general education and lower division course requirements in History for associate degree and/or transfer to four-year institutions. Upon completion of the program, students will:
- Demonstrate the ability to identify major historical issues;
- Identify the main participants in historical events of the culture under study;
- Analyze major historical events either verbally or in writing;
- Define and be able to compare and contrast key historical issues and cultural assumptions; and,
- Become familiar with values of different cultures and societies and learn to appreciate them.

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

Career Options:
- Administrator
- Pre-Law/Lawyer
- Foreign Service
- Teacher
- Journalist
- Librarian

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

Highlights:
- Faculty includes widely traveled scholars, authors and active historians.
- Courses also fulfill general education and global education requirements.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

HISTORY (HIST)

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

004A • HISTORY OF WESTERN CIVILIZATION  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of Western civilization from prehistoric times to 1600. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. Pass/No Pass Option.

004B • HISTORY OF WESTERN CIVILIZATION  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of Western civilization from 1600 to the present. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. Pass/No Pass Option.

006 • THE MIDDLE EAST  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the Middle East from prehistoric to modern times. Emphasis is on the major religious, cultural, social, political and economic movements that have influenced the current Middle East. Grade Only.

017A, B • UNITED STATES HISTORY  3.0 units each
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
History 017A is a survey of the political, economic, social, and cultural 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, industrialism 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
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
History 18 is an introduction to the history of Latin America which begins with a survey of Ancient American cultures, and examines the conquest of Central and South America, subsequent colonialism, and independence movements. The main portion of the course will focus on the political, social and economic effects of industrialization and global issues on women and men in Nineteenth and Twentieth Century Latin American cultures. An analysis of Latin America's place in modern society concludes the course. Pass/No Pass Option.

020 • HISTORY AND GEOGRAPHY OF CALIFORNIA  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course examines California geographic regions, the Native Americans of California, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Pass/No Pass Option.

030 • HISTORY OF SOUTHEAST ASIA  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

031 • HISTORY OF EAST ASIA  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a survey of the history of China, Japan, Korea, Vietnam and related countries in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region. Pass/No Pass Option.

033 • WOMEN'S ISSUES PAST AND PRESENT  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
Examines the significant issues, personal, political, social, economic and ethnic that women face today. Topics will be first be set in a historical context and then discussed as they appear in modern societies around the world. Globalization of economies as well as differences in cultural expectations as they apply to women and affect choices open to women will be reviewed. Pass/No Pass Option.

HISTORICAL MANAGEMENT

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

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

The hospitality industry is in the business of providing food, lodging, and related services to people who are away from home. Clearly, there is job security within an industry which provides services for people who travel for business and/or pleasure.

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

Courses explore the principles of management and supervision, safety and sanitation 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:
• 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
• Ensure that a food service establishment is operating within current safety and sanitation codes, train workers in proper safety and sanitation procedures
• Read, create and analyze accounting statements as they apply to hospitality operations; identify costing standards and communicate profit objectives in common industry language
• Describe and analyze the interrelationships 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
• 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

Student will be assessed through a combination of performance evaluations, written assignments, and written tests and quizzes.

Career Options:
• Travel Planning • Conference Centers • Convention Planning
• Chef • Cruise Lines • Meeting Planning
• Restaurant Manager • Health Care • Food Service
• Front Desk Supervisor • Hotel Management • Attractions (Disney)

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

Highlights:
• Professional staff with diverse background in industry.
• Curriculum input from advisors currently in the industry.
• 14,500 sq ft. facility with two fully equipped kitchens.
• Two hands on operations classes open to the public.
• Currently under reconstruction. Facility renovation and expansion.
• Support Services of Job Placement Center.
• Industry sponsored Work Experience environments.
• Job placement directly through program directors office.

A.S. Degree:
• Hospitality Management

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

Core Curriculum Courses (Required) Units
FDRST 050A ...... Introduction to the Hospitality Industry .................2.0
FDRST 051 ...... Basic Food Preparation .............................................5.0
FDRST 052 ...... Quantity Foods Operation ............................................5.0
FDRST 053 ...... Restaurant Operations ................................................5.0
FDRST 054 ...... Hotel and Restaurant Accounting .....................3.0
FDRST 055 ...... Food Purchasing ..................................................3.0
FDRST 056 ...... Food, Beverage and Labor Cost Controls ............3.0
FDRST 059 ...... Hospitality Management .....................................3.0
FDRST 060 ...... Food Service Facilities Planning .........................3.0
FDRST 070 ...... Menu Planning ..................................................2.0
FDRST 075 ...... Marketing Principles ..........................................3.0
NS 015 ....... Human Nutrition ................................................3.0
CA 021 ...... Introduction to Computers .....................................1.0
FDRST 301-304 ...... Cooperative Work Experience .....................5.0
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) Units
FDRST 050A ...... Introduction to the Hospitality Industry .................2.0
FDRST 051 ...... Basic Food Preparation .............................................5.0
FDRST 052 ...... Quantity Foods Operation ............................................5.0
FDRST 053 ...... Restaurant Operations ................................................5.0
FDRST 054 ...... Hotel and Restaurant Accounting .....................3.0
FDRST 055 ...... Food Purchasing ..................................................3.0
FDRST 056 ...... Food, Beverage and Labor Cost Controls ............3.0
FDRST 059 ...... Hospitality Management .....................................3.0
FDRST 060 ...... Food Service Facilities Planning .........................3.0
FDRST 070 ...... Menu Planning ..................................................2.0
FDRST 075 ...... Marketing Principles ..........................................3.0
NS 015 ....... Sanitation and Safety .............................................3.0
FDRST 301-304 ...... Cooperative Work Experience .....................5.0
Total Program Certificate Requirements: ........................................45.0

The 5 units of Work Experience are composed of at least 400 hours (minimum) of actual hands-on experience in various food service operations. Students must sign up and be assigned an advisor.

Recommended Electives: Units
FDRST 070 ...... Professional Table Service ..................................2.0
FDRST 071 ...... Beginning Cuisine ............................................2.0
FDRST 072 ...... Intermediate Cuisine .........................................2.0
FDRST 073 ...... Beginning Baking and Confectionery .................2.0
FDRST 074 ...... Intermediate Baking and Confectionery .................2.0
FDRST 900 ...... Chocolate Creations ............................................2.0
FDRST 901 ...... Wine and Spirit ................................................2.0
HM 075 ...... Housekeeping Operations .......................................2.0
HM 076 ...... Hotel and Motel Front Office Management ...............3.0
FDRST 053 ...... Human Relations ...........................................2.0

** Non Associate Degree Level Courses

** The 5 units of work experience are composed of at least 400 hours (minimum) of actual hands-on experience in various food service operations. Students must sign up and be assigned an advisor.

Recommended Electives: Units
FDRST 070 ...... Professional Table Service ..................................2.0
FDRST 071 ...... Beginning Cuisine ............................................2.0
FDRST 072 ...... Intermediate Cuisine .........................................2.0
FDRST 073 ...... Beginning Baking and Confectionery .................2.0
FDRST 074 ...... Intermediate Baking and Confectionery .................2.0
FDRST 900 ...... Chocolate Creations ............................................2.0
FDRST 901 ...... Wine and Spirit ................................................2.0
HM 075 ...... Housekeeping Operations .......................................2.0
HM 076 ...... Hotel and Motel Front Office Management ...............3.0
FDRST 053 ...... Human Relations ...........................................2.0

** Non Associate Degree Level Courses

FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)

050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY 2.0 units
Total Lecture 36.8 hours
Acceptable for credit: California State University

Students learn about the scope of the Hospitality and Tourism Industry. This course is designed to prepare students for careers in hospitality management. Lectures by industry leaders, field trips, and audio-visual materials are highlights of this course. Information about the Hospitality Management Program is explained. Grade Only.
HOSPITALITY MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

051 • BASIC FOOD PREPARATION 5.0 units
Total Lecture 44.8 hours, Total Lab 134.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
Practice in the basic principles of food preparation. A lecture/lab course dealing with the fundamentals of food preparation. Includes the preparation of small quantities of the basic food groups. Uniform required. Materials Fee: $50.00. Grade Only.

052 • QUANTITY FOODS OPERATION 5.0 units
Total Lecture 16.0 hours, Total Lab 216.00 hours
Advisory: FDRST 055, FDRST 059
Prerequisite: FDRST 051, INFDS 050, FDRST 058
Corequisite: FDRST 107S
Acceptable for credit: California State University
The students engage in a real cafeteria operation, and are rotated through all jobs. The emphasis is on management, quantity food preparation and teamwork. Action station preparation and catering operations are introduced. Menu planning, purchasing, commercial kitchen organization, sanitation and safety, and cost accounting are reinforced. A uniform is required. Pass/No Pass Option.

053 • RESTAURANT OPERATIONS 5.0 units
Total Lecture 27.2 hours, Total Lab 188.8 hours
Advisory: FDRST 055
Prerequisite: FDRST 052, FDRST 059
Corequisite: FDRST 107S
Acceptable for credit: California State University
The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day’s and/or live on-site or off-site catering events. The emphasis is on management, planning, food preparation, service, and evaluation. Cost accounting, purchasing, supervising, sanitation and safety, and marketing are reinforced. Uniforms are required. Pass/No Pass Option.

054 • HOTEL AND RESTAURANT ACCOUNTING 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A systematic study of the basic principles of accounting as they apply to the Hospitality Industry. Grade Only.

055 • FOOD PURCHASING 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
The course covers two basic areas. Product information which is required for procurement in the food services industry and fundamental principles and purchasing techniques, receiving and storage of supplies. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade Only.

056 • FOOD, BEVERAGE AND LABOR COST CONTROLS 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A study of food and beverage control systems used in small and large food and beverage operations. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statements will be covered. Also included are the cycle of product handling; Federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade Only.

059 • HOSPITALITY SUPERVISION AND LEADERSHIP 4.0 units
Total Lecture 73.6 hours
Advisory: MATH 900, FDRST 050A
Acceptable for credit: California State University
The course approaches hospitality supervision from two different perspectives. The first is the overall theory of management including an industry overview, traditional management theories and general systems thinking; and secondly from the perspective of managing operational control functions. Grade Only.

060A • FOOD SERVICE FACILITIES PLANNING 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade Only.

070A • PROFESSIONAL TABLE SERVICE 2.0 units
Total Lecture 36.8 hours
Prerequisite: MATH 903
This course covers table settings, dining room service, customer relations, food and beverage service, serving techniques and set ups. Demonstrations will be presented. Grade Only.

072 • INTERMEDIATE CUISINE 2.0 units
Total Lecture 36.8 hours
Advisory: MATH 903
Prerequisite: FDRST 071A
This is a continuation of FDRST 71A. Advanced preparation techniques of gourmet food will be demonstrated. Complete meals and table set-up will be covered. Uniform required. A fee is charged; check schedule for exact amount. Materials Fee: $100.00. Grade Only.

074 • INTERMEDIATE BAKING AND CONFECTIONERY 2.0 units
Total Lecture 16.0 hours, Total Lecture 54.4 hours
Advisory: FDRST 073 and MATH 903
A continuation of FDRST 73 with emphasis on advanced techniques of baking skills and confectionery design. Uniform required. A fee is charged; check schedule for exact amount. Materials Fee: $100.00. Grade Only.

075 • MENU PLANNING 2.0 units
Total Lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course covers the principles of menu planning for commercial, institutional, and industrial 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 Educational Foundation. Grade Only.

076 • SALES AND MARKETING IN THE HOSPITALITY INDUSTRY 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course provides students with the knowledge and practical experiences to understand and develop short term and strategic operating marketing plans for food and lodging segments of the industry. Marketing is emphasized as a management philosophy that guides the design and delivery of guest services. Grade Only.

079 • INTRODUCTION TO WINE AND FOOD PAIRING 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: FDRST 051 and FDRST 078
Prerequisite: Students must be 21 years of age or older. Valid proof of age must be provided at first class meeting.
This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students will produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work will be examined from a chemical interaction perspective. How to market wines with various menus will also be covered. Materials Fee: $100.00. Pass/No Pass Option.
HOSPITALITY MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

090 • HEALTHY CUISINE 2.0 units
Total Lecture 16.0 hours, Total Lab 54.4 hours
Light and health cuisine is introduced as practiced by the professional chef. The emphasis is on the preparation and presentation of appetizers, soups, salads, fish, poultry, lean meats, meatless dishes and light desserts which please the palate while contributing to a healthy life style. The student will have the opportunity to observe the correct preparation method and participate in the production of healthy gourmet dishes. A uniform is required and a fee is charged for food supplies. Please check the schedule of classes for the correct amount. Materials Fee: $100.00. Pass/No Pass Option.

105 • CATERING MANAGEMENT AND OPERATIONS 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Corequisite: FDRST 107S
Acceptable for credit: California State University
This course provides an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students learn about the physical and mental challenges of managing a full service catering operation. A lab fee and uniform requirements apply. May be repeated 2 times. Materials Fee: $100.00. Pass/No Pass Option.

105S • INTRODUCTORY CATERING OPERATIONS PRACTICUM 0.5 unit
Total Lab 27.2 hours
Corequisite: FDRST 051, FDRST 072
This course is required as a supplement to instruction in FDSRT 051 Basic Food Preparation and FDRST 072 Intermediate Cuisine. The purpose of this class is to increase students' skills, speed, and competence in hands-on food production. May be repeated 2 times. Pass/No Pass Option.

107S • BANQUET AND CATERING OPERATIONS 0.5 unit
Total Lab 27.2 hours
Corequisite: FDRST 052 or FDRST 053, or FDRST 105
This course is a required supplement for students enrolled in FDRST 052, Quantity Foods Operation, FDRST 053, Restaurant Operation, and FDRST 105, Catering Management and Operations. Students must fulfill 24-30 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and followup. May be repeated 2 times. Pass/No Pass Option.

108 • CATERING MANAGEMENT AND OPERATIONS PRACTICUM 0.5 unit
Total Lab 27.2 hours
Corequisite: FDRST 107S
This course provides a practical component to the classroom experience in FDRST 105, Catering Management and Operations. Students will work in a real-world catering environment and gain hands-on experience in the catering business. This course is intended for students who have completed FDRST 105 or have demonstrated proficiency in catering management.

2009–2010 MISSION COLLEGE 123

HOTEL AND MOTEL MANAGEMENT (HM)

075 • HOUSEKEEPING IN HOTELS, MOTELS AND INSTITUTION 3.0 units
Total Lecture 54.4 hours
Introduction to the fundamentals and principles involved in the management of the housekeeping function in hotels, motels, and institutions, such as hospitals and nursing homes. Pass/No Pass Option.

076 • HOTEL AND MOTEL FRONT OFFICE MANAGEMENT 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 900
This course is an introduction to the principles of effective front office management. Topics include hotel organization, forecasting, revenue management, budgeting, front office interaction with sales, housekeeping, and human resources. Students examine the guest services role, reservations, registration, account settlement, the audit process, and evaluate a hotel operation. Computer simulation provides students with a real-world interactive learning experience. Pass/No Pass Option

INSTITUTIONAL FOODS (INFDS)

050 • SANITATION AND SAFETY 2.0 units
Total Lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
Personal cleanliness. Sanitary practices in food preparation. Cause, control and investigation of illnesses caused by food contamination. Dish washing, storage and refrigeration, sanitation of kitchen and equipment. Cleansing materials; garbage and refuse disposal. Safety precautions and training for accident prevention. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. Grade Only.

950 • INSTITUTIONAL FOODS: SERVING LARGE POPULATIONS (NON-ASSOCIATE DEGREE COURSE) 0.5 units
Total Lecture 8.0 hours
This course covers personal cleanliness, sanitary practices, and prevention of food-contaminated illnesses. Basic principles of nutrition in meal planning are examined. Pass/No Pass Option.

900 • CHOCOLATE CREATIONS (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Total Lab 16.0 hours, Total Lab 54.4 hours
This course provides the student with the history of chocolate and the manufacture of chocolate confections. Tempering of chocolate and production of ganaches will be presented. Students will prepare such items as truffles, chocolate rolls, marzipan, ganaches, couvertures, chocolate tulips and other designs. Uniform required. A fee is charged; check schedule of classes for exact amount. Materials Fee: $100.00. Grade Only.

901 • WINE AND SPIRITS OF THE WORLD (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Total Lecture 36.8 hours
This course introduces the student to the history of beer, distilled spirits and wine. The course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well. Materials Fee: $100.00. Pass/No Pass Option.

951 • WORKPLACE SANITATION (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total Lecture 8.0 hours
This course is an intensive one day session designed to certify food-service workers in safe and sanitary food handling. Topics include personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illnesses caused by food contamination, dish washing, storage and refrigeration sanitation of kitchen equipment, cleansing materials, garbage and refuse disposal, safety precautions and training for accident prevention. This course is sponsored by the National Restaurant Association’s Education Foundation. The certification exam is administered at the end of the session. May be repeated one time. Pass/No Pass Option.
# Humanities

**Division:** Cultural Arts and Technical Arts

**Department:** Humanities

**Advisor:** 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
  - Law
  - Government
  - Social Work
  - Publishing/Journalism
  - Art Administration
  - Museum/Gallery Professional
  - Librarian/Archivist

- Excellent background in liberal arts for transfer, pre-professional programs or interdisciplinary study.

- Field trips to locations pertaining to the various arts.

**Schedule Matrix:**

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**Humanities (HUMAN)**

**001A • Humankind Values in and from the Arts**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This course is an integrated, interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussion. Field trips to museums, theater performances or concerts. Pass/No Pass Option.

**001B • Humankind Values in and from the Arts**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This class is an interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from the Renaissance to the present. The course consists of illustrated lectures and discussion. Field trips to museums, theater performances or concerts may be possible. Pass/No Pass Option.

**007 • International Films**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This course provides a critical look at the world and its problems through some of the finest international films. Films from Asia, Africa, Europe, South America and the United States will be viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Political Science 7 (POLIT 7). Pass/No Pass Option.

**013 • Creativity and Visual Communication**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **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**
- **Total Lecture 54.4 hours**
- **Advisory: ENGL 108A**

This course provides an introduction to the analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as ENGL 15). Pass/No Pass Option.

**016A • Hispanic Roots and Culture**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This course undertakes a historical study of Hispanic culture beginning with the Pre-Colombian civilizations and continuing to the present. Emphasis will be placed on understanding today's Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature and music will be examined. Pass/No Pass Option.

**018 • African-American Culture and Humanities**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This course is designed to provide the student with an overview of the humanities through the culture and life experiences of African-Americans. Content focuses on significant themes such as literary expression, folklore and vernacular, visual arts, music, dance, theatre, religion, and philosophical thought. An examination of the historic, economic, and social forces that have inspired creativity among African-American writers, artists, philosophers and orators is conducted. Pass/No Pass Option.

**020 • Asian Roots and Culture**

- **3.0 units**
- **Total Lecture 54.4 hours**
- **Acceptable for credit: University of California, California State University**

This course provides an introduction and overview to the lands, peoples, languages and cultures of Asia beginning with the prehistoric times and continuing to the present. Emphasis will be placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy/religion, and music will be examined. Pass/No Pass Option.

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**022 • INTRODUCTION TO ISLAM** 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course provides an introduction to Islam as a religious system focusing on its origins, basic sources, history, culture and values. Pass/No Pass Option.

**030 • CULTURAL STUDIES** 3.0 units
Total Lecture 54.4 hours
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.

**INTERDISCIPLINARY STUDIES (IS)**

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

**Liberal Arts • A.A. Degree**

The Liberal Arts AA 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. Intersegmental 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 CSU. Most of the classes also transfer to UC. 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:  

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<td>ART 001B</td>
<td>Survey of Western Art II</td>
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<td>ART 001C</td>
<td>Survey of Non-Western Art</td>
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<td>ART 001D</td>
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<td>PHIL 005</td>
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<td>Introduction to Asian Philosophy</td>
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<tr>
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<td>Introduction to the Philosophy of Art</td>
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<td>PORTG 049A</td>
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<tr>
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<tr>
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<td>Global Focus</td>
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<tr>
<td>SPAN 001L</td>
<td>Spanish Laboratory</td>
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<tr>
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<td>Second Semester Spanish</td>
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<tr>
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<td>Second Semester Spanish</td>
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<td>Spanish for Native Speakers</td>
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<td>Basic Conversational Spanish and Culture</td>
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<td>SPAN 050B</td>
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<td>Vietnamese Laboratory</td>
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<td>Vietnamese Language and Culture</td>
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<tr>
<td>VIET 050A</td>
<td>Basic Conversational Vietnamese and</td>
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<td>VIET 050B</td>
<td>Basic Conversational Vietnamese and</td>
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<tr>
<td>WHP 040</td>
<td>Dance Appreciation</td>
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**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 listening 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: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
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<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
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</tr>
<tr>
<td>COMM 020</td>
<td>Argumentation and Debate</td>
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</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
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<tr>
<td>ENGL 001C</td>
<td>Clear Thinking in Writing</td>
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</tr>
<tr>
<td>PHIL 002</td>
<td>Introduction to Logic</td>
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<tr>
<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
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<td>PHIL 009</td>
<td>Introduction to Symbolic Logic</td>
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<tr>
<td>PHIL 017</td>
<td>Logical and Critical Thinking</td>
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**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:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
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<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039A</td>
<td>American Cultures Through Travel and</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039B</td>
<td>American Cultures Through Travel and</td>
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<tr>
<td>ANTHR 048</td>
<td>Cultural Traditions in Health Care</td>
<td>3.0</td>
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<tr>
<td>ANTHR 051</td>
<td>Culture and Food: A Multicultural Food</td>
<td>3.0</td>
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<tr>
<td>ANTHR 055</td>
<td>Magic, Witchcraft and Religion</td>
<td>3.0</td>
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<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
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<tr>
<td>BUS 061</td>
<td>Business and Society</td>
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<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
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<tr>
<td>COMM 025</td>
<td>Mass Communication and Society</td>
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</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
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<tr>
<td>GEOS 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
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<tr>
<td>GLOB 001</td>
<td>Global Perspectives</td>
<td>3.0</td>
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<tr>
<td>GLOB 002</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOB 003</td>
<td>Introduction to Peace</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOB 004</td>
<td>The Developing World</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOB 005</td>
<td>Global Focus</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOB 006</td>
<td>The Global Economy</td>
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<tr>
<td>HIST 004A</td>
<td>History of Western Civilization</td>
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<td>HIST 004B</td>
<td>History of Western Civilization</td>
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<td>HIST 007A</td>
<td>History of the United States to 1877</td>
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<td>HIST 007B</td>
<td>United States History from 1870 to Present</td>
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<td>HIST 020</td>
<td>History and Geography of California</td>
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<td>HIST 031</td>
<td>History of East Asia</td>
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<td>HIST 033</td>
<td>Women's Issues Past and Present</td>
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<tr>
<td>HUMAN 007</td>
<td>International Films</td>
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<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots &amp; Culture</td>
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<tr>
<td>POLIT 001</td>
<td>American Government</td>
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<td>POLIT 002</td>
<td>Comparative Government</td>
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<td>POLIT 004</td>
<td>International Relations</td>
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<tr>
<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
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<tr>
<td>POLIT 007</td>
<td>International Films</td>
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<td>POLIT 010</td>
<td>Introduction to Law and the Legal System</td>
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<td>PSYCH 001</td>
<td>General Psychology</td>
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<td>PSYCH 002A</td>
<td>Experimental Psychology</td>
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<td>PSYCH 007</td>
<td>Physiological Psychology</td>
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<td>PSYCH 010</td>
<td>Social Psychology</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSYCH 025</td>
<td>Introduction to Abnormal Psychology</td>
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<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
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<tr>
<td>PSYCH 033</td>
<td>The Psychology of Personal Growth</td>
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<tr>
<td>PSYCH 055</td>
<td>Psychology of Death and Dying</td>
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<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SOC 002</td>
<td>Social Problems</td>
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<td>SOC 021</td>
<td>Minorities in the United States</td>
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<td>SOC 024</td>
<td>Social Aspects of Aging</td>
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<tr>
<td>SOC 038</td>
<td>American Culture Through Film</td>
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<td>SOC 039A</td>
<td>Native American Cultures of the Southwest</td>
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<td>Native American Cultures of the Southwest</td>
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<td>SOC 040</td>
<td>Marriage and Family</td>
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<td>SOC 041</td>
<td>Family Issues</td>
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<td>SOC 043</td>
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<td>SOC 045</td>
<td>Human Sexuality</td>
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<td>SOC 046</td>
<td>Advanced Human Sexuality: Current Issues</td>
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<td>SOC 047</td>
<td>Sociology of Criminology</td>
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<td>SOCSC 002</td>
<td>Global Issues</td>
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<td>SOCSC 003</td>
<td>Introduction to Peace Studies</td>
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<td>SOCSC 004</td>
<td>The Developing World</td>
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<td>Global Focus</td>
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<td>SOCSC 006</td>
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<td>COUNS 055</td>
<td>Valuing Diversity</td>
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**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:

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<td>ASTRO 001</td>
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<td>Astronomy Laboratory</td>
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<td>BIO 001A</td>
<td>General Biology: Cells</td>
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<td>BIO 001B</td>
<td>General Biology: Organisms</td>
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<tr>
<td>BIO 004</td>
<td>Microbiology</td>
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<td>BIO 005</td>
<td>Anatomy and Physiology</td>
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<td>Field Ecology</td>
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<td>BIO 009</td>
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<td>Biology-Introduction to Biology</td>
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<td>BIO 015</td>
<td>Human Heredity and Disease</td>
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<td>BIO 016</td>
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<td>BIO 022</td>
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<td>BIO 048</td>
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<td>Organic Chemistry II</td>
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<td>Science at Work: Technology in the Modern World</td>
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<td>MATH 000D</td>
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<td>MATH 000G</td>
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<td>Pre-Calculus Algebra</td>
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<td>Pre-Calculus Algebra and Trigonometry</td>
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<td>MATH 003A</td>
<td>Analytic Geometry and Calculus I</td>
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<td>MATH 003B</td>
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<td>MATH 004C</td>
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<td>MATH 008</td>
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<td>PHYS 002B</td>
<td>General Physics</td>
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<td>Engineering Physics-Mechanics</td>
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<td>PHYS 004B</td>
<td>Engineering Physics-Electricity and</td>
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<td>PHYS 004C</td>
<td>Engineering Physics-Light and Heat</td>
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<td>PHYS 010</td>
<td>Introduction to Physics</td>
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<tr>
<td>PHYS 045</td>
<td>Technical Physics</td>
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<tr>
<td>PHYS 045L</td>
<td>Technical Physics Laboratory</td>
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</tbody>
</table>

**Total Units**: 60.0
INTERDISCIPLINARY STUDIES  (IS)

010A • TUTOR TRAINING  1.0 unit
Total Lecture 16.0 hours
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.

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

949 • COLLEGE STUDY SKILLS  1.0 unit
Total Lecture 16.0 hours
Advisory: Eligibility for ENGL 108A and READ 053
This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored include time management, notetaking, preparation for and taking of examinations, textbook study strategies, distance learning study strategies, developing academic vocabulary, principles of research for writing college papers, and using campus support systems effectively. Second-language learners may also explore academic strategies for non-native English speakers. The emphasis is on mastering and applying the skills needed to analyze the demands of courses to facilitate successful studying and independent learning. May be repeated three times. This course may be offered via distance learning. Pass/No Pass Option.

950 • ACADEMIC ACHIEVEMENT  No credit
Total Lab 27.2 hours
Corequisite: Students must be enrolled in a Mission College or Community Education course.
This open entry/open exit course is designed for students who need to build academic skills from co-curricular courses in order to be successful. The course instructor meets individually with students to determine areas of need and develop a study plan for each student. The purpose of the course is to enhance skills in one or more areas, including learning strategies, writing, reading, oral/aural skills, logic and computational skills for science and engineering, and study skills. May be repeated six times.

960 • ACADEMIC STRATEGIES  0.5 - 1.0 units
Total Lab 27.2 - 54.4 hours
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>
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</tbody>
</table>

(SEE WHP LISTINGS)
D= DAY CLASSES; E= EVENING CLASSES

LEARNING SERVICES  (LS)

099E • ADA LAW AND WORKPLACE ACCOMMODATIONS  1.0 unit
Total Lecture 16.0 hours
This course examines the regulations pertaining to employment of individuals with disabilities. Issues of disclosing a disability and “reasonable accommodations” in the workplace will be explored. Students will develop a comprehensive accommodations plan. Pass/No Pass Option.

001A • ADAPTIVE WEIGHT TRAINING  1.0 unit
Acceptable for credit: (University of California - pending), California State University
Total Lab 54.4 hours
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 advisable 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 times. Pass/No Pass Only.

001B • ADAPTIVE PHYSICAL EDUCATION  0.5 unit
Total Lab 27.2 hours
Acceptable for credit: (University of California - pending), 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.
LEARNING SERVICES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

001 • ADAPTIVE PHYSICAL EDUCATION AEROBICS  1.0 unit
Total Lab 54.4 hours
Acceptable for credit: (University of California - pending), 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.

004 • ORIENTATION TO LEARNING SERVICES  (Formerly LS 099G)  No Credit
Total Lecture 8.0 hours
This course provides students with disabilities with an overview of Mission College and detailed information about the Disability Instructional Support Center (DISC), the services, and courses available through the Center. DISC courses consist of incorporating instruction in compensating strategy techniques within specific content such as spelling, word process, and basic mathematics. Services for mainstream classes are identified and the process for accessing these services is explained.

900 • SPEECH/LANGUAGE DEVELOPMENT: ASSESSMENT  (NON-ASSOCIATE DEGREE COURSE)  0.5 unit
Total Lecture 8.0 hours
This course is designed to assess levels of speech/language ability to identify those areas of disability requiring specialized instruction. Skills assessed may include speech production, language comprehension, and verbal expression. A Student Educational 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
Total Lecture 8.0 hours
This course is designed to assess those students who suspect that they may be eligible for support services through the Disability Instructional Support Center (DISC) due to a learning disability. Once their eligibility is determined, a Student Educational Contract (SEC) is developed which addresses the specific needs of the student. May be repeated two times. Pass/No Pass Only.

902 • ASSISTIVE TECHNOLOGY ASSESSMENT  (NON-ASSOCIATE DEGREE COURSE)  0.5 unit
Total Lecture 8.0 hours
This course provides a means for evaluating the abilities, limitations and skills of students with disabilities, in conjunction with individual academic or vocational goals, for the purpose of selecting appropriate adaptations for computer access. Assistive technology options include programs and devices such as screen readers, screen enlargement, speech recognition, word prediction, and others. May be repeated two times. Pass/No Pass Only.

903 • ASSISTIVE TECHNOLOGY SKILLS  (NON-ASSOCIATE DEGREE COURSE)  0.5 unit
Total Lecture 8.0 hours
Advisory: LS 902
This course is designed for students who have completed LS 902 (Assistive Technology Assessment). This course provides the student with a means to continue learning adaptive software applications after completion of LS 902. May be repeated two times. Pass/No Pass Only.

904 • ORIENTATION TO LEARNING SERVICES  (Formerly LS 099G)  (NON-ASSOCIATE DEGREE COURSE)  No Credit
Total Lecture 8.0 hours
This course provides students with disabilities with an overview of Mission College and detailed information about the Disability Instructional Support Center (DISC), the services, and courses available through the Center. DISC courses consist of incorporating instruction in compensating strategy techniques within specific content such as spelling, word process, and basic mathematics. Services for mainstream classes are identified and the process for accessing these services is explained.

940 • LEARNING STRATEGIES FOR EXPRESSIVE LANGUAGE  (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total Lecture 54.4 hours
This course is designed to accommodate the educational needs of students with expressive language disabilities. It stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, and essay development using multisensory techniques. May be repeated two times. Pass/No Pass Option.

941 • LEARNING STRATEGIES FOR THE DISABLED  (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total Lecture 54.4 hours
This is an introductory course designed to accommodate the educational needs of students with disabilities. It stresses the practical application of learning strategies. Topics include individual learning styles, test taking skill, textbook reading skills, college resources, and study habits while stressing compensatory skills for individual disabilities. May be repeated two times. Pass/No Pass Option.

942 • MATH STRATEGIES FOR THE DISABLED  (Formerly LS 937)  (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total Lecture 54.4 hours
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, decimals, and percents. Students will be introduced to techniques that focus on developing compensating strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises will be stressed in order to assist in the understanding and mastery of these basic concepts. May be repeated one time. Pass/No Pass Option.

943 • ADAPTED COMPUTER BASICS AND WORD PROCESSING  (Formerly LS 99B)  (NON-ASSOCIATE DEGREE COURSE)  3.0 units
Total Lecture 54.4 hours
This class is designed to introduce students with perceptual, physical, communication, or learning disabilities to concepts and terminology relevant to the basic operation of computers and word processing applications through the use of assistive technology and/or compensating strategies. Students successfully completing the objectives of this course will possess introductory information regarding devices, 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
Total Lecture 54.4 hours
This course is an introduction to phonics and spelling for students with disabilities who have had difficulty mastering these concepts. Students will be introduced to compensating strategies for visual processing difficulties, short and long-term memory problems, and auditory processing and fluid reasoning difficulties. Specific strategy instruction, in addition to oral and written exercises, will be stressed to assist in the mastery of these basic concepts. May be repeated one time. Pass/No Pass Option.

950 • DISABLED STUDENTS LAB  (NON-ASSOCIATE DEGREE COURSE)  1.0 unit
Total Lab 54.4 hours
This 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.

951 • DISABLED INSTRUCTIONAL SUPPORT CENTER SKILLS LAB  (NON-ASSOCIATE DEGREE COURSE)  1.0 unit
Total Lab 54.4 hours
This course is designed for students who have taken LS 950 or already have training in assistive technology. This course is designed to give students with learning and physical disabilities an opportunity to train and practice compensatory skills needed for mainstream classes. Emphasis will be on newer versions of assistive technology. May be repeated three times. Pass/No Pass Only.
### Library Skills (LIB)

**DIVISION:** Commercial Services  
**DIRECTOR:** Tim Karas  
**DEPT CHAIR:** Elaine Wong  
**PHONE:** 408-855-5162  

http://www.missioncollege.org/lib/librarycourses.html

The Library is designed to help students succeed in their college classes. The courses provide students with the opportunities to develop and strengthen their research skills and learn the core concepts of information retrieval. Students will practice finding, analyzing, organizing and presenting information.

**Student Learning Outcomes:**  
Upon completion of the library courses, students will have acquired the necessary skills to find, evaluate, and use information effectively in a variety of contexts for academic success, lifelong learning and enrichment.

**Students will learn to:**  
- Locate, evaluate, and use information in print, non-print, and electronic format.  
- Properly cite sources according to established formats such as APA and MLA.  
- Explain the legal and ethical aspects of research, including copyright and plagiarism.

**Outcomes will be assessed by:**  
- A series of embedded class assignments, exams, problem-solving exercises and activities.

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
<th>ONLINE</th>
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<td>D,E</td>
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</table>

**LIBRARY SKILLS (LIB)**

**006 • USING THE INTERNET FOR RESEARCH**  
1.0 unit  
Total Lecture 16.0 hours  
Advisory: CA 070  
Acceptable for credit: California State University

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

**010 • INFORMATION COMPETENCY**  
1.0 unit  
Total Lecture 16.0 hours  
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.

**920 • INFORMATION COMPETENCY WORKSHOP**  
No Credit  
Total Lab 8.0 hours

This non-credit course consists of a series of workshops addressing specific areas of Information Competency. The workshops will help students gain proficiency in all aspects of Information Competency including Research Strategies and Using Reference Materials, Searching Online Catalog, Locating Journal and Newspaper Articles, Using the Internet, and Legal Aspects of Information: Citing Sources, Plagiarism, Copyright. Students may attend all or part of the offered workshops. This course may be repeated 3 times No Grade.

### Manufacturing Technology (MFG)

**DIVISION:** Technology  
**DEPARTMENT:** Manufacturing Technology  
**DEPT CHAIR:** Chris Martin  
**PHONE:** 408-855-5356  
**COUNSELING:** 408-855-5030

**Program Information:**  
Developed through a partnership with major semiconductor industry firms, Mission College's Semiconductor Manufacturing Technician Program is designed to prepare students for entry level positions in this rapidly growing, high skill, high wage industry. The program provides "hands-on" training in semiconductor fabrication including cleanroom procedures, monitoring manufacturing processes, and maintaining and troubleshooting manufacturing tool sets (equipment).

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

**Student Learning Outcomes:**  
The Manufacturing Technology Department has developed its curriculum based upon the needs of industry. The department maintains industry-school partnerships and advisory committees with large corporations and smaller businesses that enables students to have a successful school-to-career experience. Students in manufacturing technology courses develop the ability to converse, work, and understand the technological environment they live in.

**Manufacturing Technology objectives include:**  
- Bringing technology to the forefront of a student's living and working lifestyle.  
- Establishing some fundamentals and principles in a student's life for technological problem solving and troubleshooting.  
- Enhancing the ability for students to contend with the strife of a technological environment.  
- Instructing students in specific areas of technology that are related to the needs of industry.

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

**A.S. Degrees:**  
- Semiconductor Manufacturing Technician

**Certificates:**  
- Mecha-Tronic Training  
- Nano-Technology Process  
- Semiconductor Manufacturing Technician

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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**D= DAY CLASSES; E= EVENING CLASSES**

The Certificate of Mecha-Tronic Training is based on courses in fundamental electronics and mechanics leading to a more advanced study of industry robots, home robots, and "battle-bots." The program focuses on areas within the electronics ecosystem, which is driving today's economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required) Units**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DC/AC Principles</th>
<th>Electromech Systems</th>
<th>Robotics (Vac/Pneum/Hyd)</th>
<th>Intro to SMT</th>
<th>Total Program Certificate Requirements</th>
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<tr>
<td>MFG 050</td>
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</table>
### Semiconductors Manufacturing Technician - Nano-Technology Process - Certificate

The Certificate of Nano-Technology Process is based on courses in fundamental, intermediate, and the advanced study of semiconductor manufacturing leading to advanced semiconductor process and tools. 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.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
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<tbody>
<tr>
<td>MFG 020 Statistical Process Control</td>
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<tr>
<td>MFG 050 DC/AC Principles</td>
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<tr>
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<tr>
<td>MFG 080 Intro to SMT</td>
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Total Program Certificates Requirements ............................................ 17.0

### Semiconductor Manufacturing Technician - A.S. Degree and Certificate

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<td>MFG 050 DC/AC Principles</td>
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<td>CHEM 030A Fundamentals of Chemistry(or CHEM 1A)</td>
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Total Program Cert. Requirements .................................................. 45.0

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<td>ENGL 059 Writing in the Workplace</td>
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<td>COMM 004 Small Group Communication</td>
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Total Program A.S. Requirements ............................................. 63.0

*Any individual or combination totalling two units of Microsoft classes.

### Manufacturing Technology (MFG)

#### 020 • STATISTICAL PROCESS CONTROL 3.0 units

**Total Lecture 36.8 hours, Total Lab 72.0 hours**

**Advisory:** MATH 000C

Acceptable for credit: California State University

This course offers students the tools and techniques to monitor the quality of parts produced in manufacturing operations. Students will use measurement tools and devices to gather data and statistical quality control techniques to measure performance of an operation and express it in numerical values. Using the numerical values, the student will evaluate the operational efficiency and make compensating manufacturing adjustments. Following the critical thinking evaluation process, the student will be able to predict future operational efficiency. **May be repeated one time. Pass/No Pass Option.**

#### 050 • DC/AC PRINCIPLES 4.0 units

**Total Lecture 54.4 hours, Total Lab 54.4 hours**

**Advisory:** MATH 903

Acceptable for credit: California State University

This is a comprehensive introductory course in DC/AC theory and practice. Electrical components are studied individually and while combined in resistor inductor and capacitor, (RLC) series and parallel circuits. This is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators. Includes sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. **May be repeated three times. Pass/No Pass Option.**

#### 050A • DC ELECTRONIC PRINCIPLES 2.0 units

**Total Lecture 16.0 hours, Total Lab 54.4 hours**

Acceptable for credit: California State University

This is a hands-on course and computer-enhanced, self-paced course in DC electronic practice and theory, which is designed for entry-level students desiring knowledge and skills in basic electricity. Students explore resistors in series and parallel circuits. The basic concepts of electricity, voltage, current and resistance are discovered through the exploration of circuits and the use of measurement equipment. The course focuses on exploration of circuits and the use of measurement equipment. The course focuses on mastery of skills in electronics; with the purpose of opening opportunities and career advancement or promotions in the $240B electronic industry. It includes the use of power supplies, the handling of digital multimeters (DMMs), and the computation of measurements and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced in this course, which combines theory with practical hands-on experiments. **May be repeated one time. Pass/No Pass Option.**

#### 050B • AC ELECTRONIC PRINCIPLES 2.0 units

**Total Lecture 16.0 hours, Total Lab 54.4 hours**

Acceptable for credit: California State University

This is a computer-enhanced, self-paced, introductory course in AC theory and practice. Electrical components are studied individually and while combined in resistor inductor and capacitor, (RLC) series and parallel circuits. This is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators, as well as sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. **May be repeated one time. Pass/No Pass Option.**

#### 060 • DC-AC ELECTROMECHANICAL COMBO 3.0 units

**Total Lecture 36.8 hours, Total Lab 72.0 hours**

Acceptable for credit: California State University

This course is designed for individuals with electronic backgrounds, who desire to receive California Community College credit for their experience, knowledge, and/or past electronic transcripts. Students accomplish learning objectives covering DC and AC electronics through review, testing and demonstration. This course is a corequisite course with MFG-061, and is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators. Includes sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. **May be repeated one time. Pass/No Pass Option.**

#### 061 • ELECTROMECHANICAL SYSTEMS 3.0 units

**Total Lecture 36.8 hours, Total Lab 72.0 hours**

**Advisory:** CET 050 and MATH 903

Acceptable for credit: California State University

This course covers theory and application of mechanical devices and their control circuits. Topics include component recognition, understanding electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems and servomechanisms. Students will experience assembly, disassembly, operation and troubleshooting of small-scale electro-mechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. **May be repeated one time. Pass/No Pass Option.**
062 • ROBOTIC SYSTEMS  3.0 units
Total Lecture 36.8 hours, Total Lab 72.0 hours
Advisory:  DRAFT 081
Acceptable for credit:  California State University
This course is a study of the evolution of robotics and a variety of robotic systems designed for specific automated applications. Student will study robotic control systems, arm geometry, and power systems. They will experience assembly, disassembly, operation and troubleshooting of small-scale electrical, hydraulic and pneumatic robotic systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Pass/No Pass Option.

063 • VACUUM SYSTEMS  2.0 units
Total Lecture 36.8 hours
Advisory:  CET 050
Acceptable for credit:  California State University
This course is a study of vacuum technology and vacuum systems. Topics include gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. Students will experience assembly, disassemble, operation and troubleshooting of small-scale vacuum power systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Pass/No Pass Option.

080 • INTRODUCTION TO SEMICONDUCTOR MANUFACTURING TECHNOLOGY  4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
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
Total Lecture 54.4 hours, Total Lab 54.4 hours
Prerequisite:  MFG 80
Acceptable for credit:  California State University
This course studies the intermediate level processes, materials and equipment used in semiconductor manufacturing. A more focused study on implant, diffusion, photolithography, etch, and thin films will be explored. Students will be introduced to inventory control and flow. Pass/No Pass Option.

082 • ADVANCED SEMICONDUCTOR MANUFACTURING  4.0 units
Total Lecture 72.0 hours
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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**Mathematics Map**

**Courses with Prerequisites**

MATH 900  
Arithmetic Functions  
(no prerequisite)

MATH 902  
Pre-Algebra

MATH 903/903M  
Elementary Algebra

MATH C/CM  
Intermediate Algebra

MATH CP  
Review of Intermediate Algebra  
(Review Course)

MATH B  
Plane Geometry

MATH 904  
Preparation for Intermediate Algebra  
(Review Course)

**Advisory:**  
MATH B  
MATH D  
Trigonometry

MATH 1  
Pre-Calculus Algebra

**Advisory:**  
MATH B

MATH 2  
Pre-Calculus Algebra  
and Trigonometry

MATH 3A  
Analytic Geometry  
and Calculus I

MATH 8  
Finite Mathematics

MATH 10  
Elementary Statistics

MATH 14  
Mathematics for Elementary School Teachers

**Advisory:**  
MATH B

MATH 3B  
Analytic Geometry  
and Calculus II

MATH 4A  
Intermediate Calculus

**Prerequisite Example:**
Math 900 → Math 902 means course content in Math 900 is a prerequisite for Math 902.

**Alternate Prerequisite Assessment**
Some course prerequisites may be waived with satisfactory scores on appropriate Math placement tests. Contact the Placement Office in Room E1-101 for more information.

**Courses with Advisories**

**Advisory:**  
MATH B - C - ENGL 108A  
MATH G  
Mathematics for the Liberal Arts Student

**Advisory:**  
MATH 3B  
MATH 4B  
Differential Equations

**Advisory:**  
MATH 4A  
MATH 4C  
Linear Algebra

**Advisory:**  
MATH 1  
MATH 19  
Discrete Mathematics
MATH 000G Core Curriculum Courses (Required) Units
MATH 003A Analytic Geometry and Calculus 5.0
MATH 003B Analytic Geometry and Calculus 5.0
MATH 004A Intermediate Calculus 4.0
MATH 010 Elementary Statistics 4.0
and
MATH 004B Differential Equations 4.0
or
MATH 004C Linear Algebra 4.0

Plus one of the following: Units
ASTRO 001 Astronomy 3.0
BIO/SC 001A General Biology-Cells 5.0
CHEM 001A General Chemistry 5.0
PHYS 002A General Physics 5.0

Plus one of the following: Units
CIS 004A Computer Programming I (PASCAL) 3.0
CIS 031 Programming in BASIC 3.0
CIS 031A Fundamentals of Microsoft Visual Basic 3.0
CIS 037A C Programming 3.0
ENGR 030 Introduction to Computing for Engineers 4.0
MATH 019 Discrete Math 4.0

Total A.A. Requirements 28.0 - 31.0

* Or a more advanced course in that department

MATHEMATICS (MATH)

000B • PLANE GEOMETRY 4.0 units
Total Lecture 73.6 hours
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Test

This course introduces geometric and deductive mathematical reasoning in preparation for precalculus. The student will study and demonstrate knowledge and understanding of the basic concepts of plane geometry, emphasizing deductive reasoning and including lines, planes, angles, triangles and spheres, congruence, similarity, parallelism and perpendicularity, length, areas and volumes. This course is designed for the student who has had no previous instruction in geometry or who has had difficulty with geometry. Pass/No Pass Option.

000C • INTERMEDIATE ALGEBRA 5.0 units
Total Lecture 89.6 hours
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Test

The student will study and demonstrate knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems. This course may also be offered via distance learning. Pass/No Pass Option.

000CM • INTERMEDIATE ALGEBRA (MAPS) 5.0 units
Total Lecture 89.6 hours
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 000CM

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 MAPS Algebra 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.

000CP • PREPARATION FOR TRIGONOMETRY, FINITE MATH OR STATISTICS 2.0 units
Total Lecture 36.8 hours
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test

The student will prepare for the mathematics required to succeed in Trigonometry (MATH 000D), Finite Math (MATH 008), Statistics (MATH 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
Total Lecture 54.4 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test

Acceptable for credit: California State University

This course fulfills the graduation requirement for Associate degree and the general education requirement in mathematics for CSU system. 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.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 units
Total Lecture 73.6 hours
Advisory: ENGL 108A, MATH 000B and MATH 000C
Prerequisite: MATH 903 or MATH 903M

Acceptable for credit: California State University

This course fulfills the graduation requirement for Associate degree and the general education requirement in mathematics for CSU system. 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.
## MATHEMATICS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Advisory</th>
<th>Prerequisite</th>
<th>Acceptable for credit:</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 • PRE-CALCULUS ALGEBRA</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>MATH 003B</td>
<td>MATH 000C or satisfactory score on an appropriate Mathematics Placement Test</td>
<td>University of California, California State University</td>
<td>UC credit may be limited. See a counselor.</td>
<td></td>
</tr>
<tr>
<td>002 • PRE-CALCULUS ALGEBRA AND TRIGONOMETRY</td>
<td>5.0 units</td>
<td>89.6 hours</td>
<td>MATH 000C or satisfactory score on an appropriate Mathematics Placement Test</td>
<td>University of California, California State University</td>
<td>UC credit may be limited. See a counselor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003A • ANALYTIC GEOMETRY AND CALCULUS I</td>
<td>5.0 units</td>
<td>89.6 hours</td>
<td>Math 002, or MATH 000D and MATH 001, or satisfactory score on an appropriate Mathematics Placement Test</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
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<td></td>
</tr>
<tr>
<td>003B • ANALYTIC GEOMETRY AND CALCULUS II</td>
<td>5.0 units</td>
<td>89.6 hours</td>
<td>University of California, California State University</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004A • INTERMEDIATE CALCULUS</td>
<td>4.0 units</td>
<td>73.6 hours</td>
<td>University of California, California State University</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004B • DIFFERENTIAL EQUATIONS</td>
<td>4.0 units</td>
<td>73.6 hours</td>
<td>University of California, California State University</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004C • LINEAR ALGEBRA</td>
<td>4.0 units</td>
<td>73.6 hours</td>
<td>University of California, California State University</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>008 • FINITE MATHEMATICS</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>MATH 000C or higher, or satisfactory score on an appropriate Mathematics Placement Test</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
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<td></td>
</tr>
<tr>
<td>010 • ELEMENTARY STATISTICS</td>
<td>4.0 units</td>
<td>73.6 hours</td>
<td>MATH 008</td>
<td>MATH 000C or higher, or satisfactory score on an appropriate Mathematics Placement Test</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
</tr>
<tr>
<td>014 • MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (NUMBER SYSTEMS)</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>MATH 000B</td>
<td>MATH 000C</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
<td></td>
</tr>
<tr>
<td>019 • DISCRETE MATHEMATICS</td>
<td>4.0 units</td>
<td>73.6 hours</td>
<td>MATH 003</td>
<td>University of California, California State University</td>
<td>UC credit is limited if MATH 12 also taken.</td>
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</tbody>
</table>
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

**900 • ARITHMETIC FUNCTIONS**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 54.4 hours</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

This is a course in basic computational skills and is a prerequisite for all other math courses. Course includes review and practice in fundamental arithmetic skills including whole numbers, fractions and decimals, ratio, proportion and percent, signed numbers, simple equations, problem analysis, and practical applications. This course provides a good background for students who wish to take elementary algebra. Pass/No Pass Option.

**901 • ARITHMETIC REVIEW**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
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</thead>
<tbody>
<tr>
<td>Total Lecture 16.0 hours</td>
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</tbody>
</table>

The student will review and practice fundamental arithmetic skills, including computations with whole numbers, fractions and decimals, and applications of ratio, proportion and percent to practical problems. This course is a fast-paced review and not a substitute for MATH 900. Pass/No Pass Option.

**901A • ARITHMETIC REVIEW (SIGN NUMBERS)**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 8.0 hours</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

The student will study signed numbers and practice addition, subtraction, multiplication, and division. Pass/No Pass Option.

**901B • ARITHMETIC REVIEW (FRACTIONS)**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 8.0 hours</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

The student will study fractions and practice addition, subtraction, multiplication, and division. Pass/No Pass Option.

**901C • ARITHMETIC REVIEW (DECIMALS)**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 8.0 hours</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

The student will study decimals and practice addition, subtraction, multiplication, and division. Pass/No Pass Option.

**902 • PRE-ALGEBRA**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 54.4 hours</td>
<td>3.0</td>
<td></td>
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</tbody>
</table>

Prerequisite: MATH 900 or satisfactory score on an appropriate Mathematics Placement Test

This course is intended for students who have a solid foundation in arithmetic skills but need to develop those skills further before taking Elementary Algebra. Topics include a quick review and practice in fundamental arithmetic skills, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. This course may also be offered via distance learning. Pass/No Pass Option.

**903 • ELEMENTARY ALGEBRA**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 89.6 hours</td>
<td>5.0</td>
<td></td>
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</tbody>
</table>

Prerequisite: MATH 900 and/or Math 902 or satisfactory score on an appropriate Mathematics Placement Test

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 no previous instruction in algebra, or for the student who needs a review of elementary algebra. This course may also be offered via distance learning. Pass/No Pass Option.

**903M • ELEMENTARY ALGEBRA (MAPS)**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 89.6 hours</td>
<td>5.0</td>
<td></td>
</tr>
</tbody>
</table>

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 903M (The Math 903M is a lecture 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. MATH 903M is the first course in the MAPS Algebra 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 taken to present the material in various modalities to meet the needs of the students. Pass/No Pass Option.

**903MX • ELEMENTARY ALGEBRA SUPPLEMENT (MAPS)**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 54.4 hours</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: MATH 900 and/or MATH 902 or a satisfactory score on an appropriate Mathematics Placement Test

This is a lecture course that is a co-requisite for MATH 903M. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities employed by the MAPS program. Pass/No Pass Only.

**904 • PREPARATION FOR INTERMEDIATE ALGEBRA**
*(NON-ASSOCIATE DEGREE COURSE)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 27.2 hours</td>
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</tbody>
</table>

Prerequisite: MATH 93 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)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lecture 54.4 hours</td>
<td>3.0</td>
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</tbody>
</table>

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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

MILITARY SCIENCE • AEROSPACE STUDIES

MILITARY SCIENCE (MILSC)
SANTA CLARA UNIVERSITY: 408-554-4034 / 408-554-6836
SJSU: 408-924-2960

ARMY R.O.T.C.(MILSC) & AEROSPACE STUDIES (ROTC)

Mission College students can enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.

Army ROTC courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. For more information contact the Santa Clara University Military Science Office at 408-554-6836.

Air Force ROTC courses acquaint students with the role of the Air Force officer as a professional, Air Force doctrine, structure of the Air Force, development of air power through the jet age, and employment of air power in peacetime relief missions and civic action programs. Mandatory laboratory sessions provide development of leadership and management skills. For more information contact the SJSU Aerospace Studies Department at 408-924-2960.

Any student interested in enrolling in either program, please contact the Office of Instruction for enrollment procedures.

MILITARY SCIENCE (MILSC)

MILSC 001A • LEADERSHIP AND PERSONAL DEVELOPMENT 3.0 units
Introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership and officerhip. Students develop their own personal fitness program under the guidance of an Army master fitness trainer. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day weekend field exercise away from the University. Grade Only.

MILSC 001B • FOUNDATIONS IN LEADERSHIP L AND LL 3.0 units
Overviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback and using effective writing skills. Students explore dimensions of leadership, values, attributes, skills, and actions in the context of practical, hands on, and interactive exercises. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day weekend field training exercise away from the University. One evening military formal dinner. Grade Only.

MILSC 002A • INNOVATIVE LEADERSHIP 3.0 units
Explores the dimensions of creative and innovative leadership strategies and styles by studying historical cases and engaging in interactive exercises. Students practice aspects of personal motivation and team building within the context of planning, executing and assessing team exercises. Focus will be on the continued development of the knowledge of leadership values and attributes through an understanding of organizational customs and courtesies. Leadership case studies provide tangible context for learning Individual Creeds and Organizational Ethos. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One evening military formal dinner. Grade Only.

MILSC 002B • LEADERSHIP IN CHANGING ENVIRONMENTS L AND LL 3.0 units
Examine the challenges of leading in complex contemporary operational environments. Dimensions of the cross-cultural complexities of leadership in a constantly changing world and their application to leadership tasks and situations. Case studies and importance of teamwork and tactics in real world settings. Review plans and orders that enable small units to complete assigned tasks. This includes The Military Decision Making Process and planning techniques used to develop orders and briefing both plans and decisions. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day field training exercise away from the University. One evening military formal dinner. 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.
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, 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.

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, contemporary/jazz ensemble and Brass Ensemble).
- 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
- Copyist
- Studio Performer
- Music Instructor
- Choir Director
- Instrumental Instructor
- Music Director
- Vocal Instructor
- 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.
- 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

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

**Digital Music - Certificate**

As part of the continued growth in the Music Department, the following certificate in Digital Music has been created. With recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, such a course of study is of great interest to many students with backgrounds in music, music technology, and/or multimedia design. This curriculum provides students with hand-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization within other media. The certificate will help prepare students for career opportunities, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, and music/multimedia software design.

**Music Certificate Requirements**

**Units**

- MUSIC 005 ............ Fundamentals of Music ........................................ 4.0
- MUSIC 016 ............ History of Rock ..................................................... 3.0
- MUSIC 080 ............ Introduction to MIDI.............................................. 3.0
- MUSIC 081 ............ Digital Music Production I .................................... 3.0
- MUSIC 083 ............ Digital Music Production II ................................... 2.0

**Total Core Units: 14.0**

**Plus any one of the following courses:**

- MUSIC 010 ............ Music Appreciation .............................................. 3.0
- DES 070 ............ Intro. to Multimedia Design .................................... 3.0
- GDES 075 ............ Macromedia Director Studio ................................... 3.0
- HUMAN 001A/B Human Values In and From the Arts ........................... 3.0
- HUMAN 015 ............ Intro. to Film Analysis ........................................... 3.0
- ART 001D ............ Survey of 20th Century Art .................................... 3.0
- ART 034 ............ Introduction to Digital Art ...................................... 3.0

**Total Program Certificate Requirements: 17.0**

**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

Total Lecture 54.4 hours

Advisory: COUNS 001

Acceptable for credit University of California, California State University

This course is a historically oriented and chronological study of music from early origins to 1750. It studies representative works, styles, and composers from early the early Greek heritage, early Christian Era, Medieval, Renaissance, and Baroque periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Fall semester. Grade Only. May be repeated one time.
002 • MUSIC HISTORY AND LITERATURE 3.0 units
Total Lecture 54.4 hours
Advisory: COUNS 001
Acceptable for credit: University of California, California State University
This course is a historically oriented and chronological study of music from 1750 to present. It studies representative works, styles, and composers from Classical, Romantic, Impressionist, and 20th Century periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Spring semester. Grade Only. May be repeated one time.

005 • FUNDAMENTALS OF MUSIC 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
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
Total Lecture 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as an introduction to rhythm performance, sight-singing, and techniques of listening to music. This course differs from MUSIC 5 in that there is no practice lab; MUSIC 5A is lecture only. Pass/No Pass Option.

006A • HARMONY AND MUSICIANSHIP I 4.0 units
Total Lecture 73.6 hours
Prerequisite: Music 005, 005A or equivalent experience
Corequisite: Music 090
Acceptable for credit: University of California, California State University
Harmony and Musicianship I is intended for music students who want to develop the essential musical knowledge and skills required as preparation for music majors, professional musicians, electronic musicians, and all musicians desiring to acquire greater musical understanding, skill, and creativity. Students study the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, instrumentation, orchestration, arrangement, form, and music production. Aural skills are gained through extensive ear-training, sight-singing, rhythmic dictation, performance, improvisation, and basic piano keyboard skills. Students will work both as a class and individually utilizing computer-assisted music instruction software. Pass/No Pass Option.

006B • HARMONY AND MUSICIANSHIP II 4.0 units
Total Lecture 73.6 hours
Prerequisite: Music 006A or equivalent experience
Corequisite: Music 090
Acceptable for credit: University of California, California State University
Harmony and Musicianship II is an intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Pass/No Pass Option.

007A • HARMONY AND MUSICIANSHIP III 4.0 units
Total Lecture 73.6 hours
Prerequisite: Music 006B
Corequisite: Music 090
Acceptable for credit: University of California, California State University
Harmony and Musicianship III is an advanced-intermediate course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Pass/No Pass Option.

007B • HARMONY AND MUSICIANSHIP IV 4.0 units
Total Lecture 73.6 hours
Prerequisite: Music 007A
Corequisite: Music 090
Acceptable for credit: University of California, California State University
Harmony and Musicianship IV is an advanced course in the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by advanced level ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Pass/No Pass Option.

010 • MUSIC APPRECIATION 3.0 units
Total Lecture 54.4 hours
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090
Acceptable for credit: 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
Total Lecture 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
This course is designed as a follow-up to Fundamentals of MUSIC (MUSIC 5 or 5A), with the student applying skills developed in MUSIC 5 to the writing of song melodies, harmonization, and simple song arrangements. The student will also learn basic principles of lyrics writing. Pass/No Pass Option.

016 • HISTORY OF ROCK 3.0 units
Total Lecture 54.4 hours
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090
Acceptable for credit: 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
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
The course is a multimedia, multicultural humanities course which introduces students to music from a world music perspective. Course content is centered on videos, a supplemental textbook, and an extensive collection of recorded examples. Topics include the transformative power of music, music and memory, musical style, musical performance and improvisation, music as ritual, and music technology. This may also be taught as a telecourse. Pass/No Pass Option.
029 • KEYBOARD PROFICIENCY 1.0 unit
Total Lecture 16.0 hours
Advisory: MUSIC 005 or equivalent experience
Acceptable for credit: California State University
This course is intended for music majors and other interested musicians. Students will investigate the essential aspects of contemporary music theory using the piano keyboard. Areas of study include scales, modes, chords, chord progressions, bass lines, melody, chord voicing, with introductions to arranging, composition, and improvisation. For music majors, primary focus will be on developing the specific piano keyboard skills and understanding necessary for passing the Keyboard Proficiency Exam, which is a requirement of the A.A. Degree in Music. The course will also benefit transfer music majors by helping prepare them for a more successful undergraduate experience. Note: This course is not intended to replace the piano sequence and will not focus on the development of a complete piano technique. **Pass/No Pass Option.**

030A, B • BEGINNING PIANO 1.0 unit each
Total Lecture 9.6 hours, Total Lab 27.2 hours
Advisory for MUSIC 030B: MUSIC 030A or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
For students with no previous training in piano. Studies in note reading, clefs, rhythmic notation, interpretive symbols, simple pieces at the piano, the course seeks to stimulate the intellect by a study of the history of the piano and piano music, including famous composers and performers of piano music, and by the development of skills in critical thinking as related to piano performance. **Pass/No Pass Option.**

031A, B • INTERMEDIATE PIANO 1.0 unit each
Total Lecture 9.6 hours, Total Lab 27.2 hours
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 30A,B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. **Pass/No Pass Option.**

031C • INTERMEDIATE PIANO 1.0 unit
Total Lecture 9.6 hours, Total Lab 27.2 hours
Advisory: MUSIC 031B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: California State University
This course is a continuation of Music 031A and 031B and is designed for those students who wish to continue to improve their keyboard skills through working on music and exercises for students of a “high-intermediate” level. Students will continue to work on developing piano technique, increased interpretive skills, and an understanding of a broad range of music from many periods and styles. Students will continue to study the piano, its composers and performers. **Pass/No Pass Option.**

032A, B • BEGINNING VOICE 1.0 unit each
Total Lecture 9.6 hours, Total Lab 27.2 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to “perform” vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. **Pass/No Pass Option.**

033A, B • INTERMEDIATE VOICE 1.0 unit each
Total Lecture 9.6 hours, Total Lab 27.2 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 32A,B. Designed for those who wish to improve their vocal singing skills through a continued study and development skills in vocal technique, interpretation, presentation (including critical analysis), history of singing and vocal music, and style in the works of various composers from different musical periods and cultures. Practice is provided with both live piano and recorded taped accompaniment. **Pass/No Pass Option.**

036A, B, C, D • BEGINNING GUITAR 1.0 unit each
Total Lecture 9.6 hours, Total Lab 27.2 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A beginning course in guitar. Emphasis on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. **Pass/No Pass Option.**

037A • GUITAR ENSEMBLE 1.0 unit
Total Lecture 8.0 hours, Total Lab 27.2 hours
Advisory: MUSIC 090
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
Total Lecture 8.0 hours, Total Lab 27.2 hours
Advisory: MUSIC 90
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
Total Lecture 54.4 hours
Advisory: MUSIC 90
Acceptable for credit: University of California, 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
Total Lecture 8.0 hours, Total Lab 27.2 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A singing group of mixed voices open to those with or without previous experience in group singing. Part songs, motets, anthems, and other types of choral music, in a variety of styles, will be learned. Music reading may be covered as well as the basic elements of music. **Pass/No Pass Option.**
042A • VOCAL JAZZ ENSEMBLE  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, 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.

048A • SYMPHONY ORCHESTRA  1.0 unit
Total Lab 54.4 hours
Prerequisite: MUSIC 048A
Acceptable for credit: University of California, California State University
This is an advanced course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances required. New works of orchestral music are performed each semester. May be repeated three times. Pass/No Pass Option.

048B • SYMPHONY ORCHESTRA  1.0 unit
Total Lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: MUSIC 048B
Acceptable for credit: University of California, California State University
This is 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 required. New works of orchestral music are performed each semester. May be repeated three times. Pass/No Pass Option.

048C • SYMPHONY ORCHESTRA  1.0 unit
Total Lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: MUSIC 048C
Acceptable for credit: University of California, California State University
This is 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.

081 • DIGITAL MUSIC PRODUCTION I  3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Acceptable for credit: California State University
This course is an introduction to 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.

083 • DIGITAL MUSIC PRODUCTION II  2.0 units
Total Lecture 16.0 hours, Total Lab 54.4 hours
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 twice. Pass/No Pass Option.

087 • MUSIC BUSINESS  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandising; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes 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.
MUSIC • NUTRITIONAL SCIENCE

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

090 • MUSIC LABORATORY  0.5 unit
Total Lab 27.2 hours
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course, offered by arrangement and at the student's convenience. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student’s other music course(s). May be repeated three times. Pass/No Pass Option.

094 • MUSIC DEGREE JURY  1.0 unit
Total Lecture 16.0 hours
Advisory: Completion of a majority of the music degree coursework and consultation with the music faculty
Acceptable for credit: California State University
This course is intended for music majors who have completed most of their degree courses and are preparing for graduation. Students prepare a final presentation of their music and other degree work. The presentation may take the form of a recital, an electronic music presentation, or some combination of elements that best represents the student’s musical interests and accomplishments. The final presentations are open to the college community. Students will arrange for a music faculty to supervise the preparation and performance arrangements. Grade Only.

NUTRITIONAL SCIENCE (NS)
DIVISION: Commercial Services
DEPARTMENT: Nutritional Science
DEPT CHAIR: Heather Rothenberg
PHONE: 408-855-5248
COUNSELING: 408-855-5030

Nutritional Science is a dynamic field of study with connections to food science, chemistry and biology. It is a discipline that investigates how nutrients are taken in by the body, broken down, and utilized. Through the study of nutrition, chronic diseases such as heart disease and cancer can be better understood and perhaps even prevented. In a larger context, nutritional science examines how the environment is connected with the nutritional status of populations. This is a discipline that crosses cultures and looks at the health implications of a variety of foods.

Student Learning Outcomes:
Students who successfully complete courses in the Nutrition Program will:
• describe the scientific basis for nutrition
• apply nutrition concepts to a regular and therapeutic diets.
Students will be assessed through written homework and exams and class presentations.

Career Options:
Most career options require more than two years of college study.
• Nutrition Educator (R.D. advised)
• Dietetic Technician (Registered)
• Food Manufacturing (test kitchens)
• Food Service Inspector (R.D. advised)
• Nutrition Counselor (R.D. advised)
• Hospital Dietetics (R.D. advised)
• Private Practice Consultant (R.D. advised)
• Sports Nutrition (R.D. advised)

Highlights:
• Professional staff concerned with helping students succeed and meet their educational goals.
• Computer-assisted learning.
• Telecourse offerings of some classes which provide flexibility to students.
• Demand for healthcare professionals

NUTRITIONAL SCIENCE (NS)

015 • HUMAN NUTRITION  3.0 units
Total Lecture 54.4 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University
This course is designed to teach basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and inter-relationships between nutrients in the body are examined. Current nutritional controversies are evaluated. Students develop and increase their analytical and evaluative skills by completing a nutritional self-study during the course. Pass/No Pass Option.

040 • DIET IN HEALTH AND DISEASE  2.0 units
Total Lecture 36.8 hours
Advisory: MATH 900
Acceptable for credit: California State University
This course is designed to provide a basic understanding of normal and clinical nutrition for individuals in the health care field. Stress is placed on defining and describing the therapeutic needs of the ill in terms of current dietetic principles. Pass/No Pass Option.

052 • NUTRITION FOR CHILDREN  3.0 units
Total Lecture 54.4 hours
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, 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
- Author/Lecturer
- Cryptanalyst
- Editorial Assistant
- Essayist
- High School Teacher
- Lawyer
- News Editor
- Priest
- Rabbi
- Tour Guide
- Anthropologist
- Business
- Drama Critic
- Editorial Writer
- Foreign Correspondent
- Information Scientist
- Management
- Personnel Manager
- Psychologist
- Scientific Researcher
- Archivist
- Columnist
- Editor
- Educator
- Foreign Service Officer
- Journalist
- Museum Curator
- Playwright
- Publisher
- Social Worker

DEPARTMENT Focus
As enrollment and funding increase, the Department plans to offer more courses. The focus of the Department is to provide students with rigorous preparation in ethics, critical thinking, and writing.

Philosophy and Academic Requirements:
For transfer students to the University of California and California State University

- The following IGETC-approved courses meet the Critical Thinking requirement under Area 1, English Communication:
  - PHIL 003: Introduction to Problems in Ethics
  - PHIL 017: Logic and Critical Thinking

- The following courses meet the Oral and Written Communication requirement for the California State University transfer students:
  - PHIL 002: Introduction to Logic
  - PHIL 003: Introduction to Problems in Ethics
  - PHIL 009: Introduction to Symbolic Logic
  - PHIL 017: Logic and Critical Thinking

- The following courses meet the Humanities requirement for California State University Students:
  - PHIL 001: Introduction to Philosophy

- PHIL 004: Patterns in Comparative Religion
- PHIL 005: Introduction to Social and Political Philosophy
- PHIL 007: Introduction to Philosophy of Science
- PHIL 009: Introduction to Symbolic Logic
- PHIL 010: Introduction to the Philosophy of Art

Schedule Matrix:

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<th>COURSE</th>
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<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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D= DAY CLASSES; E= EVENING CLASSES
PHILOSOPHY • PHYSICS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

005 • INTRO TO SOCIAL AND POLITICAL PHILOSOPHY  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course will introduce students to a critical study of some major social and political problems: What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? Pass/No Pass Option.

007 • INTRODUCTION TO PHILOSOPHY OF SCIENCE  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is of special interest to students of the sciences. The course will introduce the student to a critical examination of some problems in the philosophy of science: (1) What is causality? (2) What counts as an explanation in science? (3) How is explanation different from prediction? (4) What is the nature of evidence? (5) What are the relationships between a scientific theory and the world? Pass/No Pass Option.

008 • INTRODUCTION TO ASIAN PHILOSOPHY  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Pass/No Pass Option.

009 • INTRODUCTION TO SYMBOLIC LOGIC  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both sentential and quantificational logic, construct advanced formal proofs of validity in both sentential and quantificational logic, and explore the metalogical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Pass/No Pass Option.

010 • INTRODUCTION TO THE PHILOSOPHY OF ART  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course investigates the following questions: 1) What, if any, constitutes a work of art? 2) What are the relationships, if any, between art and life? 3) Is there any rational procedure, if any, for evaluating a work of art? The student will be invited to investigate these questions as they relate to various forms such as poetry, music, drama, and the like. Other questions in the philosophy of art may also be considered to respond to students' interests. Pass/No Pass Option.

017 • LOGIC AND CRITICAL THINKING  3.0 units
Total Lecture 54.4 hours
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:
CALCULUS-BASED PHYSICS:
• Physicist • Geologist • Engineer
• Physical Scientist • Meteorologist • Astronomer
• Oceanographer • Chemist • Architect

NON-CALCULUS-BASED PHYSICS:
• Pre-Med • All Life Sciences fields

Most career options require a B.S. degree. Classes beyond the Associate Degree level may be required for preparation for transfer to a university program.

Highlights:
• Modern and well-equipped laboratories.
• Class size limited.

A.S. Degree:
• Physical Science

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

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

Select 18 units from the following:

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Total Program A.S. Requirements: .......................................................18.0

104 Mission College 2009–2010
**PHYSICS (PHYS)**

**002A • GENERAL PHYSICS - MECHANICS AND THERMODYNAMICS**  
Total Lecture 73.6 hours, Total Lab 54.4 hours  
Prerequisite: MATH 003D  
Acceptable for credit: University of California, California State University  
This is the first lecture/lab course in physics for majors in subjects other than engineering or the physical sciences. Topics covered include Newton’s laws of force, dynamics of rigid bodies, the concepts of potential and kinetic energy, momentum, thermodynamics, hydrodynamics, and wave motion. Analytical solutions of numerical problems at the trigonometric and algebraic level are emphasized. NOTE: UC credit may be limited. See a counselor. Materials Fee: $3.00. Grade Only.

**002B • GENERAL PHYSICS - ELECTRICITY, MAGNETISM AND OPTICS**  
Total Lecture 73.6 hours, Total Lab 54.4 hours  
Prerequisite: PHYS 002A  
Acceptable for credit: University of California, California State University  
This lecture/lab course is a continuation of PHYS 002A as a lecture/lab course with the study of electricity, magnetism, geometrical and wave optics and atomic physics. NOTE: UC credit may be limited. See a counselor. Materials Fee: $3.00. Grade Only.

**004A • ENGINEERING PHYSICS-MECHANICS**  
Total Lecture 73.6 hours, Total Lab 54.4 hours  
Prerequisite: MATH 003A  
Acceptable for credit: University of California, California State University  
This course in mechanics, the first in a series of engineering physics courses, is a calculus-based study of forces, energy and momentum. Kinematic problems are solved using position, velocity and acceleration. Conservation of momentum and energy is applied to moving and interacting systems, rotational mechanics, simple harmonic motion, gravity, mechanical properties of matter, fluid statics and dynamics. Materials Fee: $3.00. Grade Only.

**004B • ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM**  
Total Lecture 73.6 hours, Total Lab 54.4 hours  
Prerequisite: PHYS 004A and MATH 003B  
Acceptable for credit: University of California, California State University  
This lecture/lab course is the second in the calculus-based engineering physics series. The course continues the concept of field theory and develops the concepts of Maxwell’s equations. Topics include: Coulomb’s Law, Gauss’ Law, Electric Potential, Biot-Savart Law, Ampere’s Law, Faraday’s Law, and introduces Kirchoff’s Laws and AC circuits. Numerical and theoretical problem solutions are emphasized at the calculus level. Materials Fee: $3.00. Grade Only.

**004C • ENGINEERING PHYSICS-LIGHT AND HEAT**  
Total Lecture 73.6 hours, Total Lab 54.4 hours  
Prerequisite: MATH 003B and PHYS 004A  
Acceptable for credit: University of California, California State University  
This lecture/lab course is the third semester in the engineering physics series. The course content includes thermodynamics, geometrical and wave optics, 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. Numerical and theoretical solutions to problems are emphasized. Materials Fee: $3.00. Grade Only.

**004D • ENGINEERING PHYSICS-ATOMIC**  
Total Lecture 36.8 hours  
Prerequisite: PHYS 004B  
Acceptable for credit: University of California, California State University  
This course is an introduction to quantum physics with an emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity. Grade Only.

**010 • INTRODUCTION TO PHYSICS**  
4.0 units  
Total Lecture 54.4 hours, Total Lab 54.4 hours  
Advisory: MATH 903  
Acceptable for credit: University of California, California State University  
This course is a conceptual course in physics, including 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. The topics included in this course are mechanics, thermodynamics, electricity and magnesium, optics, and modern physics. Materials Fee: $3.00. Grade Only.
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 objections, the specifically designed outcomes of the Political Science program will enable students to:
- Identify the institutions, players and processes in both American national and state government, and the democratic skills needed to navigate and actively participate in government and its decision making process.
- Analyze the exercise of power in formal governmental institutions and non-governmental institutions, from interest groups to human rights organizations to corporate board rooms.
- 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

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

Highlights:
- Transferable courses in both American and international politics.
- Experienced, professional, widely traveled instructors.
- Opportunity for political internships.
- Discussions with leading experts and officials.
- Fill General Education requirements for transfer or degree.
- Develop crisp reasoning and analytical skills.

Pre-Law Education:
Although no specific course of study is required for admission to Law School, Political Science is an excellent major or minor if you are looking to a legal career. It equips you with the intellectual tools needed for the study and practice of law.

Political Science courses will develop your ability to express concepts clearly, the capacity to read concentrated materials with precision, and the power to reason, weigh facts, and solve problems.

Because overall GPA is important in applying for admission to a law school, a pre-law student should consider a major as an alternative to law school or one which can be used in conjunction with a law degree. Law Schools are looking for individuals who have a high level of writing competence, good analytical skills, intellectual discipline, breadth in humanities, sciences and social science, and a general understanding of the business and political world. Most law schools require a baccalaureate degree. The Law School Admission Test (LSAT) is required. A pre-law student needs to plan a course of study in cooperation with a counselor in the Counseling Center.

Schedule Matrix:

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

POLITICAL SCIENCE (POLIT)

001 • AMERICAN GOVERNMENT 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course explores the government and politics of some of the major nations in the world as well as developing nations. Political structures, functions, processes and policies are compared with each other and with the U.S. Government. Particular consideration of contemporary world problems with an emphasis on developing comparative analytical skills and abilities. Pass/No Pass Option.

004 • INTERNATIONAL RELATIONS (Formerly POLIT 005) 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course introduces the beginning student to world politics. The class is designed to provide students with both a framework and the analytical skills to better understand the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state and non-state players, the historical struggle for power between the countries of the East and West and the North and South, the causes and prevention of war, international law and organizations, international economics, including control of the world's resources and multinational corporations, and the foreign policy process both in the United States and abroad. Pass/No Pass Option.

006 • POLITICS OF RACE, CLASS AND GENDER 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the role race, economic class and gender have and currently play in American politics. The class will survey the political history, goals, strategies, perspectives, barriers and successes of women, the poor and selected minorities within the context of American politics. Various groups will be considered including African-Americans, Asian-Americans, Hispanics, Native Americans, Gays and Lesbians, the homeless, migrant farm workers, and immigrants. Pass/No Pass Option.
007 • INTERNATIONAL FILMS  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This film course represents a humanistic and interdisciplinary approach to studying the major and 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.

010 • INTRODUCTION TO LAW AND THE LEGAL SYSTEM  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
An introduction to law and the American legal system. Focus will be on establishing a basic understanding of the legal system including those institutions, public and private, that enact, interpret, and implement the law. Attention will also be given to the role law plays in society and its interaction with the political, social and economic spheres. Topics to be considered will variously include the nature and sources of law, the judicial system, including courts and procedure, judges and juries, litigants and attorneys, and the penal system. The major branches of law and methods of alternative dispute resolution are also surveyed.  Pass/No Pass Option.
A.S. Degree & Certificate:
• Psychiatric Technician

Schedule Matrix:

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D= DAY CLASSES  E=EVENING CLASSES

PSYCHIATRIC TECHNICIAN PROGRAM ACCEPTANCE POLICY
Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician, acceptance into the Psychiatric Technician program will be dependent on the following:

Psychiatric Technician:
• Attendance at an information session (Dates will be posted in W2-202)
• Completion of the Health Occupations Program 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, PSYCH 001 prior to applying for this program.
• BIOSC 022, NS 015, PSYCH 012, PSYCH 001 must be completed within 5 years of applying to the program.
• Students must pass all PT 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.

Psyciatric 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 A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Psychiatric Technology.

Certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 15 hours per week. Between 16 and 21 hours per week are spent in clinical experiences (PT 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)          Units
Semester I
BIOSC 022  Anatomy and Physiology for AH Workers  4.0
NS 015    Human Nutrition  3.0
PT 067    Intro to the Psychiatric Technician Program  1.0
PT 068    Medical Surgical Nursing Theory  7.0
PT 069    Medical Surgical Nursing Clinical  5.0
PT 070A   Pharmacodynamics  1.0

Semester II
PSYCH 012  Human Growth & Development  3.0
PT 013A   Developmental Disabilities, Etologies and Classifications  3.0
PT 013B   Care of the Developmentally Disabled Client  3.0
PT 019A   Clinical Experience  7.0
PT 070B   Pharmacodynamics  1.0

Semester III
PT 011    Introduction to Psychology  3.0
PT 017A   Introduction to Abnormal Psychology: Etologies and Classifications  3.0
PT 017B   Care of the Mentally Disabled  2.0
PT 017C   Care of the Mentally Disabled (Group Process)  1.0
PT 018    Preparation for Paraprofessional Practice  1.0
PT 019B   Clinical Experience  7.0
PT 070C   Pharmacodynamics  1.0

Total Program Cert. Requirements  56.0
PSYCHIATRIC TECHNICIAN (PT)

011 • INTRO. AND APPL. OF GENERAL PSYCHOLOGY-PT  3.0 units
Total Lecture 54.4 hours
Advisory: Eligibility for ENGL 108A and READ 053
Acceptable for credit: California State University

This course introduces the psychiatric technician and other human service workers to the field of general psychology with emphasis on theory and application in a variety of psychiatric clinical settings. Emphasis is on principles that will be helpful to the psychiatric technician in understanding the behavior of mentally ill patients. Topics include perception, intelligence, learning and thinking, motivation and emotion, personality, abnormal patterns of behavior, and treatment practice. This provides a basic theoretical background from which the other courses in the program can be interrelated. Grade Only.

013A • DEVELOPMENTAL DISABILITIES: ETIOLOGIES & CLASSIFICATIONS-PT  3.0 units
Total Lecture 54.4 hours
Prerequisite: Completion of 2nd semester PT program
Corequisite: PSYCH001, PT017A, PT017B, PT019B, PT070C
Acceptable for credit: California State University

A comprehensive course covering the basic genetic principles as a foundation for understanding chromosomal mutations, etiologies, prevalence, symptom picture, methods of detection of a broad spectrum of developmental disabilities, mental retardation and child psychiatric disturbances. Grade Only.

013B • CARE OF THE DEVELOPMENTALLY DISABLED CLIENT-PT  3.0 units
Total Lecture 54.4 hours
Prerequisite: Successful completion of PT 067, PT 068, PT 069, and NS 015
Corequisite: PT 013A, PT 013B, 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
Total Lecture 54.4 hours
Prerequisite: Completion of 2nd semester PT program
Corequisite: PSYCH001, PT017B, PT017C, 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
Total Lecture 36.8 hours
Prerequisite: Completion of 2nd semester PT program
Corequisite: PSYCH001, PT017A, PT017C, PT019B, PT019B, and 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
Total Lecture 16.0 hours
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
Total Lecture 16.0 hours
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 and ethical issues, 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  7.0 units
Total Lab 377.6 hours
Prerequisite: Completion of first semester PT program
Corequisite: PT 013A, PT 013B, PT 060B and PSYCH 012
Acceptable for credit: California State University

This course provides the psychiatric technician student with supervised clinical experiences with clients with development disabilities in a variety of community agencies and residential institutional settings. Emphasis is on the use of the nursing process in efforts toward normalization. Approaches include a behavioral learning program, and individual and group activities with children who are healthy and with children who have development disabilities. Pass/No Pass Only.

019B • CLINICAL EXPERIENCE WITH MENTAL HEALTH CLIENTS  7.0 units
Total Lab 377.6 hours
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.

060A • BEGINNING PHARMACOLOGY - PART I  1.0 unit
Total Lecture 16.0 hours
Prerequisite: Admission to the Psychiatric Technician program, Eligibility for ENGL 001A and MATH 903.

This is a beginning course in pharmacology that presents the psychiatric technician student with the basic principles of pharmacology and dosage calculation. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course will cover the uses of pharmaceutical agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agent use. Grade Only.

060B • BEGINNING PHARMACOLOGY - PART I  1.0 unit
Total Lecture 16.0 hours
Prerequisite: Admission to the Psychiatric Technician program, Eligibility for ENGL 001A and MATH 903.

This is a continuation course in pharmacology designed to assist the psychiatric technician student in developing the ability to safely administer pharmacological agents. Emphasis is on pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications, and aspects of patient teaching for specific medical disorders. Grade Only.
067 • INTRO TO THE PSYCHIATRIC TECHNICIAN PROGRAM  1.0 unit
Total Lecture 16.0 hours
Advisory: MATH 903
Prerequisite: 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
Total Lecture 126.4 hours
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
Total Lab 288.0 hours
Advisory: MATH 903, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022; Acceptance to Psychiatric Technician Program
Corequisite: PT 068, PT 070A, NS 015 and AH 011 (or equivalent)
Acceptable for credit: California State University
This is a foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in long term care facilities. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of clients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee: $79.00. Grade Only.

070A • PHARMACODYNAMICS  1.0 unit
Total Lecture 16.0 hours
(No longer offered after Spring 2009)
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
Total Lecture 16.0 hours
(No longer offered after Spring 2009)
Advisory: MATH 903
Prerequisite: Completion of first semester of Psychiatric Technician program
Corequisite: PT 013A, PT 013B, PT 019A, and PSYCH 012
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. PT 070A will emphasize on drugs used to treat the medically-surgically ill patient. PT 070B will emphasize on drugs used to treat childhood psychiatric disorders and developmental disabilities. PT 070C will emphasize on drugs used to treat a wide variety of psychiatric disorders. Grade Only.

070C • PHARMACODYNAMICS  1.0 unit
Total Lecture 16.0 hours
Advisory: MATH 903
Prerequisite: PT 013A, PT 013B, PT 019A and PT 070B
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.

070 • PHARMACODYNAMICS  1.0 unit
Total Lecture 16.0 hours
Advisory: MATH 903
Prerequisite: Completion of first semester of Psychiatric Technician program
Corequisite: PT 013A, PT 013B, PT 019A, and PSYCH 012
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. PT 070A will emphasize on drugs used to treat the medically-surgically ill patient. PT 070B will emphasize on drugs used to treat childhood psychiatric disorders and developmental disabilities. PT 070C will emphasize on drugs used to treat a wide variety of psychiatric disorders. Grade Only.

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Total Lecture 126.4 hours
Advisory: MATH 903, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022; Acceptance to Psychiatric Technician program
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070B • PHARMACODYNAMICS  1.0 unit
Total Lecture 16.0 hours
(No longer offered after Spring 2009)
Advisory: MATH 903, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022; Acceptance to Psychiatric Technician Program
Acceptable for credit: California State University
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070 • MEDICAL SURGICAL NURSING CLINICAL  5.0 units
Total Lab 288.0 hours
Advisory: MATH 903, Eligibility for ENGL 108A and READ 053
Prerequisite: BIOSC 022; Acceptance to Psychiatric Technician Program
Corequisite: PT 068, PT 070A, NS 015 and AH 011 (or equivalent)
Acceptable for credit: California State University
This is a foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in long term care facilities. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of clients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee: $79.00. Grade Only.

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070B • PHARMACODYNAMICS  1.0 unit
Total Lecture 16.0 hours
(No longer offered after Spring 2009)
Advisory: MATH 903
Prerequisite: Completion of first semester of Psychiatric Technician program
Corequisite: PT 013A, PT 013B, PT 019A, and PSYCH 012
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. PT 070A will emphasize on drugs used to treat the medically-surgically ill patient. PT 070B will emphasize on drugs used to treat childhood psychiatric disorders and developmental disabilities. PT 070C will emphasize on drugs used to treat a wide variety of psychiatric disorders. Grade Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tbody>
<tr>
<td>PSYCH 048</td>
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<tr>
<td>PSYCH 055</td>
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D= DAY CLASSES; E= EVENING CLASSES; T = TELECLASS

Psychology - A.A. Degree

Psychology concerns itself with the study of human and animal behavior. It involves both pure science and the practical application of science to matters of everyday life. Those pursuing psychology as a field of study will find many career options centering around helping others understand, predict and control their own behavior and the behavior of others. Training in psychology also provides a valuable foundation for many professions that involve interpersonal interaction and communication.

Required:

<table>
<thead>
<tr>
<th>Course and Title</th>
<th>Units</th>
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<tr>
<td>PSYCH 001 General Psychology</td>
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<tr>
<td>PSYCH 007 Physiological Psychology</td>
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</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
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Elective Courses: select any three (3) courses listed below

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<thead>
<tr>
<th>Course and Title</th>
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<tr>
<td>PSYCH 002A Experimental Psychology</td>
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<tr>
<td>PSYCH 010 Social Psychology</td>
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</tr>
<tr>
<td>PSYCH 012 Human Growth and Development</td>
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</tr>
<tr>
<td>PSYCH 015 Introduction to Research Methods</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 020 Theories of Personality</td>
<td>3.0</td>
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<tr>
<td>PSYCH 025 Introduction to Abnormal Psychology</td>
<td>3.0</td>
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<tr>
<td>PSYCH 030 Psychology of Addiction and Substance Abuse</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 033 The Psychology of Personal Growth</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 048 Introduction to Child and Adolescent Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 055 Psychology of Death and Dying</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 060 Theories and Techniques of Counseling</td>
<td>3.0</td>
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<td>Total Units</td>
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</tbody>
</table>

Psychology for Human Service Agency Workers Certificate

This certificate exposes students to a blend of subjects in academic preparation for work as volunteers, interns and/or professionals in human service agencies where crises are common. These courses are predominantly useful for current and future mental health workers, public safety personnel and educators. Topics will include: domestic violence, substance abuse, sexual assault and rape, victims awareness, suicide prevention, crisis intervention techniques and assessment skills.

Required courses:

<table>
<thead>
<tr>
<th>Course and Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNS 010 Introduction to Crisis Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001 General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 020 Theories of Personality</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 025 Introduction to Abnormal Psychology</td>
<td>3.0</td>
</tr>
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</table>

Elective courses: select any two (2) of the courses listed below

<table>
<thead>
<tr>
<th>Course and Title</th>
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<tbody>
<tr>
<td>PSYCH 010 Social Psychology</td>
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<tr>
<td>PSYCH 030 Psychology of Addiction and Substance Abuse</td>
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<tr>
<td>PSYCH 055 Psychology of Death and Dying</td>
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<td>Total Units</td>
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PSYCHOLOGY (PSYCH)

001 • GENERAL PSYCHOLOGY

Total Lecture 54.4 hours

Acceptable for credit: University of California, California State University

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 via distance learning. Pass/No Pass Option.

002A • EXPERIMENTAL PSYCHOLOGY

Total Lecture 54.4 hours, Total Lab 54.4 hours

Advisor: PSYCH 007, SOCSC 022 and MATH 010

Prerequisite: PSYCH 001

Acceptable for credit: University of California, California State University

This course is a continuation of Psychology 001, with an emphasis on experimental psychology. It introduces the student to the theory and application of the scientific method in the area of physiology and behavior, with particular emphasis on sensation, perception, motivation, memory, creativity, intelligence, personality, tests, and measurements. Students will be required to conduct and participate in experimental projects, collect and analyze data, and present results. Recommended for psychology majors and transfer students. Pass/No Pass Option.

007 • PHYSIOLOGICAL PSYCHOLOGY

Total Lecture 54.4 hours

Prerequisite: PSYCH 001 or the equivalent

Acceptable for credit: University of California, California State University

This course is an introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous system, senses, emotion, motivation and learning. The course has value for behavioral science, pre-medical majors. This course may also be offered via distance learning. Pass/No Pass Option.

010 • SOCIAL PSYCHOLOGY

Total Lecture 54.4 hours

Acceptable for credit: University of California, California State University

This course studies psychological and sociological influences on an individual while functioning in social contexts, including the development of self-image, patterns of social behavior, attraction/repulsion, conformity/rebellion, formation of attitudes, and problems during social change. This course may also be offered via distance learning. Pass/No Pass Option.

012 • HUMAN GROWTH AND DEVELOPMENT

Total Lecture 54.4 hours

Advisory: PSYCH 001

Acceptable for credit: University of California, California State University

This course blends psychological, physiological, cultural and other environmental forces that affect human growth and development. Additionally, theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities are presented. This course may also be offered via distance learning. Grade Only.

015 • INTRODUCTION TO RESEARCH METHODS

Total Lecture 36.8 hours, Total Lab 54.4 hours

Advisor: MATH 010

Prerequisite: PSYCH 001

Acceptable for credit: University of California, California State University

This research methods course focuses on quantitative research methods and statistical analyses that utilize statistical software applications. Topics include experimental, correlational, and observational research. Lab and field studies are conducted. Pass/No Pass Option.

020 • THEORIES OF PERSONALITY

Total Lecture 54.4 hours

Prerequisite: PSYCH 001

Acceptable for credit: University of California, California State University

This review of human personality studies major theoretical theories by emphasizing psychoanalytic, behavioral, humanistic, cognitive and social models. Common psychological testing methods are introduced to students. The function of personality dynamics with respect to both normal and abnormal behavior is also examined. This course may also be offered by via distance learning. Pass/No Pass Option.

025 • INTRODUCTION TO ABNORMAL PSYCHOLOGY

Total Lecture 54.4 hours

Prerequisite: PSYCH 001

Acceptable for credit: University of California, California State University

This course focuses upon various mental disorders, categories and treatments. Disorders and treatments studied include depressive disorders, anxiety disorders, substance abuse disorders, schizophrenia, sexual disorders, developmental disorders and personality disorders. This course may also be offered by via distance learning. Pass/No Pass Option.
030 • PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE 3.0 units
Total Lecture 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is an introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. This course may also be offered via distance learning. Pass/No Pass Option.

033 • THE PSYCHOLOGY OF PERSONAL GROWTH 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is designed to facilitate insight into the self and to assist persons in exploring and maximizing personal potential. Through personal growth exercises, lectures and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Pass/No Pass Option.

048 • INTRODUCTION TO CHILD AND ADOLESCENT PSYCHOLOGY 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is a study of the ways we comprehend and deal with death. Emphasis will be on historical and present attitudes toward death in various cultures, handling fear and bereavement, the grief process, and understanding the special problems of persons who are terminally ill and/or suicidal. A study of changes in understanding and attitude over the life span, from childhood to the elder-years will be included. This course may also be offered via distance learning. Pass/No Pass Option.

060 • THEORIES AND TECHNIQUES OF COUNSELING 3.0 units
Total Lecture 54.4 hours
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.

040 • TUTORING READING IN ELEMENTARY SCHOOL 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: Eligibility for READ 053
Acceptable for credit: California State University
This course provides students an introduction to teaching in the elementary grades with the emphasis on teaching reading acquisition. Content includes lectures and field experience in which students tutor and observe in elementary school classrooms. Students will observe classroom activities and apply concepts and techniques covered in lecture.

READING (READ)
DIVISION: Communication
DEPARTMENT: Reading
DEPT CHAIR: Aaron malchow
PHONE: 408-855-5370
COUNSELING: 408-855-5030
EMAIL: aaron_malchow@wvm.edu

Highlights:
• An exemplary teaching staff dedicated to assisting students in improving reading skills.
• A comprehensive reading program including courses designed to meet the needs of a variety of students.
• A Reading Lab containing both computerized and print material to meet the needs of students of all reading abilities. The Staff of skilled dedicated people will help you reach your individual reading goals in comprehension, vocabulary skills, and speed reading.
• Online reading classes which meet the needs of students who have e-mail access and wish to work independently.

Student Learning Outcomes:
Upon completion of the reading course of study, students will have achieved proficiency in reading by being able to demonstrate the following learning outcomes:
1. Students will apply vocabulary-building strategies to improve their analysis of college level readings.
2. Students will demonstrate a literal comprehension of college level reading material; make inferences; determine a writer’s purpose and tone; and apply rhetorical reading strategies.
3. Students will be able to critically analyze and evaluate college-level reading material; make inferences; determine a writer’s purpose and tone; and apply rhetorical reading strategies.
4. Students will be able to monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.
5. Students will be able to demonstrate a range of reading rates according to reading purpose: prose at 500 wpm or above, with 70% comprehension; study reading at 250 wpm with 90%-100% comprehension.
6. Students will perceive themselves as competent college level readers.

Students will demonstrate their progress and mastery through oral and written tests, quizzes and projects.

Schedule Matrix:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>READ 053</td>
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<tr>
<td>READ 063</td>
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<td>READ 960</td>
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<tr>
<td>READ 964</td>
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<tr>
<td>READ 978</td>
<td>D,E</td>
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</tbody>
</table>

D=Day classes  E=Evening classes
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

**Reading Department Class Sequence**

Which classes to take and in what order

**Required Courses (Based on Placement)**

- **Reading 960**
  - Reading Fundamentals
  - Instruction in basic reading skills
  - 3 units

- **Reading 961**
  - Effective Reading
  - Instruction to improve comprehension and vocabulary
  - 3 units

- **Reading 053**
  - Speed and Critical Reading
  - Instruction to improve reading speed, critical thinking, and comprehension
  - 3 units (Transferable)

**Elective Courses**

- **Reading 964**
  - Basic Vocabulary Development
  - Instruction in basic level vocabulary
  - 3 units

- **Reading 063**
  - Vocabulary Development
  - Instruction in college level vocabulary through writing and oral practice
  - 3 units

A reading placement test is given as part of the academic skills assessment. This test will indicate to students whether course work in reading is recommended. Students who do not meet proficiency are encouraged to take a reading class early in their college career so that skills learned here can help with study in other courses. Mission College has a reading requirement for graduation. Students who graduate from Mission must demonstrate reading proficiency or successfully complete Reading 053.

Additional aid is offered through an elective Reading Skills Lab. These Reading Skills Lab courses can be taken at any time during your studies.

- **Reading 947** Reading Skills Lab
  - Reading help for students who do not wish to receive credit. Non credit

- **Reading 975** Reading Skills Lab
  - 1st semester of Reading Skills Lab
  - .5 units

- **Reading 976** Reading Skills Lab
  - 2nd semester of Reading Skills Lab
  - .5 units

- **Reading 977** Reading Skills Lab
  - 3rd semester of Reading Skills Lab
  - .5 units

- **Reading 978** Reading Skills Lab
  - 4th semester of Reading Skills Lab
  - .5 units
053 • SPEED AND CRITICAL READING 3.0 units
Total Lecture 54.4 hours
Prerequisite: READ 961 or qualifying score on placement test
Acceptable for credit: California State University
This course is designed for students who are already reading at a college freshman level of competency. This course will enable students to reach their optimal reading speeds and to improve their comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading. This course may also be offered by telecourse. Grade Only.

063 • VOCABULARY DEVELOPMENT 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Prerequisite: Qualifying score on placement test
This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component. May be repeated one time. Pass/No Pass Option.

961 • EFFECTIVE READING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54.4 hours
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
Total Lecture 54.4 hours
Advisory: READ 960
This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in READ 960. Pass/No Pass Option.

964 • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54.4 hours
This course provides methods of increasing vocabulary for those students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English will be included. This is a shortened version of Reading 164. Pass/No Pass Option.

964A • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Total Lecture 36.8 hours
This course provides methods of increasing oral and written vocabulary for students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English will be included. This is a shortened version of Reading 164. Acceptable for credit: California State University. Pass/No Pass Option.

975, 976, 977, 978 • READING SKILLS (NON-ASSOCIATE DEGREE COURSE) 0.5 units each
Total Lab 27.2 hours
The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on diagnostic testing and a conference with the instructor. Pass/No Pass Only. May be taken for a total of 3 units.

975S • READING SKILLS 0.5 unit
Total Lab 27.2 hours
Advisory: Concurrent enrollment in READ 053, READ 063, and/or READ 073
This open-entry/open-exit lab provides individualized instruction for students who need support in READ 053, 063, 073. It is also available for students who need support in READ 964. Acceptable for credit: California State University. Pass/No Pass Only. May be taken for a total of 3 times. Pass/No Pass Only.
REGISTERED NURSING (LVN to RN) PROGRAM

REGISTRATION PROCESS

LVN to RN Program

DIVISION: Applied Sciences
DEPARTMENT: Health Occupations
DEPT CHAIR: Marsha Oliver, MS, BSN, RN
DIRECTOR: Cynthia Harrison, RN, BSN, MS
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
• Establish a therapeutic environment that promotes communication across
the life span for vulnerable and diverse populations
• Demonstrate effective therapeutic communication in nurse/client relationships
• Establish a therapeutic environment that promotes communication across
a variety of healthcare settings
• Demonstrate effective therapeutic communication with other interdisciplinary
healthcare professionals in the practice of nursing
• Demonstrate effective teaching strategies for vulnerable and diverse
populations

Critical Thinking, Critical Reasoning, and Critical Elements
• Formulate individualized nursing care plans and teaching plans for assigned
patients/clients including assessing health status, implementing therapeutic
interventions, and evaluating the outcomes of care
• Integrate and demonstrate critical decision making and critical thinking skills
to provide effective nursing care for individuals throughout the developmental
stages across the life span
• Provide comprehensive direct nursing care to patients/clients using Neuman
systems theory, evidence based practice, the nursing process, and the principles
of asepsis, caring, and safety while taking into consideration the physiological,
psychosocial, cultural, developmental, and spiritual aspects of care

Information Competency and Informatics
• Evaluate and integrate appropriate scientific resources and technology to
plan and deliver patient/client care
• Document patient/client care as per facility policy
• Evaluate and integrate evidence based information from traditional and
electronic resources for health promotion activities

Diversity
• Integrate the principles of diversity outlined as psychosocial, cultural, and
spiritual influences in caring for patients/clients across the life span in a variety
of health care environments
• Prioritize nursing interventions to coincide with changing patient/client
conditions, cultural considerations, and vulnerable population needs

Professionalism, Leadership, and Civic Responsibility
• Demonstrate professional nursing behaviors which integrate accountability,
responsibility, and self direction in the areas of lifelong learning, self evaluation
of learning goals, multidisciplinary collaboration, and effective communication
• Demonstrate professional nursing practice while integrating the nursing
program’s overriding critical elements and Neuman Systems theory which
adhere to the, Nursing Practice Act, the Nursing Social Policy Statement,
the Code of Ethics, and state and federal regulation pertaining to registered
nurses
• Demonstrate the principles of advocacy in nursing practice which includes
but is not limited to prioritizing patient care, anticipating and intervening with
ethical and legal issues in a variety of health care setting and with diverse
and vulnerable populations
• Demonstrate leadership principles in nursing practice which includes planning,
managing, collaborating, delegating, and supervising the delivery of health
care

Gerontology/geriatrics
• Integrate theoretical knowledge of pathophysiology, pharmacology,
developmental stages, and the principles of gerontology/geriatrics in the
practice of nursing

A.S. Degree (LVN to RN)
The Associate Degree (LVN-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 will
become a Registered Nurse (RN). Some employment opportunities for RNs following
the acquisition of the RN license include acute care hospitals, clinics, home-care,
and community centers.

The Registered Nursing (LVN-RN) Program admits a limited number of students
each year. Satisfaction of the prerequisite requirements only qualifies the applicants
for consideration for admission to the nursing program. There is a selection process
procedure, which assists in the selection of qualified applicants. The program specific
application and information regarding the selection process is available at www.
missioncollege.org/depts/health/LVN-ASN.

After completion of the Role Transition course, the Registered Nursing (LVN-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
(BRN).

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. Registered Nursing (LVN-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. Registered Nursing (LVN-RN) Program Course Prerequisites:
• Applicants must have a minimum GPA of 2.5 with no grade less than a “C”
for each of 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 Registered Nursing (LVN-RN) Program. These courses are
  necessary to be eligible to complete the Associate in Science Degree and take the
  NCLEX-RN licensing examination.
  • 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 Registered Nursing (LVN-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. 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.
• Rubella, Mumps, Rubella, Varicella, and Hepatitis B surface antigen titers
• 2-step Tuberculosis (TB) test with an annual TB Surveillance Survey. If TB
  test is positive, chest X ray within the past 5 years is required with the annual
  TB Surveillance Survey
• Current Cardiopulmonary Resuscitation (CPR) card for American Heart
REGISTERED NURSING (LVN to RN) PROGRAM

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

### Registered Nursing (LVN-RN) Program Curriculum

<table>
<thead>
<tr>
<th>Role Transition courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LVNRN 021 • Role Transition LVN to RN</td>
<td>2.0</td>
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<tr>
<td>LVNRN 021A • Role Transition Clinical</td>
<td>1.0</td>
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</tbody>
</table>

**Semester 1**

<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>LVNRN 031 • Community Mental Health Nursing</td>
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<tr>
<td>LVNRN 031A • Community Mental Health Clinical</td>
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<tr>
<td>LVNRN 032 • Intermediate Medical-Surgical Nursing Theory</td>
</tr>
<tr>
<td>LVNRN 032A • Intermediate Medical-Surgical Nursing Clinical</td>
</tr>
<tr>
<td>LVNRN 033 • Introduction to Clinical Judgment</td>
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</tbody>
</table>

**Semester 2**

<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>LVNRN 041 • Advanced Maternal-Child Nursing</td>
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<tr>
<td>LVNRN 041A • Advanced Maternal-Child Nursing Clinical</td>
</tr>
<tr>
<td>LVNRN 042 • Advanced Medical-Surgical/Leadership Nursing</td>
</tr>
<tr>
<td>LVNRN 042A • Advanced Medical-Surgical/Leadership Clinical</td>
</tr>
<tr>
<td>LVNRN 050 • Leadership and Ethics</td>
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</table>

Total Nursing Units: 24.0

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Once the application is reviewed, it will be determined whether the applicant is eligible for the program. Students who have been determined to be ineligible will have the opportunity to reapply in a subsequent term.

**Materials Fee:** $110.00.

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### 021A • Role Transition Clinical

**Total Lab 54.4 hours**

Prerequisite: Acceptance into the LVN to RN program

Corequisite: LVNRN 021A

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. Materials Fee: $110.00. Pass/No Pass Only.

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### 031 • Community Mental Health Nursing

**Total Lecture 36.8 hours**

Prerequisite: ENGL 001A, LVNRN 021, LVNRN 021A

Corequisite: LVNRN 031, 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, psychotropic 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.

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### 031A • Community Mental Health Clinical

**Total Lecture 80.0 hours**

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.

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### 032 • Intermediate Medical-Surgical Nursing Theory

**Total Lecture 54.4 hours**

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.

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### 032A • Intermediate Medical-Surgical Nursing Clinical

**Total Lab 134.4 hours**

Prerequisite: LVNRN 021, LVNRN 021A

Corequisite: LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A, LVNRN 033

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 1.0 unit
Total Lab 54.4 hours
Prerequisite: LVNRN 021, LVNRN 021A and Completion of ENGL 1A
Corequisite: LVNRN 032A, LVNRN 032, LVNRN 031A, LVNRN 031
Acceptable for credit: California State University
This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student’s nursing theory course classroom learning. The emphasis will be upon the role of the registered nurse caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is placed on developing competence in critical thinking and in leadership skills. Pass/No Pass Option.

041 • ADVANCED MATERNAL - CHILD NURSING 2.0 units
Total Lecture 36.8 hours
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 031A, LVNRN 032, LVNRN 032A, LVNRN 033
Corequisite: LVNRN 041A, 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 2.0 units
Total Lecture 108.8 hours
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 031A, 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 homes, 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 3.0 units
Total Lecture 54.4 hours
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.
RETAIL FLORISTRY (RF)

DIVISION: Commercial Services  
PROGRAM: Retail Floristry  
COORDINATOR: Sandy Lesnewsky  
PHONE: 408-855-5268  
COUNSELING: 408-855-5630

Student Learning Outcomes:
To prepare and equip students to succeed in the ever changing floral industry by producing a better trained employee or shop owner.

Students will be able to orchestrate the principles and elements of floral design with exposure to fundamental techniques. Students will understand the complete workings of the color wheel.

Students will be able to demonstrate the wide range of designs and effectively discuss reasons for floral selections with prospective patrons. Students will be able to identify, by name, by region, and by sight, the increasing varieties of floral selections in the market. Students will display a working knowledge of the multitude of design techniques.

The Work Experience aspect of the program will give the student an ability to see first hand the different existing floral shops in the area. Students will work in the shops for a period of time practicing techniques, strategies, customer relations, and see potential problem areas.

Certificate:
• Retail Floristry

Highlights:
• Program previously at WVC since 1983.
• Occupational work experience.
• Hands-on interaction on special events.
• Field trips.
• All instructors are professionals in the industry.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>RF 024</td>
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<tr>
<td>RF 028</td>
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<td>RF 031</td>
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<td>RF 032</td>
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<td>RF 045</td>
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<td>RF 057</td>
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<td>RF 061</td>
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<td>RF 066</td>
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<tr>
<td>RF 069</td>
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<tr>
<td>WRLKEX 301</td>
<td>D,E</td>
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D= DAY CLASSES; E= EVENING CLASSES

RETAIL FLORISTRY - Certificate

Core Courses (Required)  
Units
RF 024 ........ Flowers and Foliage Basic Design ............... 3.0
RF 028 ........ Interior Plant Identification .................. 1.5
RF 031 ........ Intermediate Floral Design ...................... 1.5
RF 032 ........ Advanced Floral Design .......................... 2.0
RF 037 ........ Flower Shop Operations ......................... 2.0
RF 039 ........ Display for Designs for Florists ............... 1.0
WRKEX 301 .... Occupational Work Experience .................. 1.0

Total Required Units .................................................................. 12.0

Plus an Additional 6 Courses from the Electives Listed Below:

RF 033 ........ Dry and Silk Floral Design ...................... 2.0
RF 038 ........ Weddings, High Style and Memorial .......... 1.0
RF 041 ........ Holiday Flower Arranging for the Home .... 1.0
RF 045 ........ Ikebana/Oriental Style Flower Arranging ... 0.5
RF 046 ........ Advanced Exotic and High Style Arranging ... 0.5
RF 057 ........ Introduction to Flower Arranging ............. 1.0
RF 061 ........ European Design Techniques .................. 1.0
RF 065 ........ Advanced Silk Flowers .......................... 1.0
RF 066 ........ Designs Without Flowers/Flower .......... 0.5
RF 069 ........ Natural Garden in Northern California ..... 1.0

Total Required Units .......................................................... 16.5-18.5

NOTE: Some classes require the student to pay a modest lab fee, and other classes may require the student to provide own floral materials.

RETAIL FLORISTRY (RF)

024 • FLOWERS AND FOLIAGE BASIC DESIGN  3.0 units
Total Lecture 54.4 hours
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. Materials Fee: $130.00. Pass/No Pass Option.

028 • INTERIOR PLANT IDENTIFICATION  1.5 units
Total Lecture 27.2 hours
Students are introduced to the basic botany and plant taxonomy of indoor plants. Course content includes how to identify, preserve and care for the most commonly utilized house plants and indoor flowering plants. Fundamental techniques used to control pests and disease common to indoor plants are reviewed. One Saturday field trip is required. Materials Fee: $25.00. Pass/No Pass Option.

031 • INTERMEDIATE FLORAL DESIGN  1.5 units
Total Lecture 27.2 hours
Prerequisite: RF 030
Students will use specific criteria to evaluate professional flower arranging techniques used by retail 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. Materials Fee: $20.00. Pass/No Pass Option.

032 • ADVANCED FLORAL DESIGNS  2.0 units
Total Lecture 27.2 hours, Total Lab 27.2 hours
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 marbleizing 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. Materials Fee: $50.00. Pass/No Pass Option.
033 • DRY AND SILK FLORAL DESIGN 2.0 units
Total Lecture 27.2 hours, Total Lab 27.2 hours
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. Materials Fee: $20.00. Pass/No Pass Option.

037 • FLOWER SHOP OPERATIONS 2.0 units
Total Lecture 36.8 hours
Prerequisite: RF 024 and RF 030
This course introduces the student to the minimum steps and procedures necessary for individuals to establish a retail florist shop. The importance of location, goals, and financing will be reviewed with experienced florists. Topics will include marketing, sales techniques, employee and customer relationships related to successfully running a florist shop. May be repeated one time. Materials Fee: $10.00. Pass/No Pass Option.

038 • WEDDINGS, HIGH STYLE AND MEMORIAL DESIGNS 1.0 unit
Total Lecture 8.0 hours, Total Lab 27.2 hours
Prerequisite: RF 030
This course covers the variety of designs used in the construction of arrangements for traditional and non-traditional weddings or other events that need high style arrangements. Students will learn techniques used in bridal consultations. Memorial consultations and the construction of casket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Materials Fee: $30.00. Pass/No Pass Option.

039 • DISPLAY DESIGN FOR FLORISTS 1.0 unit
Total Lecture 8.0 hours, Total Lab 27.2 hours
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. Materials Fee: $45.00. Pass/No Pass Option.

041 • HOLIDAY FLOWER ARRANGING FOR THE HOME 1.0 unit
Total Lecture 16.0 hours
Student will learn to create holiday arrangements and design for the home in a supportive atmosphere. Topics covered will include wreaths, door decorations, fruit and vegetable designs and centerpieces. May be repeated one time. Materials Fee: $30.00. Pass/No Pass Option.

045 • IKEBANA/JAPANESE STYLE FLOWER ARRANGING 0.5 unit
Total Lab 27.2 hours
Students will obtain an overview and appreciation of the historical basis and fundamental principles that direct the oriental style of flower arranging (Sogetsu ikebana). The course emphasizes the creative use of materials and encourages students to experiment and explore a variety of design concepts. Each semester different aspects and design principles will be emphasized. No previous floral experience is necessary. May be repeated two times. Materials Fee: $30.00. Pass/No Pass Option.

057 • INTRODUCTION TO FLOWER ARRANGING 1.0 unit
Total Lecture 16.0 hours
This introductory course in designed for the student who has no floral experience and who is interested in obtaining an overview of the fundamental design concepts used in floral arranging. Material covered is intended to assist the students develop an appreciation for flowers and other materials used in creating arrangements. 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
Total Lecture 8.0 hours, Total Lab 27.2 hours
This course is a hands-on design techniques class. Tufting, plating, leafwork, pave and other design techniques are studied. European and contemporary hand-tied bouquets and bundling techniques are introduced. May be repeated one time. Materials Fee: $20.00. Pass/No Pass Option.

066 • DESIGNS WITHOUT FLOWERS/FLOWER PRESERVATION 0.5 unit
Total Lecture 8.0 hours
In this course students discover their ability to incorporate in floral designs paper, rocks, plastic, metal, pods, branches and moss using their textures to make a complete statement. Techniques used to preserve flowers using the press, glycerin, air dry, and picture frames. May be repeated one time. Pass/No Pass Option.

301 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION (RETAIL FLORISTRY (WRKEX)) 1.0 unit
Total 75.0 hours
Prerequisite: Must have a declared major and corresponding job and coursework. 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.
The Social Science major offers a broad, multi-disciplined program of study, enabling people to pursue a career and their interest in human affairs systematically and without the usual constraints imposed by the single-discipline major.

For those planning to transfer to a 4-year institution, the program is designed to give students the opportunity to earn an Associate Degree while completing the required transfer general education classes. In addition, for students planning to major in one of the social and behavioral sciences, the degree can provide a strong foundation in your major, usually filling the required lower-division courses in a particular major.

For those not planning to transfer to another institution, the major does not lock a student into a specific career or profession, but instead allows a student several career options.

The major requires a minimum of 18 units taken from the categories listed below, in addition to the college’s general education requirements.

### Student Learning Outcomes

Graduates from the Social Science program will possess an increased understanding of the world’s social, political, economic and natural systems and an appreciation of the diversity of human culture which in turn will enable them to better work in the global economy, live in a multicultural society and make intelligent decision as global citizens.

Through the subject matter and activities presented in each course, graduates from the Social Science program will be able to:

- Analyze major global challenges superseding the diverse traditions, values and practices in existence
- Identify varying worldviews on the same issues and occurrences
- Differentiate multiple perspectives affecting behaviors and decisions
- Explain how the environment and the global community affects 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/Analyzer
- Research Analyst
- Social Program Administrator
- Social Worker
- Teacher
- Manager
- Community Relations
- Corrections Officer
- Reporter
- Editor
- Environmental Analyst
- Gerontologist
- Lawyer
- Peace Officer
- Probation Officer
- Public Relations Officer
- Sales Representative
- Some career choices may require courses beyond the Associate Degree.

### Schedule Matrix:

#### Social Science - A.A. Degree

Select five courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEG 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 004A</td>
<td>History of Western Civilization</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plus one course from the following:

<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 003</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 001AB</td>
<td>Principles of Macro/Microeconomics</td>
</tr>
<tr>
<td>GEG 002</td>
<td>Introduction to Cultural Geography</td>
</tr>
<tr>
<td>HIST 004AB</td>
<td>History of Western Civilization</td>
</tr>
<tr>
<td>HIST 006</td>
<td>History of the Middle East</td>
</tr>
<tr>
<td>HIST 017AB</td>
<td>United States History</td>
</tr>
<tr>
<td>HIST 018</td>
<td>Introduction to Latin American History</td>
</tr>
<tr>
<td>HIST 020</td>
<td>History &amp; Geography of California</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>Comparative Government</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
</tr>
<tr>
<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
</tr>
<tr>
<td>POLIT 010</td>
<td>Introduction to Law and the Legal System</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
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<tr>
<td>PSYCH 025</td>
<td>Introduction to Abnormal Psychology</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
</tr>
<tr>
<td>PSYCH 033</td>
<td>Psychology of Personal Growth</td>
</tr>
<tr>
<td>PSYCH 040</td>
<td>Environmental Psychology</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the United States</td>
</tr>
<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Marriage Customs and Sexual Behaviors</td>
</tr>
<tr>
<td>SOCS/GLOBL 1</td>
<td>Global Perspectives</td>
</tr>
<tr>
<td>SOCS/GLOBL 2</td>
<td>Global Issues</td>
</tr>
<tr>
<td>091, 092, 093</td>
<td>Directed Studies in Economics, History, Political Science, Psychology or Sociology</td>
</tr>
</tbody>
</table>

### Highlights:
- Experienced instructors and convenient classes.
- Fill your General Education Requirements.
- Hone your writing and analytical skills.
- Deepen your understanding of American society and the global community.

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
001 • GLOBAL PERSPECTIVES 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course introduces the student to the study of global systems and their interdependence. The class 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 GLOBL 001. This course may also be offered via distance learning. Pass/No Pass Option.

002 • GLOBAL ISSUES 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the origins, current dilemmas, and future trends of major issues confronting the global community, such as energy and resource depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence and international inequality. This course is also listed as GLOBL 002. This course may also be offered via distance learning. Pass/No Pass Option.

003 • INTRODUCTION TO PEACE STUDIES 3.0 units
Total Lecture 54.4 hours
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: University of California, California State University
Peace Studies introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered by telecourse/online. Pass/No Pass Option.

004 • THE DEVELOPING WORLD 3.0 units
Total Lecture 54.4 hours
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the various aspects of development among third world nations. It includes a historical analysis of the underdeveloped regions of the world, as well as a current analysis of issues such as the development of infrastructure, political stability and instability, the development, acquisition and use of new technologies, resolving ethnic conflicts, managing environmental problems and establishing new roles in a global economy. This course may also be offered by telecourse/online. Pass/No Pass Option.

005 • GLOBAL FOCUS 3.0 units
Total Lecture 54.4 hours
Advisory: SOCSC 001, SOCSC 002 and 1-year study of foreign language of target country
Acceptable for credit: University of California, California State University
Students in this class will study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the US with those of at least one other country. The in-country part of the course concentrates on discovering and defining what it means to be “American.” Students will then undergo intensive immersion in a foreign culture to learn about similarities and differences in perspectives, values, beliefs, systems, and behaviors. In so doing, students will develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. Pass/No Pass Option.

006 • THE GLOBAL ECONOMY 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe will be presented to expand insight into the increasing economic interdependence of nations. This course may also be offered by telecourse/online. Pass/No Pass Option.
SOCIAL SCIENCE • SOCIOLOGY

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

061 • BASICS OF HUMAN SERVICES 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: California State University
This course is an overview of the field of Human Services intended for students who will complete a Certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. The course examines the sociological and psychological aspects of human services, with emphasis on understanding programs that assist persons going from unemployment to independence in U.S. society at this time. Specific attention is given to welfare and rehabilitation clients going into employment, and to working with clients who have special issues such as drug/alcohol abuse, domestic violence, HIV, disabilities, and mental illness. Also covered are principles and issues of case management, psychological assessment, family dynamics and treatment planning. Pass/No Pass Option.

066A • FAMILY SERVICES A 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 902
Corequisite: WRKEX 202A
Acceptable for credit: California State University
This course provides students with skills as family workers to help families achieve self-reliance, balance work and personal life, develop communication skills within family relationships, and build cultural competency with family and coworkers. Students will develop skills in family assessment and in helping families to set and reach goals. This course emphasizes the role of social service workers, social workers, and others who work with families. Students will be required to do field work, in which they gain experience by working under supervision with professionals in these professions. This course may also be offered by distance learning. Grade Only.

066B • FAMILY SERVICES B 3.0 units
Total Lecture 54.4 hours
Prerequisite: SOCSC 066A
Corequisite: WRKEX 202B
Acceptable for credit: California State University
This course provides students with skills as family workers to help families achieve access to specialized services, develop techniques for home visits, develop facilitation skills, utilize collaboration with other agencies. This course may also be offered by distance learning. Grade Only.

SOCILOGY (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
• Instructor
• Probation Officer
• Demography Analyst
• 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></td>
<td>X,TV</td>
<td></td>
</tr>
<tr>
<td>SOC 038</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 039A</td>
<td></td>
<td></td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>SOC 039B</td>
<td></td>
<td></td>
<td>D</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>TV</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>
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<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
### Sociological Degree Programs

**Sociology - A.A. Degree**

<table>
<thead>
<tr>
<th>Core Curriculum Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 002 Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 022 Research Methods in Social Sciences</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus any three (3) courses from the following:**

<table>
<thead>
<tr>
<th>Core Curriculum Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 021 Minorities in the U.S.</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 024 Social Aspects of Aging</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 028 Social Aspects of Aging</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 038 American Culture Through Film</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 040 Marriage and Family</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 041 Family Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 043 Sociology of Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045 Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 046 Human Sexuality: A Global Perspective</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 047 Criminology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 032 Introduction to Community Service</td>
<td>3.0</td>
</tr>
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</table>

**Total Program Requirements**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.0</td>
</tr>
</tbody>
</table>

#### 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>Core Curriculum Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 032 Community Services</td>
<td>2.0</td>
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<tr>
<td>SOCSC 061 Basics of Human Services</td>
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<tr>
<td>PSYCH 001 Introduction to Psychology</td>
<td>3.0</td>
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**Plus 4.0 units from the following:**

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<thead>
<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>COUNS 001 College Survival Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>COUNS 010 Crisis Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 012A Careers and Life Styles</td>
<td>1.0</td>
</tr>
<tr>
<td>COUNS 051A Self Esteem and Goal Setting</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Program Certification Requirements**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.0</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Core Curriculum Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 066A Family Services A</td>
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</tr>
<tr>
<td>SOCSC 066B Family Services B</td>
<td>3.0</td>
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</tbody>
</table>

**Total Program Certification Requirements**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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### Sociology (SOC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3.0</td>
</tr>
<tr>
<td>002</td>
<td>SOCIAL PROBLEMS</td>
<td>3.0</td>
</tr>
<tr>
<td>021</td>
<td>MINORITIES IN THE UNITED STATES</td>
<td>3.0</td>
</tr>
<tr>
<td>024</td>
<td>SOCIAL ASPECTS OF AGING</td>
<td>3.0</td>
</tr>
<tr>
<td>038</td>
<td>AMERICAN CULTURE THROUGH FILM</td>
<td>3.0</td>
</tr>
<tr>
<td>039A</td>
<td>AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST</td>
<td>3.0</td>
</tr>
<tr>
<td>039B</td>
<td>AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO</td>
<td>3.0</td>
</tr>
<tr>
<td>040</td>
<td>MARRIAGE AND FAMILY</td>
<td>3.0</td>
</tr>
</tbody>
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**Sociology - A.A. Degree**

- **Sociology 001**
  - **Introduction to Sociology**
  - **Total Lecture:** 54.4 hours
  - Acceptable for credit: University of California, California State University
  - Introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the 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.

- **Sociology 002**
  - **Social Problems**
  - **Total Lecture:** 54.4 hours
  - Acceptable for credit: University of California, California State University
  - An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. A critical analysis of current conditions, possible causes and potential remedies is utilized. Available community resources to help deal with and to find solutions to social problems are explored. This course may also be offered via distance learning. Pass/No Pass Option.
041 • FAMILY ISSUES  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a sociological analysis of how families function in society today. Topics include preparing children to function in society, family roles, family conflict patterns, family stress, and multigenerational-cultural patterns. Traditional and recent family structures will be discussed, including extended families, nuclear families, single-parent families, gay/lesbian families, and stepamilies. Family communication patterns and functional and dysfunctional results will be emphasized. This course may also be offered via distance learning. Pass/No Pass Option.

043 • SOCIOLOGY OF RELIGION  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
An exploration of the interplay of religion and other spheres of social life; an analysis of the character of religious authority and leadership; the nature of religious movements in our social system, the effects of secularization on religion; the influence on the values, beliefs and practices of group-oriented and personal religion. This course may also be offered by via distance learning. Pass/No Pass Option.

045 • HUMAN SEXUALITY  3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is an up-to-date and comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States, including a special emphasis on urban and suburban areas of California. This course may also be offered via distance learning. Pass/No Pass Option.

046 • ADVANCED HUMAN SEXUALITY: CURRENT ISSUES AND GLOBAL PERSPECTIVES  3.0 units
Total Lecture 54.4 hours
Advisory: SOC 045 and SOC 001
Acceptable for credit: University of California, California State University
This is a human sexuality course, dealing with current issues in the United States and with practices in various cultures throughout the world. Topics include marriage customs, rites of passage into adulthood, beauty-enhancement practices, sexual behaviors, sexual orientations, and sexual deviant behaviors, as defined by law and customs. This course may also be offered via distance learning. Pass/No Pass Option.

047 • SOCIOLOGY OF CRIMINOLOGY  3.0 units
Total Lecture 54.4 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course is a sociological analysis of crime and criminal behavior in the United States, including the major theories regarding the causes of criminal behaviors, the effects of crime on victims, criminals and the general society, and the responses of societal agencies to criminal behavior. The roles of law enforcement, the justice system, and the correctional systems in prevention, prosecution, and rehabilitation will be discussed. Emphasis will be placed on the history of criminology in the United States, including changes in the social theories of deviance, and changes in the attitudes of the society toward criminal behavior. The role of social institutions and social service organizations will be investigated. Opportunities to visit correctional facilities, trials, police informational meetings, or rehabilitation centers will be offered. This course may also be offered via distance learning. Pass/No Pass Option.

TECHNOLOGY STUDIES

DIVISION: Technology
DEPARTMENT: Technology Studies
DEPT CHAIR: Christopher Martin
PHONE: 408-855-5356
COUNSELING: 408-855-5030
WEBSITE: christopher_martin@wvm.edu

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 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.
• Apply 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):

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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.
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• 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.
• Apply computerized design layout techniques for construction planning and maintenance of facilities and equipment.
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COURSE FALL SPRING SUMMER WEEKEND
TECH 031 E E E E
TECH 064 E E E E
TECH 065 E E E E
E= EVENING CLASSES

Industrial Technology - A.S. Degree

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.)
THC 061 Quality Assurance and Control .................................................. 3.0
THC 060 Basic Electronics ........................................................................... 4.0

Students would select one of the two areas of concentration
Manufacturing Systems Concentration Units
(Required for A.S., Certificate, and B.S.)
THC 020 Design and Graphics ................................................................. 3.0
THC 025 Introduction to Materials Technology ........................................... 3.0
THC 040 Product Design ............................................................. 3.0
THC 045 Facilities Design and Development .............................................. 3.0

Computer Networking Concentration Units
(Required for A.S., Certificate, and B.S.)
THC 062 Analog Circuits ........................................................................... 4.0
THC 063 Digital Circuits ............................................................................ 4.0
THC 064 Basic Wireless LAN ............................................................... 3.0
THC 065 Networking Theory and Application ......................................... 3.0
THC 066 Network Operating Systems and Administration ................... 3.0

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)
CNET 083 Introduction to C# Language programming ............................. 4.0
CHEM 1A General Chemistry .................................................................. 5.0
ECON 001B Principles of Microeconomics ............................................ 3.0
MATH 003A Analytic Geometry and Calculus ........................................ 5.0
PHYS 002A General Physics .................................................................... 5.0
PHYS 002B General Physics .................................................................... 5.0
020 • DESIGN AND GRAPHICS 3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: MATH 903, ENGR 020
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
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
Total Lecture 36.8 hours, Total Lab 54.4 hours
Advisory: ELIGIBILITY FOR ENGL 10BA and READ 052, 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 production line planning to maximize facility efficiency as related to OSHA. 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
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This is a comprehensive introductory course in 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
Total Lecture 54.4 hours, Total Lab 54.4 hours
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
Total Lecture 54.4 hours, Total Lab 54.4 hours
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, decoders, DAC, ADC, and ALU. Pass/No Pass Option.

064 • BASIC WIRELESS LAN 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
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.

065 • NETWORKING THEORY AND APPLICATION 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Acceptable for credit: California State University
This is a comprehensive introductory course in networks and networking concepts with an emphasis on Local Area Network (LAN) technology. The course covers all major aspects of networking technology such as Network architecture, Network hardware, and Network operating systems. The course also includes different topologies, transmission media, access methods, interface techniques, control and administration topics, and discuss major network standards and protocols. Students 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-081). Pass/No Pass Option.

066 • NETWORK OPERATING SYSTEMS AND ADMINISTRATION 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Acceptable for credit: California State University
This introductory course is designed to give an overview of the major network operating systems, and the basics of system administration to students in the networking technology area. The course covers the basic network features, and system administration aspects of Microsoft Windows, Novell Netware and Linux/UNIX. Students also learn the security features, the file system and the network administration of each of the network operating systems. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

Industrial Technology Recommended Progression

All Preparation courses (those above the dotted line) must eventually be taken by ALL BSIT graduates. This chart gives the suggested advisory order at Mission, and the required prerequisite order at SJSU.
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, and 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 DVMs 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):

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COMPUTER NETWORKING

041 • TCP/IP FOR THE PC (CNET)
3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course will introduce students to the Transmission Control Protocol / Internet Protocol (TCP/IP) suite for the PC platform. The course also covers the fundamentals of the Internet and the most popular Internet applications for DOS and Windows (Windows 9x/ME, Windows 2000/XP). Students will also learn the basics of Internet Protocol (IP) routing, including the concept of the Domain Name System (DNS), and the Intranet. Pass/No Pass Option.

042 • INTRO TO NETWORK OPERATING SYSTEMS (CNET)
3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to give an overview of major Network Operating systems (NOS) to students in the Networking Technology area. The course will cover the basic network features of Microsoft Windows NT, Novell Netware and UNIX. Students will also learn the security features, the file system, and the network management of the Network Operating System. Pass/No Pass Option.

043 • ROUTER AND INTERNETWORKING FUNDAMENTALS (CNET)
3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CET/CIS 081 and CNT 041
Acceptable for credit: California State University
This course is designed to introduce students to the fundamentals of interconnecting computer networks. The course covers the basics of internetworking components such as repeaters, hubs, bridges, switches, routers, and gateways. Topics also include Local Area Network (LAN) protocols, Virtual LAN (VLAN) concepts, Wide Area Network (WAN) technologies and protocols, and major routing protocols includes Distance-Vector and Link-State routing protocol. Pass/No Pass Option.
044 • NETWORK MANAGEMENT FUNDAMENTALS 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This course is designed to introduce students to the fundamentals of network management. The course covers the basics of SNMP protocol, including SNMP software and hardware support. Topics also include guidelines for effective use of SNMP tools in managing typical small to medium networks. Pass/No Pass Option.

045 • INTRODUCTION TO LAN/WAN DESIGN 3.0 units
Total Lecture 54.4 hours
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This course is designed to introduce students to the basics of network design. The course covers the fundamentals of network design principles including guidelines and design goals for the LAN and WAN environment, and network issues such as network traffic and scalability. Topics also include routing fundamentals, user requirements, bandwidth consideration, and layout process. Pass/No Pass Option.

046 • ROUTING AND SWITCHING TECHNOLOGY 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: CNET 041, CNET 043 and CNET 081
Acceptable for credit: California State University
This is a comprehensive course in all important aspects of routing and switching technology. The course covers the basics of IP routing concepts, router configuration, router operating systems, routing protocols, multi-layer switching technology, switch configuration and switching protocols. Topics also include TCP/IP, routing hardware, layer-3 switching, routing diagnostics, and network analysis. Pass/No Pass Option.

047 • ADVANCED NETWORK PROTOCOLS 3.0 units
Total Lecture 54.4 hours
Advisory: CNET 041 and CNET 043
Acceptable for credit: California State University
This is a comprehensive course in network protocols. The course covers the advanced topics in TCP/IP including in-depth analysis of related network protocols such as ARP, ICMP, IGMP, BootP, DHCP, Frame Relay, ATM, xDSL, ISDN. Topics also include CIDR, VLSM, Novell IPX, NetBIOS, AppleTalk, Voice over IP (VoIP), mobile IP, detailed analysis of the new IP v6 and its potential impact on the Internet. Pass/No Pass Option.

052 • DC CIRCUIT THEORY AND ANALYSIS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A comprehensive introductory course in electronics. DC voltages, resistance, series and parallel circuits. An introduction to voltage and current divider rules. Thevenin’s theorems, and other pertinent DC concepts. Emphasis is on lab procedures and use of electronic test equipment. Materials Fee: $20.00. Grade Only.

053 • ELECTRONICS CALCULATIONS 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A study of advanced algebraic and trigonometric concepts as they pertain to AC electronics: sine waves, vector algebra, complex number, decibels, and time constants. Use of a scientific calculator in solution of problems is emphasized. Grade Only.

055 • THE IBM PC: A TECHNICAL INTRODUCTION 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University
This is a technically-based course on the IBM PC and clones, and covers how it works as well as how to use it. Topics include: the central processing unit, instruction processing, disk memory, video systems, printers; networking; operating system fundamentals, introductory programming; and a brief overview of major applications. (Also listed as CIS 55). Pass/No Pass Option.

060 • SCIENCE: HOW IT HAS CHANGED OUR WORLD 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 000C
Acceptable for credit: California State University
This course will deal with the union of science and technology. These technologies will include applications of physics, chemistry, biology, electronics, computer science and others as applied to such fields as computers, medicine, communications, navigation, LASERS, meteorology, and nuclear power generation. The roots of basic science will be stressed. These concepts will be reinforced by classroom demonstrations and field trips. It is designed for science and non-science majors alike. All students are welcome. No previous knowledge and background in science or technology is required, and the level of mathematics is limited to elementary algebra. Pass/No Pass Option.

062 • AC CIRCUIT THEORY AND ANALYSIS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903 and CET 052
Acceptable for credit: California State University
A comprehensive introductory course in electronics covering AC theory. Includes sinusoidal waveforms, AC measurements, AC series circuits, AC parallel circuits, RC filters, series and parallel resonant circuits, transformers, and the use of electronic instruments including the DMM, frequency generator, frequency counter and oscilloscope in the lab. Grade Only.

063 • DIGITAL/PROGRAMMABLE LOGIC 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903 and CET 052
Acceptable for credit: California State University
This is a comprehensive course in digital electronics, including basic number systems, shift registers, counters, multiplexers, arithmetic logic units, and fundamentals of design and application. Course will include computer-aided design using programmable logic. All theoretical concepts will be reinforced by practical lab applications. Student projects will be breadboarded and tested using digital designers, oscilloscopes and meters. Grade Only.

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

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

066B • LEVEL II-ENGINEERING ASSEMBLY REWORKS TECHNICIAN(EART) ON MIXED TECHNOLOGY 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Acceptable for credit: California State University
This is a second level high-tech manufacturing engineering assembly course on microelectronic production, touch-up, and engineering rework as applied to multi-layer PC boards. The course focuses on Engineering Change Notation(ECN) includes PCB and rework troubleshooting, bridging methodology, trace and pad replacement, and defective trace repair. This course is designed to provide the current engineering technician with a complete understanding of, as well as practical skills related to, the essential high-tech PC board production process with Mixed-Tech and Surface Mounted technologies. May be repeated one time. Pass/No Pass Option.
067 • COMPUTER DIAGNOSTICS, REPAIR, AND UPGRADE 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University

This is an 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.

071 • SOLID STATE DEVICES AND CIRCUITS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903 and CET 052
Acceptable for credit: California State University

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

073 • MICROPROCESSORS/MICROCONTROLLERS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: MATH 903 and CET 063
Acceptable for credit: California State University

This is a comprehensive course on microprocessors and microcontrollers, featuring a balanced hardware/software approach. Emphasis will be on the Intel family of microprocessors. Laboratory experience will emphasize hardware design, assembly-language programming, and basic concepts of interfacing and troubleshooting. Grade Only.

077 • INSIDE THE IBM PC 2.0 units
Total Lab 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University

This is an intermediate-level technically-based course on the IBM PC. It emphasizes system hardware, operating system theory, and design of IBM PC and compatible computers. Topics include: video formats, disk and keyboard basics, ROM BIOS software, DOS interrupts, RS232 serial interface, PC bus structure, DMA, mouse, coprocessors, modems, sound, and structure of EXE files. Pass/No Pass Option.

078 • TELECOMMUNICATIONS/NETWORKING 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University

This is an introductory course in telecommunications and networking. Topics include related computer hardware and software, the PLL, PCM, the phone system, modems, DSL, fiber optics, error correction, and local and wide-area networks. Theory is enhanced by laboratory and demonstration experience. Pass/No Pass Option.

079 • C# PROGRAMMING AND .NET FRAMEWORK 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903 and CET 083
Acceptable for credit: California State University

This class provides a comprehensive description of the C# language. The students will learn this new art of programming that goes beyond the programming heritage from C/C++, Visual Basic, and Java. Grade Only.

082 • ANALOG/CIRCUIT SIMULATION/CALCULUS 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903 and CET 052
Acceptable for credit: California State University

This course stresses operational amplifier (OP AMP) theory and application as applied to closed-loop feedback systems. Topics covered include feedback configurations, active filters, oscillators, and A/D converters. Calculus is introduced during the presentation of integrators and differentiators. Practical laboratory experience will emphasize computer circuit simulation. Grade Only.

084 • CIRCUIT SIMULATION USING PSPICE 3.0 units
Total Lecture 44.8 hours, Total Lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University

This is an introductory course 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.

088A • INTRODUCTION TO RF/MICROWAVE/WIRELESS 3.0 units
(Formerly known as CET 088)
Total Lecture 54.4 hours
Advisory: CET 062
Acceptable for credit: California State University

This is an introductory course providing a conceptual understanding of RF/Microwave Components, such as amplifiers, filters, oscillators, synthesizers, mixers, etc. Coverage includes RF systems such as Broadcasting, Radar, Satellite, and Fixed Wireless. It simplifies the subject of RF electronics through the use of analogies and metaphors. Students will learn the vocabulary and jargon used throughout the industry. Pass/No Pass Option.

090A • COMPUTER SERVICE TECHNICIAN (A+), HARDWARE 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: CET 088A
Acceptable for credit: California State University

This course covers the Core Hardware portion of the two-part A+ Certification exam. The course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience. Grade Only.

090B • COMPUTER SERVICE TECHNICIAN (A+), OPERATING SYSTEMS 4.0 units
Total Lecture 54.4 hours, Total Lab 54.4 hours
Advisory: CET 088B
Acceptable for credit: California State University

This course covers the Core Operating System portion of the two-part A+ Certification exam. Major topics include a basic knowledge of Command Line Prompt, Windows 9x and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience. Grade Only.

177 • LABORATORY SKILLS 0.5 units
Total Lab 27.2 hours
Advisory: MATH 903

Students will improve their laboratory and programming skills through guided laboratory work related to the CNET program course of study. May be repeated two times. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

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 and receive CNET credit for TECH classes.

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 Support Staff
• 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):

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E= EVENING CLASSES

Computer Networking Technology
A.S. Degree and Certificate

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

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

Computer Networking Technology
Network Associate - Certificate

Core Curriculum Courses | Units
--- | ---
CNET 055 | IBM PC: A Technical Introduction | 3.0
CNET 078 | Data Communications | 3.0
CNET/CIS 081 | Introduction to Networking and LAN | 3.0
CNET 041 | TCP/IP for the PC | 2.0
CNET 042 | Introduction to Network Operating Systems | 3.0
CNET 043 | Internetworking Fundamentals | 3.0

Total Program Certificate Requirements: 17.0
MISSION COLLEGE 2009–2010

TECHNOLOGY STUDIES: DESIGN DRAFTING TECHNOLOGY

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and read 053.

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:

- Design Drafting-Electro/Mechanical
- Design Drafting-Electronic
- Design Drafting-Assistants
- CAD Checker/Manager
- Quality control and Documentation technician
- CAD Technician (MFG, HVAC, ENG.)
- CAD Printed Circuit Board designer
- CAD Printed Circuit Board checker
- Planning Assistants

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

A.S. Degrees:

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

Certificates:

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

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

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

Core Curriculum Courses (Required) Units

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D = Day Classes; E = Evening Classes; X = Weekend

Plus one of the following:

- CET 052 DC Principles .............................................4.0
- DRAFT 055A Illustration/3-D CAD ............................3.0
- DRAFT 060 Dimensioning & Tolerancing ....................3.0
- DRAFT 072 CAD Application-Electronics ....................3.0
- DRAFT 103 Materials and Processes ..........................3.0

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

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

Core Curriculum Courses (Required) Units

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D = Day Classes; E = Evening Classes; X = Weekend

Plus one of the following:

- CET 052 DC Principles .............................................4.0
- DRAFT 055A Illustration/3-D CAD ............................3.0
- DRAFT 060 Dimensioning & Tolerancing ....................3.0
- DRAFT 072 CAD Application-Electronics ....................3.0
- DRAFT 103 Materials and Processes ..........................3.0

Total Program A.S. Degree/Certificate Requirements:........36.0 - 38.0
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   3.0
DRAFT 058C   Surface Mount and Integrated Circuits Design Technology  3.0
DRAFT 060     Dimensioning & Tolerancing        3.0
DRAFT 070     Introduction to CAD              3.0
DRAFT 071     CAD Applications - Electronic    3.0
DRAFT 092     Design Drafting Laboratory/Portfolio  2.0
DRAFT 103     Materials and Processes          2.0

Plus one of the following:   Units
DRAFT 055A   Illustration/3-D CAD               3.0
DRAFT 055B   Illustration/Solid Modeling        3.0
DRAFT 058C   Electro/Mechanical Packaging Design 3.0
DRAFT 072     CAD Applications-Mechanical       2.0
DRAFT 071B   CAD Applications-PCB               3.0

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

**DESIGN DRAFTING TECHNOLOGY** (DRAFT)

See the Industrial Technology Program for a description of the required TECH courses.

**022 • DESCRIPTIVE GEOMETRY** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
The student determines the true size, shape and length of lines, planes and intersections not congruent with the standard orthographic planes of projection. This course, created for Design Drafting majors, helps develop the student's ability to visualize in three dimensions, and is useful to anyone pursuing a career in Engineering and Design. Materials Fee: $5.00. Pass/No Pass Option.

**051A • TECHNICAL DRAFTING-BEGINNING** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903, DRAFT 070
Acceptable for credit: California State University
The study of drafting practices includes orthographic projections (multi-view), full and half sections, primary auxiliaries, pictorial drawing, dimensioning practices freehand sketching and lettering practice. Basic computer aided drafting (CAD) will be experienced. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

**051B • TECHNICAL DRAFTING-INTERMEDIATE** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903, DRAFT 072
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This course is a continuation of the study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions developments and intersections, dimensioning and tolerancing, axonometric projection, broken out, revolved, removed and offset section drawings. CAD will be used to produce drawings. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

**055A • ILLUSTRATION: 3-D CAD** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
In this course the student will study and create 3-D communications using traditional technical illustration techniques and computer aided modeling programs. Computer generated, three dimensional, solid model, illustrations will be created using a computer to shape, shadow and graphically represent the desired design. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

**055B • ILLUSTRATION: SOLID MODELING** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 055A
Acceptable for credit: California State University
In this course the student will study and create 3-D representations drawings using a computer-aiding program. Computer generated, three dimensional, solid models will be created using a computer to shape, shadow and graphically represent the desired object for the purpose of manufacturing. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

**055C • ADVANCED 3D SOLID MODELING** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 055B
Acceptable for credit: California State University
In this course the student will study and create three dimensional representational drawings using a computer-aiding program. Computer generated, three dimensional, solid models will be created using a computer to shape, shadow and graphically represent the desired object for the purpose of manufacturing. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

**058A • ELECTRONIC DRAFTING** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 900C
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. Materials Fee: $5.00. Pass/No Pass Option.

**058B • PRINTED CIRCUIT BOARD DESIGN** 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 058A
Acceptable for credit: California State University
This course is an introduction to CAD schematic capture printed circuit design. Discrete, analog and digital printed circuit layout and trace techniques will be taught along with printed circuit documentation and parts list requirements. The student will gain an understanding of production considerations for the manufacturing of printed circuit boards. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.
TECHNOLOGY STUDIES: DESIGN DRAFTING TECHNOLOGY

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

058C • ELECTRO/MECHANICAL PACKAGING DESIGN 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This class 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. Materials Fee: $5.00. Pass/No Pass Option.

058D • SURFACE MOUNT & INTEGRATED CIRCUIT DESIGN TECHNOLOGY 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 058A
Acceptable for credit: California State University
This is an advanced design course for printed circuit/electro-mechanical designers. The course covers 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. Materials Fee: $5.00. Pass/No Pass Option.

060 • DIMENSIONING AND TOLERANCING 3.0 units
Total Lecture 54.4 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This course covers interpretation of drawings for manufacturing as prescribed by the American National Standards Institute (ANSI Y14.5M); application of the precepts described in the ANSI Y14.5M; and a discussion of the advantages and methods for implementation of this geometric system to ensure quality and reliability of product. Materials Fee: $5.00. Pass/No Pass Option.

070 • INTRODUCTION TO COMPUTER AIDED DRAFTING 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903 and DRAFT 051A
Acceptable for credit: California State University
This course introduces the beginning student to the operation of Computer Aided Design and Drafting (CADD) systems. Students receive hands-on instruction using AutoCad software on both MS DOS and WINDOWS platforms. Formal written assignments and laboratory-project work are required. The CADD skills provided are a prerequisite for industry employment. May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

071A • COMPUTER AIDED DESIGN APPLICATION ELECTRONIC 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903 and DRAFT 070
Corequisite: DRAFT 051A
Acceptable for credit: California State University
This course 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. Materials Fee: $5.00. Pass/No Pass Option.

071B • CAD APPLICATIONS-ELECTRONICS PCB 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 071A
Acceptable for credit: California State University
This course 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. Materials Fee: $5.00. Pass/No Pass Option.

072 • COMPUTER AIDED DESIGN APPLICATIONS MECHANICAL 3.0 units
Total Lecture 36.8 hours, Total Lab 72 hours
Advisory: MATH 903
Prerequisite: DRAFT 070
Acceptable for credit: California State University
This class is designed to accommodate the needs of students and the industry in the area of Advanced Mechanical Computer-Aided Design and Drafting (CADD) systems equipment operation. Students will be afforded the opportunity to acquire “hands-on” experience in the operation of 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. Materials Fee: $5.00. Pass/No Pass Option.

075 • DESIGN DRAFTING LABORATORY/PORTFOLIO 2.0 units
Total Lab 108.8 hours
Advisory: MATH 903
Prerequisite: DRAFT 051C, DRAFT 058D
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. Materials Fee: $5.00. Pass/No Pass Option.

103 • MATERIALS AND PROCESSES 2.0 units
Total Lecture 36.8 hours
Advisory: MATH 903
Prerequisite: DRAFT 070
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. Materials Fee: $5.00. 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 and Associate Degree. Consult your instructor or a counselor for more information.

091, 092, 093 DIRECTED STUDIES
For (091): Lab by arrangement 3 hours
For (092): Lab by arrangement 6 hours
For (093): Lab by arrangement 9 hours
Total Lab 54.4 hours 108.8, 161.6 hours
May be repeated one time. Materials Fee: $5.00. Pass/No Pass Option.

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**

DIVISION: Applied Science  
DEPARTMENT: Health Occupations  
DEPT CHAIR: Marsha Oliver  
PHONE: 408-855-5374  
INFO: 408-855-5375  
COUNSELING: Dr. Carol Beck  
PHONE: 408-855-5035

Acceptance criteria, program eligibility and selection process are subject to change. Current information can be located on the Health Occupations website.

All students accepted into the Vocational Nursing (VN) program must be 17 years of age and provide evidence of the following:

- High school diploma/GED
- Current CPR certification
- Current physical exam that includes disease specific immunity, negative TB status, and current tetanus booster
- Negative urine screening and background check

Information regarding these requirements will be provided at the orientation.

Acredited by the California Board of Vocational Nursing and Psychiatric Technician (BVNPT), the three-semester VN program provides student-centered instruction and meets all board requirements. Classroom instruction is concurrent with clinical practice. All courses must be taken in sequence and completed with a grade of 75% or higher to remain in the program. Successful program completion qualifies graduates to take the National Council Licensing Examination for the Vocational Nurse.

Completion of the VN program does not guarantee licensure.

**Student Learning Outcomes:**

Upon completion of the Vocational Nursing program, the student will:

1. Demonstrate the use of theoretical concepts and clinical skills during the performance of patient care to prepare for employment as Licensed Vocational Nurse.
2. Apply the nursing process while providing thorough, effective, and safe health care based on individual patient needs (i.e., physical, emotional, cultural/spiritual, and age-related, etc.).
3. Identify deviations from normal anatomy, physiology, and diagnostic findings with diseases and disorders, and safely and effectively demonstrate theoretical concepts and skills basic to the practice of nursing, including applying the nursing process in their provision of direct nursing care in clients of all ages.
4. Identify the function of the caregiver in the promotion of health and wellness.
5. Describe specific age-related physiological changes according to body systems.
6. Define the guiding principles of a restraint-free environment, potential areas of elder abuse, and recognition and causes of elder abuse.
7. Identify physical and development assessment and care techniques as they are adapted to the patient, identify the varying cultural aspects on health care, how to meet the patient and families cultural needs, and identify reactions to hospitalization and illness and describe interventions to minimize stress.
8. Demonstrate accurate dosage calculations and safely administer medications by identifying drug standards, sources, dosages, and therapeutic and non-therapeutic effects.
9. Demonstrate therapeutic communications skills needed when caring for patients from a diverse population.
10. Identify characteristics of professional behavior, leadership, and management, and define the roles and responsibilities of the Licensed VN.
11. Define the major components of the California Vocational Nurse Practice Act, the LVN’s scope of practice, standards of care, legal and ethical guidelines, and the importance of understanding the effects of current issues and trends on clinical practice.
12. Successfully complete all requirements for eligibility to apply for the National Council Licensure Examination for the Vocational Nurse.

Students will be assessed through examinations, quizzes, case studies, skill demonstration, oral presentation, discussion, and clinical evaluation.

**A.S. Degree:**  
- Vocational Nursing

**Certificate:**  
- Vocational Nursing

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**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>VN 050</td>
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<tr>
<td>VN 060C</td>
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D= DAY CLASSES; E= EVENING CLASSES

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**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 Health Occupations Program 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: BIOISC 022
- It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.
- BIOISC 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 (VN 55A1, VN 55B1, VN 55C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

**Core Curriculum Courses (Required)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>AH 011</td>
<td>American Heart Association Health Care Provider CPR or equivalent</td>
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<tr>
<td>BIOISC 022</td>
<td>Anatomy and Physiology for AH Workers</td>
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<tr>
<td>VN 050</td>
<td>Introduction to Vocational Nursing</td>
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**Semester I**

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<tr>
<td>VN 55A2</td>
<td>Medical/Surgical Nursing Theory</td>
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</tr>
<tr>
<td>VN 55A3</td>
<td>Communications and Behavior</td>
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<tr>
<td>VN 059A</td>
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**Semester II**

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<td>Diet in Health and Disease</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
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</tr>
<tr>
<td>VN 55B1</td>
<td>Clinical Lab</td>
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</tbody>
</table>

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** bik 2009-2010 MISSION COLLEGE 175 **
VOCATIONAL NURSING

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

55A2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: Successful completion of 1st semester VN program, BIOSC 022
Corequisite: VN 055A1, VN 055A3, VN 055A4, and VN 059A
Acceptable for credit: California State University

This course is designed to teach the vocational nursing student about disorders, principal problems of nursing care, the nurse's role in assisting with the diagnosis, planning, and implementation of the therapeutic management of the patient with conditions affecting the respiratory, reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast. Grade Only.

055C1 • MEDICAL-SURGICAL CLINICAL LAB 6.0 units
Total Lab 324.8 hours
Advisory: Eligibility for ENGL 001A, READ 053, MATH 903
Prerequisite: Successful completion of 1st semester VN program
Corequisite: VN 055B1, VN 056, VN 059B, NS 015 and PSYCH 012
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.

55A4 • INTRODUCTION TO NURSING PROCESS 1.0 unit
Total Lecture 16.0 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: Acceptance into the VN Program, BIOSC 022
Corequisite: VN 055A1, VN 055A2, VN 055A3, VN 053A
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.

055B2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 001A, READ 053, MATH 903
Prerequisite: Successful completion of 1st semester VN program and AH 011
Corequisite: VN 055B2, VN 056, VN 059B and NS 015 and PSYCH 012
Acceptable for credit: California State University

This course is designed to teach the vocational nursing student about disorders, principal problems of nursing care, the nurse's role in assisting with the diagnosis, planning, and implementation of the therapeutic management of the patient with conditions affecting the respiratory, reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast. Grade Only.

55A1 • INTRO TO MEDICAL-SURGICAL CLINICAL 6.0 units
Total Lab 324.8 hours
Advisory: Eligibility for ENGL 001A, READ 053
Corequisite: AH 011, VN 055A2, VN 055A3, VN 055A4, VN 059A
Acceptable for credit: California State University

A foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee: $79.00. Pass/No Pass Option.

055C2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 001A
Prerequisite: Successful completion of 1st and 2nd semester VN program
Corequisite: VN 055C2, VN 055C3, VN 0557 and VN 058
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.

55A3 • COMMUNICATIONS AND BEHAVIOR 3.0 units
Total Lecture 54.4 hours
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 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.

55A4 • INTRODUCTION TO NURSING PROCESS 1.0 unit
Total Lecture 16.0 hours
Advisory: Eligibility for ENGL 108A and READ 053
Prerequisite: Acceptance into the VN Program, BIOSC 022
Corequisite: VN 055A1, VN 055A2, VN 055A3, VN 053A
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.

055B1 • INTERMEDIATE MEDICAL-SURGICAL CLINICAL 6.0 units
Total Lab 324.8 hours
Advisory: Eligibility for ENGL 001A, READ 053, MATH 903
Prerequisite: Successful completion of 1st semester VN program and AH 011
Corequisite: VN 055B2, VN 056, VN 059B and NS 015 and PSYCH 012
Acceptable for credit: California State University

An intermediate level foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and into the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Pass/No Pass Option.

055A1 • INTRO TO MEDICAL-SURGICAL CLINICAL 6.0 units
Total Lab 324.8 hours
Advisory: Eligibility for ENGL 001A, READ 053
Corequisite: AH 011, VN 055A2, VN 055A3, VN 055A4, VN 059A
Acceptable for credit: California State University

A foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee: $79.00. Pass/No Pass Option.

55A2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
Prerequisite: Successful completion of 1st semester VN program
Corequisite: VN 055B2, VN 056, VN 059B and NS 015 and PSYCH 012
Acceptable for credit: California State University

This course is designed to teach the vocational nursing student about disorders, principal problems of nursing care, the nurse's role in assisting with the diagnosis, planning, and implementation of the therapeutic management of the patient with conditions affecting the respiratory, reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast. Grade Only.

55A3 • COMMUNICATIONS AND BEHAVIOR 3.0 units
Total Lecture 54.4 hours
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 teach the vocational nursing student about disorders, principal problems of nursing care, the nurse's role in assisting with the diagnosis, planning, and implementation of the therapeutic management of the patient with conditions affecting the respiratory, reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast. Grade Only.

055B2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 001A
Prerequisite: Successful completion of 1st and 2nd semester VN program
Corequisite: VN 055C2, VN 055C3, VN 0557 and VN 058
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
Total Lecture 73.6 hours
Advisory: Eligibility for ENGL 001A and Eligibility for READ 53
Prerequisite: Completion of 1st and 2nd semester VN program
Corequisite: VN 055C2, VN 055C3 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**
- Total Lecture 36.8 hours
- Advisory: ENGL 001A
- Prerequisite: Completion of 1st and 2nd semester VN program
- Corequisite: VN055C1, VN055C2 and VN058
- 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. Materials Fee: $35.00. Grade Only.

### 056 • OBSTETRICAL NURSING

- **3.0 units**
- Total Lecture 54.4 hours
- Advisory: Eligibility for ENGL 001A and READ 053
- Prerequisite: Acceptance into VN Program, VN 055A1, VN 055A2, VN 055A3, VN 055A4, VN 060A
- Corequisite: VN 055B1, VN 055B2, VN 060B, NS 015, PSYCH 012
- Acceptable for credit: California State University

This course is designed to educate the vocational nursing student about nursing interventions utilized for patients coping with reproductive health issues, expectant parents and families in preparation for childbirth and parenting, and to discuss patient care issues with respect to the birth to death continuum. Grade Only.

### 057 • INTRODUCTION TO GERONTOLOGY

- **2.0 units**
- Total Lecture 36.8 hours
- Advisory: ENGL 001A
- Prerequisite: VN055C1, VN055C2, VN055C3 and VN058
- 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**
- Total Lecture 36.8 hours
- Advisory: ENGL 001A
- Prerequisite: Successful completion of 1st and 2nd semester VN program
- Corequisite: VN055C1, VN055C2, VN055C3
- 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**
- Total Lecture 27.2 hours
- (No longer offered after Spring 2009)
- Advisory: Eligibility for ENGL 001A and READ 053 and MATH 903
- Prerequisite: Completion of 1st semester VN 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 calculation of drug doses. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. Grade Only.

### 059B • BEGINNING PHARMACOLOGY, PART II

- **1.5 units**
- Total Lecture 27.2 hours
- Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
- Prerequisite: Successful completion of 1st semester VN program
- Corequisite: VN 055B1, VN 055B2, VN 055B3, VN 055B4
- Acceptable for credit: California State University

A continuation of a basic course that presents the basic principles of pharmacology. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. This course may also be offered via live broadcast. Grade Only.

### 060A • BEGINNING PHARMACOLOGY, PART I

- **1.0 unit**
- Total Lecture 16.0 hours
- Prerequisite: Admission to Vocational Nursing Program, BIOCSC 022
- Corequisite: VN 055A1, VN 055A2, VN 055A3, VN 055A4
- Acceptable for credit: California State University

This is a beginning course in pharmacology that presents the vocational nursing student with the basic principles of pharmacology and dosage calculation. The emphasis is on defining pharmacological agents, the use of reference books, and nursing implications in pharmacological therapy. The course will cover the uses for pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological use. Grade Only.

### 060B • BEGINNING PHARMACOLOGY, PART II

- **1.0 unit**
- Total Lecture 16.0 hours
- Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
- Prerequisite: Completion of first semester of VN program
- Corequisite: VN 055B1, VN 055B2, VN 056, NS 040, PSYCH 012
- Acceptable for credit: California State University

This is a continuation course in pharmacology designed to assist the vocational nursing student in developing the ability to safely administer pharmacological agents. Emphasis is on defining pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications, and aspects of patient teaching for specific medical disorders. Grade Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

WELLNESS and HUMAN PERFORMANCE (WHP)

- Adaptive WHP
- Dance
- Fitness
- Lifetime Sports Certification
- Athletic Team Training
- Intercollegiate Athletics
- Theory: Fitness Specialist

DIVISION: Technology
DEPARTMENT: Wellness and Human Performance
DEPT CHAIR: Brenna Wundram
PHONE: 408-855-5394
COUNSELING: 408-855-5030

The Mission College Wellness and Human Performance program combines a variety of physical education activities, including Fitness, Dance, Individual Sports, Team Sports, Intercollegiate Athletics, and Exercise Science Theory classes.

Student Learning Outcomes (WHP):
Upon successful completion of courses in the Wellness and Human Performance/Athletic Department, students will be able to demonstrate proper technique and body alignment, efficiency of movement, and spatial awareness measured by written, oral and skill tests. These tests will be specific to the activity and require 70% accuracy.

Activity classes include: combatives, sports (athletic/recreational), dance, fitness, theory and wellness.

Tests will include the following criteria:
* Accurately perform skills that are unique to the activity
* Demonstrate the ability to use equipment and space safely and efficiently
* Work within teams or groups
* Communicate effectively
* Develop short-term and long-term goals specific to the activity
* Analyze, adjust and employ strategic tactics during competition
* Exhibit self-discipline, self-motivation, and good sportsmanship including concepts of fair play

Student Learning Outcomes (Athletics):

1. Students will demonstrate an ability to work within teams and exhibit good sportsmanship and concepts of fair play.
   a. The department will assess students progress through the end of season exit forms. Coaches will complete one for every athlete on their team. Each sport has rules governing sportsmanship and fair play. The game officials enforce the rules and consequences are given. Each exit form will indicate the number of technical fouls, red cards, etc., for every athlete. The results will be discussed with the athlete during an exit interview.

2. Students will develop an individual training program specific to their sport, their strengths and their weaknesses.
   a. Each individual sport will have a standard training program. The program will be individualized with goals for each athlete, with input from the student, the coach and the athletic trainer. At the end of the season, an exit interview will be conducted with every athlete to determine whether their goals were met. The outcome of the exit interview will be attached to the sportsmanship exit form.

3. Students will develop short term and long term academic goals.
   a. Every student will develop a Student Educational Contract (SEC) with the athletic counselor to establish a plan for their academic goals. The student will be required to meet with the athletic counselor at least one time per semester.
   b. The athletic department has created grade checks to monitor the progress of the students academic work. The grade checks will be conducted twice throughout each semester and the student will be referred to the appropriate tutorials as needed. Our hope with this is to catch potential problems early in order to increase the retention of our student-athletes.

Career Options:
- Instructor/Assistant
- Coach
- Athletic Trainer
- Recreational Supervisor
- Personal Trainer

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

Highlights:
- A wide variety of options.
- Outstanding facilities including tennis court and new gymnasium.
- Excellent fitness opportunities, dance facilities, and weight lifting rooms.

Certificates:
- Fitness Specialist-Aerobic Emphasis
- Fitness Specialist-Personal Trainer Emphasis

Schedule Matrix:

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D= Day classes; E= Evening classes
WHP: ADAPTIVE – DANCE

WELLNESS and HUMAN PERFORMANCE -DANCE (WHP)

All dance classes are designed to improve coordination, posture and rhythm as well as strength, flexibility and endurance. An opportunity for informal performance is also made possible.

003A • SOCIAL DANCE: CLUB DANCE 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. Pass/No Pass Option.

003B • BALLET-BEGINNING 1.0 unit
003B.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level. May be repeated to total 4 units. Pass/No Pass Option.

003C • BALLET-INTERMEDIATE 1.0 unit
003C.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at an intermediate level. May be repeated to total 4 units. Pass/No Pass Option.

003E • HIP HOP PERFORMANCE 2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
This is a performance based class for advanced dance students. Students have an opportunity to choreograph, rehearse, and perform hip hop dances in informal settings, as well as formal settings such as the West Valley College theater and other venues. The emphasis is on group and individual participation in all areas of dance production including performance and technical aspects of performance. May be repeated three times. Pass/No Pass Option.

003F • DANCE: HIP HOP - FUNK STYLES 1.0 unit
003F.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course will introduce the student to the fundamentals and choreography of hip hop funk styles (example: locking, popping, boogalooing, waving, etc.). Challenging and complex routines will be introduced. Students will be expected to perform a hip hop routine reflecting their own style and interpretation. May be repeated three times. Pass/No Pass Option.

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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 27.2 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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.
WHP: DANCE

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

003J • JAZZ DANCE-BEGINNING  1.0 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to give the students an introductory experience in the varied theories, styles and techniques of the jazz dance idiom. May be repeated to total 4 units. Pass/No Pass Option.

003K • JAZZ DANCE-INTERMEDIATE  1.0 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
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.

003L • MODERN DANCE-BEGINNING  1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to selected Latin and rhythmic dances. There is an emphasis on alignment and posture, etiquette, and leading and following. Dances will be danced and performed at community and district theaters. Class members will be both choreographers and performers. May be repeated three times. Pass/No Pass Option.

003M • MODERN DANCE-BEGINNING  1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce 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. May be repeated three times. Pass/No Pass Option.

003N • CHOREOGRAPHY FOR MODERN AND JAZZ DANCE  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
This course will emphasize the choreography of solo and group dances. Dances will be staged and performed at community and district theaters. Class members will be both choreographers and performers. May be repeated three times. Pass/No Pass Option.

003O • INTER REHEARSAL & PERFORMANCE IN DANCE  2.0 units
Total Lab 108.6 hours
Prerequisite: WHP 003P or prior dance experience
Acceptable for credit: University of California, California State University
This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances at the intermediate level in both formal and informal settings. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Pass/No Pass Option.

003P • REHEARSAL AND PERFORMANCE IN DANCE  2.0 units
Total Lab 108.6 hours
Acceptable for credit: University of California, California State University
This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances in an informal setting at the college. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include rehearsals for the major performance at the theater. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; class, college, and community performances. May be repeated three times. Pass/No Pass Option.

003Q • SOCIAL DANCE: INTERMEDIATE SALSA/LATIN  1.0 unit
Total Lab 54.4 hours
Advisory: WHP 003S or equivalent
Acceptable for credit: University of California, California State University
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.

003R • SOCIAL DANCE: BEGINNING SOCIAL DANCE  1.0 unit
Total Lab 54.4 hours
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, leading and following. May be repeated three times. Pass/No Pass Option.

003S • BEGINNING SOCIAL DANCE  1.0 unit
Total Lab 54.4 hours
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. May be repeated three times. Pass/No Pass Option.

003W • DANCE: BEGINNING HIP HOP  1.0 unit
Total Lab 54.4 hours
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
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
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.

003Y • SOCIAL DANCE: SALSA/LATIN                          1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of social dance. Dance posture, 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.

003Z • SOCIAL DANCE: SWING                                  1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of social dance. Dance posture, 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.

003A • SOCIAL DANCE: JAZZ DANCE                              1.0 unit
Total Lab 54.4 hours
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. May be repeated three times. Pass/No Pass Option.

003B • SOCIAL DANCE: DANCE                                   1.0 unit
Total Lab 54.4 hours
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. May be repeated three times. Pass/No Pass Option.
040 • DANCE APPRECIATION 3.0 units
Total Lecture 54.4 hours
Acceptable for credit: University of California, California State University
This class will be a study of the function of dance as art and ritual, social activity, spectacle, and entertainment through a survey of major dance works and artists from 19th century to present. It includes cultural contexts as well as styles and forms used in dance such as folk, ethnic, social, square, tap, jazz, modern and ballet. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE
- FITNESS (WHP)

004A • YOGA 1.0 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 198.8 hours
Acceptable for credit: University of California, 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
Total Lab 198.8 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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.

004G • FITNESS: STEP AEROBICS 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course introduces Joseph Pilates' Physicalmind Conditioning Method. The matwork 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.
WHP: FITNESS – MARTIAL ARTS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

004P • FITNESS: CARDIO BLAST 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcourse 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 complement each exercise style. May be repeated three times. Pass/No Pass Option.

004Q • FITNESS: STRETCH AND STRENGTHEN 1.0 unit
004Q.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce exercises and techniques that both stretch and strengthen the skeletal muscles. The class will begin with exercises in the weight room to warm up the body and build muscular strength. This activity will be followed by a series of stretching exercises that will increase flexibility as a way to release stress and promote relaxation. May be repeated three times. Pass/No Pass Option.

004R • AEROBIC INSTRUCTOR INTERNSHIP 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: University of California, California State University
This course can be taken in conjunction with the Aerobic Instructor Training Course. It will allow students to serve as an intern in the aerobics classes presently offered at the college. Each intern will act as an aide to the instructor of the class to learn the skills and confidence needed to be an aerobics instructor. Opportunities will be provided for actual classroom practice teaching. May be repeated once. Pass/No Pass Option.

004S • WEIGHT TRAINING INTERNSHIP 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: California State University
This course provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern will serve as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. This course is one of the requirements of the Fitness Specialist Certificate Program. May be repeated once. Pass/No Pass Option.

004T • FITNESS: CONDITIONING 1.0 unit
004T.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to various components of physical fitness and have them work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. May be repeated three times. Pass/No Pass Option.

004U • FITNESS: WEIGHT TRAINING 1.0 unit
004U.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to enhance the development of muscular fitness and overall body tone. Information will be presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. May be repeated three times. Pass/No Pass Option.

004V • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION 1.0 unit
Total Lecture 16.0 hours
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. May be repeated to total 4 units. Pass/No Pass Option.

004W • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION 0.5, 1.0,1.5, 2.0 units
Total Lab 27.2 hours, 54.4 hours, 80.8 hours
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. Some basic knowledge of physiology would be helpful. Students can take up to 6 units of lab. May be repeated to total 4 units. Pass/No Pass Option.

004X • FITNESS ASSESSMENT 1.0 unit
Total Lab 54.4 hours
This course is designed to provide the student with an assessment of his/her present level of physical fitness. Tests included will be a step test or a mile and a half run for time to measure aerobic capacity, skinfolds to determine percent body fat, hand dynameter test to determine strength, sit and reach test to determine flexibility and a timed sit up test. An individualized exercise prescription will be provided for each student, and a log will be required verifying compliance with the exercise prescription before credit will be given. A more comprehensive fitness assessment including 12 lead EKG stress test, hydrostatic weighing, cholesterol screening and more is available upon request. May be repeated three times. Pass/No Pass Option.

004Y • FITNESS: ULTIMATE 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Pass/No Pass Option.

005A • FITNESS: STRESS REDUCTION THROUGH EXERCISE AND PHYSICAL FITNESS 3.0 units
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise will be discussed. Exercise routines and intervention strategies and techniques will be developed and practiced during this course to help students effectively deal with stress. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE – MARTIAL ARTS

005H • SELF-DEFENSE 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours
Acceptable for credit: University of California, 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 Takkyoku and Pinan series and self-defense. May be repeated three times. Pass/No Pass Option.

005K • TAI CHI: BEGINNING 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course will introduce the student to the fundamentals and health enhancing aspects of Tai Chi. Instruction will cover history and philosophy and emphasize Tai 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.
**WHP: MARTIAL ARTS – LIFETIME SPORTS**

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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| 005L • AIKIDO - BEGINNING               | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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 | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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 | Total Lab 54.4 hours  
Acceptable for credit: University of California, California State University  
This class is a continuation of the Wado Ki Kai Karate program. Students learn additional forms including: Seisan, Kusanku-Sho weapons: Geipa, Soea, Gyokeren (Sa) 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 | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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 | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 005Q • FITNESS: STABILITY BALL TRAINING | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: (University of California - pending), California State University  
This course is designed to improve the students’ flexibility, and muscular and cardiovascular fitness through the use of stability ball exercises. Students are introduced to a variety of training programs, principles and exercises on a stability ball. Exercise safety and proper warm-up and cool-down are discussed. May be repeated three times. Pass/No Pass Option. |
| 005R • BOWLING-BEGINNING                | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 005S • GOLF-BEGINNING                   | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007A • AIKIDO - BEGINNING               | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007B • AICHIKO - BEGINNING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007C • KARATE INTERMEDIATE              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007D • KARATE ADVANCED                  | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, California State University  
This class is a continuation of the Wado Ki Kai Karate program. Students learn additional forms including: Seisan, Kusanku-Sho weapons: Geipa, Soea, Gyokeren (Sa) and Sushi no sho, Matsumura/Sakugawa (Bo) and Development of self-defense technique: striking, kicking, groundwork and body conditioning. Pass/No Pass Option. |
| 007E • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007F • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007G • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007H • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007I • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
| 007J • KARATE CONDITIONING              | 1.0 unit | Total Lab 54.4 hours  
Acceptable for credit: University of California, 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. |
WHP: LIFETIME SPORTS – ATHLETIC TEAM TRAINING

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

008H • SOCCER-BEGINNING 1.0 unit
Total Lab 54.4 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to teach individual soccer skills and team play. Students also learn basic offensive and defensive team strategy. Course may be repeated 3 times. Pass/No Pass Option.

008K • SOFTBALL-BEGINNING 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce basketball skills and techniques such as dribbling, passing, trapping, shooting, and defending needed to be an effective player. Offensive and defensive team concepts and strategies are also introduced. Drills as well as a scrimmage take place every class period. May be repeated three times. Pass/No Pass Option.

008Q • INDOOR SOCCER 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce basic soccer skills and techniques such as dribbling, passing, trapping, shooting, and defending needed to be an effective player. Offensive and defensive team concepts and strategies are also introduced. Drills as well as a scrimmage 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
Total Lab 54.4 hours, 27.2 hours
Acceptable for credit: University of California, California State University
This course will introduce the student to the basic fundamentals and strategies of the game of badminton. Emphasis will be placed on drills and advanced skills such as court position, strategy and teamwork. May be repeated three times. Pass/No Pass Option.

008S • BADMINTON - INTERMEDIATE / ADVANCED 1.0 unit
008S.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Advisory: Eligibility for ENGL 108A and READ 053. High school varsity basketball or prior experience playing organized basketball strongly recommended. Acceptable for credit: University of California, 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 are covered. May be repeated three times. Pass/No Pass Option.

008U • VOLLEYBALL - INTERMEDIATE / ADVANCED 1.0 unit
008U.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Advisory: WHP 008O
Acceptable for credit: University of California, California State University
This course will introduce the student to more advance skills strategies of the game of volleyball. Emphasis will be placed on drills and advanced skills such as the overhead serve, set and strike shot, defensive blocks and digs as well as court position, strategy and teamwork. May be repeated three times. Pass/No Pass Option.

008V • BASKETBALL: COMPETITIVE 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, 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.

008Y • SOCCER - SUMMER COMPETITIVE LEAGUE 0.5 unit
Total Lab 27.2 hours
Acceptable for credit: University of California, 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
Total Lab 54.4 hours, 27.2 hours
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. May be repeated three times. Pass/No Pass Option.

008A • BASEBALL-ADVANCED 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, 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.

008I • ADVANCED SOCCER- MEN & WOMEN 1.0 unit
008I.2 0.5 unit
Total Lab 54.4 hours, 27.2 hours
Advisory: WHP 008H
Acceptable for credit: University of California, 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.

008J • SOCCER TRAINING - MEN & WOMEN 2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning will be stressed including strength training and speed conditioning. Skill development will be introduced and covered in class. May be repeated three times. Pass/No Pass Option.

008L • SOFTBALL-INTERMEDIATE 1.0 unit
Total Lab 54.4 hours
Acceptable for credit: University of California, 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
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
Intercollegiate baseball competition for men. May be repeated three times. Pass/No Pass Option.

009F • INTERCOLLEGIATE SOCCER - MEN  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
Intercollegiate soccer competition for men. May be repeated three times. Pass/No Pass Option.

009H • INTERCOLLEGIATE TENNIS - MEN  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, 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
Total Lab 108.8 hours
Acceptable for credit: University of California, 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
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
Intercollegiate softball competition for women. May be repeated three times. Pass/No Pass Option.

010D • INTERCOLLEGIATE TENNIS - WOMEN  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, 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
Total Lab 108.8 hours
Acceptable for credit: University of California, 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 BASKETBALL - WOMEN  2.0 units
Total Lab 108.8 hours
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - THEORY (WHP)

020 • AEROBIC INSTRUCTOR TRAINING  3.0 units
Total Lecture 36.8 hours, Total Lab 54.4 hours
A course developed to train the aerobic professional or enthusiast. Emphasis will be on the practical understanding of basic anatomy, exercise physiology, kinesiology, prevention and care of injuries and nutrition. An understanding of lesson planning, proper instructional techniques, posture and exercise safety will be discussed. Teaching experience and videotaping will be available. May be repeated one time. Pass/No Pass Option.

021 • SPORTS INJURIES  1.5 units
Total Lecture 27.2 hours
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
Total Lecture 27.2 hours
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
Total Lecture 27.2 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used to evaluate an individual’s strength, flexibility, cardiovascular endurance, body composition, and posture. The standards for evaluating these tests will be discussed as well as principles used in designing an exercise prescription. May be repeated one time. Pass/No Pass Option.

025 • ANATOMY AND KINESIOLOGY  1.5 units
Total Lecture 27.2 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn in greater detail the muscles of the body and their movements. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Pass/No Pass Option.

026 • WEIGHT TRAINING PRINCIPLES AND ROUTINES  1.5 units
Total Lecture 27.2 hours
Acceptable for credit: University of California, 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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

027 • EXERCISE PHYSIOLOGY 1.5 units
Total Lecture 27.2 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn how the body responds physiologically to exercise. Topics covered will include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. Course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Pass/No Pass Option.

028 • BODY ALIGNMENT AND STRETCHING TECHNIQUES 1.5 units
Total Lecture 27.2 hours
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis will be placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment and designing programs that will enhance correct body alignment. Proper stretching techniques and various stretching styles will also be covered in the course. May be repeated one time. Pass/No Pass Option.

029 • PERSONAL TRAINING FOR SPECIAL POPULATIONS 1.0 unit
Total Lecture 16.0 hours
Acceptable for credit: University of California, 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: 408-855-5102
ROOM: C1-110

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.

Determinaton 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 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.
201B • INTERMEDIATE COMMUNITY SERVICES 1.0 unit
60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Prerequisite: SOCSC 032 and WRKEX 201A
Corequisite: SOCSC 033
Acceptable for credit: California State University
This course complements SOCSC 033. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. 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.

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.

- High School Credit for College 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:
  This permits students to complete courses beyond the scope of their school academic curriculum.

To use college courses for high school credit, the student must submit a transcript or enrollment form to the Admissions Office indicating the classes that will be used for 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 isc@wvcm.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 all 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 details, dates and procedures for each type of registration, and is available in April for the following Summer Semester, May for the following Fall Semester and November for the following Spring Semester.

UNIT LOAD 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.

MILITARY WITHDRAWAL
Students who are members of an active or reserve military service may request that their academic record reflect an “MW” symbol when military orders compel them to withdraw from courses during the semester. The military orders must be verified by the Admissions Office. The military orders must be issued after the end of the period in which courses may be dropped with no notation appearing on the student’s academic record and prior to the end of the scheduled final examination period. The student’s academic record shall reflect the “MW” symbol. The “MW” symbol shall not be counted in progress probation and dismissal calculations. The “MW” shall not be used in calculation of grade point averages. The “MW” symbol will be assigned to those courses for which no academic credit has been awarded.

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 will be permitted to change his or her enrollment commitment 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.
Fees and Charges

GENERAL FEES DISCLAIMER
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 $26.00 per unit per semester. Note: fees are subject to change after publication of the catalog but fee increases will be applied to each current semester.

Students planning 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.

NON-RESIDENT 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:

1. Full refund: Through the second week of instruction.
2. Two-thirds: During the third and fourth weeks of instruction.
3. 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 non-resident 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. ID cards and stickers are available in the Campus Center Lobby.

HEALTH FEE
The health fee is $17.00 per semester and $14.00 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; and
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 $26 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.

TRANSCRIPTS

1) 1-hour rush $26 plus $5 each for any additonal 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.)

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Academic Regulations and Standards

FACULTY RESPONSIBILITIES

General - Each instructor is responsible at the beginning of the course to inform students of the course's learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student's request, assign an Incomplete ("I") grade when, in the instructor's judgment, this action is warranted and appropriate.

Instructor-Initiated Drops - An instructor may officially drop the student from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences. An instructor will drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total scheduled class meetings.

Final Examinations - A final examination will be required of all students in all courses during the last week or the last scheduled class meeting of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

STUDENT RESPONSIBILITIES

General - Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled. Students have many responsibilities as members of the West Valley-Mission College community. The district expects students to conduct themselves in a manner consistent with the Student Code of Conduct, local State and Federal laws and regulations, as well as the Academic Regulations and Standards. Definitions of cheating include, but are not limited to, in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

Classroom-Related Disciplinary Sanctions

When a student is charged with plagiarism or cheating related to a class 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
P...........Passing (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)
NP.........No Pass (less than Satisfactory or Failing. Units not calculated 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 (pass/no pass & no value grades are not counted) 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 term 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 fifth week of the semester or 30% 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 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 considering returning students, meaning those who drop for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

While Catalog Rights retain graduation, general education, proficiency, and degree/certificate requirements, they do not apply to changes in prerequisites required for a given course. Prerequisite requirements are those stated in the Course Descriptions section of the current Catalog.

Please note that certification of a student's CSU GE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.
MINIMUM STANDARDS OF PROGRESS

The college’s minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty percent of the overall credits in which the student has enrolled. The 2.00 grade point standard is the minimum acceptable standard for graduation or transfer.

ACADEMIC PROBATION AND DISMISSAL

Standards for Probation - A student shall be placed on academic probation if 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;
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the college shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Academic Council. An academically dismissed student must apply for readmission when returning to the college. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above. Notification of academic disqualification status will appear on the student’s end-of-semester grade report and transcript.

ACADEMIC RENEWAL POLICY

The college may disregard from degree consideration up to two semesters of previous Mission College work, which is intended for meeting degree requirements. Such academic renewal will only be considered under the following terms and conditions:

1. the granting of academic renewal shall only be considered upon written petition submitted by the student to the Academic Council;
2. subsequent to the semester for which academic renewal is sought, the student must have completed an additional twelve semester units of study at the District with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00;
3. at least one calendar year must have elapsed since the most recent work to be disregarded was completed; and
4. a student may not pick and choose from among the courses in a given semester (or quarter), but must declare all work for the entire semester or quarter invalid.

If the student’s petition for academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semester (or quarters) being disregarded may apply toward degree requirements. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student’s academic pursuits.

HONORS AND AWARDS

Honor List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honor List.

Honor Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Dean’s List - Students who complete 12 units or more in any semester, and earn a minimum 3.00 (“B”) grade point average, qualify for the Dean’s List.

Dean’s List for Part-Time Students - Students who complete between 6 and 11 1/2 units in any semester and earn a minimum of 3.00 (“B”) grade point average, qualify for the Dean’s List for part-time students.

Alpha Gamma Sigma - Alpha Gamma Sigma is the California Community College Honor Scholarship Society. Membership in the Mission College Chapter (Sigma Iota) is open to Mission College students under the following classifications:

A. Temporary Membership - Open to new students who are life members of the California Scholarship Federation or who graduated from high school with a 3.5 GPA or higher. A CSF certificate or copy of the high school transcript must be submitted with the AGS application.

B. Initial Membership - Open to students who have completed 12 or more semester (or quarter equivalent) units at any college, and have maintained a cumulative 3.0 GPA. The student must be currently enrolled at Mission College in a minimum of 3 units.

C. Continuing Membership - Students who were Sigma Iota members in the previous semester, who have maintained a 3.0 GPA, and are currently enrolled in a minimum of 3 units at Mission College, qualify as Continuing members.

D. Permanent Membership - Students who have been ACTIVE members in any Chapter of AGS for at least 1 semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least 2 semesters with a cumulative 3.25 GPA or higher, and who have completed a minimum of 60 semester (or quarter equivalent) units of college, may apply for Permanent Membership.

BASIC COMPETENCY REQUIREMENT

Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective July 1, 2003, an oral communications proficiency was instituted. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a college counselor. For more information, see Index for page listing.

STUDENT PETITIONS COMMITTEE

The College maintains a Student Petitions Committee 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 Student Petitions Committee does not process grade changes.

Prior to petitioning the Student Petitions Committee, 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 Student Petitions Committee are final and binding unless reversed or otherwise modified by the Vice President of Student Services, College President, or designated based on a written appeal submitted by the student within five (5) instructional days of notification of the committee’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.
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 complies with 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 Wellness and Human Performance 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 unwanted sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that:

- is made either explicitly or implicitly a term or condition of an individual’s educational status or employment;
- is used as a basis for educational or employment decisions affecting such individual;
- has the purpose or the effect of unreasonably interfering with an individual’s educational or work performance or which create an intimidating, hostile or offensive educational or work environment.

Sexual harassment examples include, but are not limited to the following:

A. Making written, verbal, physical and/or visual contacts with sexual overtones:
   1. Written forms may include suggestive or obscene letters, notes, invitations.
   2. Oral forms may include derogatory comments, slurs, jokes, epithets.
   3. Physical forms may include assault, unwelcome touching, impeding or blocking movement.
   4. Visual forms may include leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.

B. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior within the educational environment, including withholding or threatening to withhold grades earned or deserved; submitting or threatening to submit an underserved performance evaluation; or denying or threatening to deny a scholarship recommendation or college application.

C. Retaliation for having reported or threatened to report sexual harassment.

D. Continued expressions of sexual interest after being informed that the interest is unwelcomed.

E. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

F. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:
   1. Unnecessary touching, patting, hugging, or brushing against a person’s body;
   2. Remarks of a sexual nature about a person’s clothing or body; or remarks about sexual activity or speculations about previous sexual experiences.

Definition of Sex Discrimination

Sexual discrimination is defined as the differential treatment of college community on the basis of sex in employment, educational programs and activities. Sexual discrimination examples in the treatment of students include but are not limited to:

- access to programs and facilities
- competitive athletics
- student rules, regulations and benefits
- treatment of married and/or pregnant students
- comments consistently targeted only at one gender

Sexual harassment and/or sex discrimination, and the associated behaviors, as stated but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.

This policy covers all individuals in the workplace. West Valley-Mission Community College District will not tolerate, condone or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees, who conduct business with the District. The District encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender’s relationship to the District. Sanctions shall be taken against any student, employee, or non-employee conducting business with the District who engages in sexual harassment and/or sex discrimination.

Complaints by students or employees should be directed to Associate Vice Chancellor of Human Resources. The telephone number is (408) 741-2131.
PRIVACY RIGHTS OF STUDENTS ANNUAL NOTIFICATION
The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the college must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of the college.

• Education records generally include documents and information related to admissions, enrollment in classes, grades and related academic information.

• Educational records will be made available for inspection and review during regular working hours after receiving a written request from the student. If a student wishes to challenge any information in the educational record, the student shall review their request with the Director of Admission and Records. 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, (Title IV, Public Law 93-380) and other pertinent information is available for review and inspection in the Records Office during normal working hours.

STUDENT RIGHTS AND RESPONSIBILITIES
Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the district and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are consistent with the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations, and procedures of the district. Each student bears full responsibility for his or her actions.

Title IX
It’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 5.18.1 prohibits “the unlawful 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 its 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, advisement, 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, drug withdrawal, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.
• impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
• the use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.
• the use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
• the most common negative health consequences from occasional drinking are 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, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

Legal Sanctions: Mission College
As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at Mission College, you may be placed on probation, terminating, 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.

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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 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. All grades awarded by the instructor of record shall be final. The State Educational Code (55760) permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to “mistake, fraud, bad faith, or incompetence.”

b. General Student Grievance: A general student grievance may be filed by a student who feels an action of a college staff member, office, or group violates existing college rules, policy or procedures, or other local, State and Federal laws. A grievance of discrimination or sexual harassment is not included in this category.
Grievance Process - The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that they wish 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 student 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.

Student 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.

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, career, and academic counseling
- priority registration
- scholarship searches and assistance with applications
- transfer and goal development activities and workshops as well as 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 first generation to 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.

ARTICULATION
Student Learning Outcomes:
Students who utilize the Articulation services will:
- Identify their level of preparedness for entrance into a given major at various universities.
- Demonstrate the ability to outline a transfer preparation plan by utilizing transfer resources such as ASSIST, university catalogs, and other college preparatory internet resources.
- Explain the difference between a transferable course and an articulated course.
- Identify the steps needed to earn university credit for non-articulated coursework taken at Mission College.
- Describe the academic standards and requirements needed for acceptance into the university of their choice as described in their individual transfer preparation plans.

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 TANF cash aid

Support Services available to all students:
- Book vouchers
- Educational counseling
- Priority registration
- Coordinated referrals with other on-campus programs
- Coordination and referrals to community programs and resources
- Referrals to personal counseling
Student Support Services

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:

- 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.

WORK EXPERIENCE EDUCATION
Popularly known as Work Experience, this academic program affords students the opportunity to apply their education to their tasks at work. By setting goals and accomplishing them, the student participates in an integral fashion in designing the unique curriculum which each work place creates. Students who are new to the work force benefit by learning to use classroom skills in a “real world” setting and enhance their knowledge of their chosen career. Students returning to school after some years in the work force benefit by learning to translate their solid daily work habits into academic success. 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 C1-110, or call (408) 855-5102 for more information.

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://missionscollege.org/departments/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

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

DISABILITY INSTRUCTIONAL SUPPORT CENTER (DISC)
The program's goal is to support students with disabilities entering campus life, college programs, and activities. DISC emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DISC is support and information for mainstream class instructors to ensure students success.

DISC encompasses two areas: academic support services for mainstream classes (such as priority registration, 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
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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 contacting the Hospitality Management Department Chair at 408-855-5252. The menu for the day can be accessed at 408-855-5245.

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 the first generation in their families to attend college. The intent, purpose, and resources of EOPS are geared toward assisting students achieve their academic and career goals.

Educational support services available include: counseling and advising; priority registration; educational planning; monitoring of student progress; supplemental tutorial assistance; Financial Aid referrals; book service; emergency assistance and loans; university transfer assistance; orientation and 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 aid awarded to them by the Financial Aid Office. Students interested in further information are encouraged to visit or call the EOPS Office in Room E1-401, (408) 855-5055 or access our web page at missioncollege.org/depts/eops/index.html.

FINANCIAL ASSISTANCE

In order to reduce the cost of education, it is the responsibility of the Mission College Financial Aid Office to provide current and potential students with complete information on various student financial assistance options available.

The office coordinates and provides information about student financial aid programs funded by federal, state and local agencies. These come in the form of grants, waivers, part-time employment, scholarships, student loans, and others as they may be established.

Financial Aid programs available at the college are federal programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Loans. State programs are Board of Governors Waiver (BOGW), Cal Grant B and C, Chaffee Grant, Extended Opportunity Program and Services (EOPS), and Cooperative Agencies Resources for Education (CARE).

Student financial aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement, not replace, the amount students and their families can afford.

Students are encouraged to complete an application form, available in the Financial Aid Office (Room E1-401), or by calling (408) 855-5055. The applications assist the Financial Aid Office staff to determine eligibility.

Board of Governors Grant (BOGW) - The Board of Governors Waiver (BOGW) is one of the financial aid programs available at the college. At a minimum, this waives the enrollment fee and health fee for all eligible applicants. Applicants must be California residents and meet one of the requirements listed below:

1. (BOGW A) - Student or dependent student's parent currently receive benefits from AFDC/TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran's dependent Fee Waiver, be eligible as a recipient of the Congressional Medal of Honor or as a child of the recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty OR;

2. (BOGW B) - Meet specific income levels, e.g., household of 1—$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/

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INSTITUTE FOR INTERNATIONAL STUDIES (IIS)

INTERNATIONAL STUDENTS CENTER (ISC)

International Students

Residents of other countries may apply for admission as F-1 visa status students through the International Student Center. Special requirements and application deadlines apply. Because immigration regulations change frequently, it is recommended that international students or potential international students contact the International Student Center (ISC) directly for the latest information, deadlines and advising.

In general, the requirements for applying for admission for new students are:

- Completing an International Student Application Form,
- Submitting an application fee,
- Demonstrating completion of a foreign or domestic high school with a grade point average of C or higher,
- Being at least 17 ½ years old at the time of applying to Mission College,
- Demonstrating college English competence by taking the iBT TOEFL and receiving a score of 61 or higher. Students without such a score may attend Mission College's intensive English Language Program first. Students who have taken other kinds of English proficiency tests such as the IELTS, Cambridge, etc., are encouraged to contact the ISC as the TOEFL requirement may be waived in certain circumstances.
- Providing proof of financial sponsorship of at least $17,000 or its equivalent in foreign currency,
- Providing official English transcripts for the last three years of high school,
- Writing a handwritten letter explaining why the student wants to study at Mission College,
- Verifying proof of health insurance coverage.

To maintain immigration status, students must be enrolled in and complete 12 units each semester. International Student Tuition Fees apply. Contact the ISC for the current rate.

Persons from foreign countries with other kinds of visas are asked to call the ISC for advising. United States Department of Homeland Security regulations affect who may or may not take classes at community colleges.

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) 855-5101, or drop by the office for an orientation.

Student Learning Outcomes:

Upon completion of a series of job search workshops, going through group and one-on-one advising sessions, and utilizing the Center's job related sources, students will describe job related skills and knowledge, the job market trends, employers demands, the job requirements and the techniques and approaches to conduct successful job search and gain employment. Students will be assessed through a written report or oral interview.

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Student Support Services

ACADEMIC SKILLS DEPARTMENT
The Academic Skills Department (ASD) is the principal academic support center at Mission College. The ASD Tutorial Center offers tutoring services for many courses taught campus wide. The ASD also houses Reading and ESL laboratories which provide individually designed programs to enable students to succeed in their college classes and careers. Programs and courses are individualized and students can attend at times that are convenient to them. In addition to providing instruction and tutors to help students, the ASD 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 Academic Skills Department, students will be able to:
• Articulate their academic skill weaknesses
• Describe the resources available at the ASD 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 ASD
• Improve the grade in the course(s) for which they are receiving assistance at the ASD

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 Academic Skills Department is home to Mission College’s general tutorial center. Upon referral by an instructor or a counselor, students can enroll in the Supervised Tutoring course, IS 947, where they can receive assistance on the basis of a learning need. The tutoring is available for all subjects (for Math tutoring please visit the Math lab, S2-401). Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their course work, help them understand assignments and provide students strategies for improving their learning skills.

English-as-a-Second Language Lab: Multi-level computer, video and audio tape, or print materials for ESL students are available in the center. These learning materials help non-native speaking students increase skills in writing, grammar, listening, reading vocabulary and pronunciation of standard American English in preparation for the workplace or college study. Students in the ESL laboratory can also participate in workshops and conversation groups.

Reading Lab: Reading and study skills are developed in the Reading Center with the creation of individualized, self-paced and multilevel programs for students. Multimedia computer software and high interest instructional materials are available to address students’ needs. With the help of specially trained instructors, students can increase their skills in many areas, including: reading comprehension, speed reading, study skills, vocabulary, phonics, and spelling.

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)
• 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 theresalawhead@wvm.edu

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 skills workshops & exercises
• current math textbooks
• solution manuals
• study guides
• 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/mathcenter.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 and Other Underprepared Students. Integral to these goals is the establishment of the Welcome Center. The Center provides new and first-time students a supportive entry into Mission College. Staff and student ambassadors are available to assist students in understanding and utilizing the support programs and services at Mission College. Individualized assistance is provided with admissions, registration and financial aid processes. Activities include student focus groups, family days, and the sponsorship of functions which promote multi-cultural awareness and builds student community. Academic intervention support in designated basis skills courses and counseling is also provided. Call the center at (408)855-5083, or visit in the Main Building Lobby.

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 photocopyers.
MISSION COLLEGE 2009 –2010

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 an orientation course (Counseling A) prior to or during their first semester at Mission. An orientation 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. (Also counselors provide orientations in Spanish and Vietnamese.) 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.

STUDENT GOVERNMENT AND ACTIVITIES
The district believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at Mission College is represented by the Associated Student Body organization which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the student body elects its own student trustee to the District Board of Trustees. In addition to the Student Senate, students are also afforded a variety of opportunities to participate in various college-wide committees and task forces. All of these activities serve to provide the student with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential and experiencing a sense of community at the college.

Information about both student government and student activities participation opportunities are available from the Director of Student Activities.

TRANSFER CENTER
The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include admissions application workshops, Transfer Admissions Agreements (TAAs), appointments with visiting university representatives, and major preparation advising. In addition, the Transfer Center provides articulation services which ensure that the classes you take at Mission College will be credited toward your bachelor’s degree requirements when you enter a university. The Transfer Center Director and Articulation Officer provided specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. The Transfer Center is located in Room E1-201.

STUDENT HEALTH SERVICES
The Mission College Student Health Services promotes optimal physical, social, and emotional well-being of students in order to support student retention and success. Illness, injury, and stress deplete the energy that a student has to focus on learning, study and class attendance. Through supportive health services, it is possible to assist and further students’ educational experiences.

A team of health professionals, including registered nurses, consulting physicians, mental health counselors, and other health care specialists, provides student health services. Services include health guidance, limited clinical services, and first aid. All basic services are available to any registered day, evening, and Saturday student.

Specific services include confidential health and personal counseling and advisement, medical evaluation and treatment, and screening procedures for tuberculosis, blood pressure, vision, hearing, cholesterol, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are available daily. Optional hospitalization and dental/vision insurance plans are also available.

Special health promotion and educational programs, such as health fairs and wellness events, are conducted throughout the year.

Student Health Services is located in room W1-303 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available. For more information, call (408) 855 – 5140.

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>Title/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGLUILAR, 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>Senior Executive Assistant, President's Office</td>
</tr>
<tr>
<td>ASHFORD, PEGGY</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>BARNACHEA, SHENNY</td>
<td>Program Assistant, Child Development Center</td>
</tr>
<tr>
<td>BAUTISTA, JONNA</td>
<td>Duplicating Services Specialist, Administrative Services</td>
</tr>
<tr>
<td>BELHAM, ELINOR</td>
<td>Student Services Account Technician, Cashiers</td>
</tr>
<tr>
<td>BIBAT, CHRISTOPHER</td>
<td>Student Services Technician, Admissions &amp; Records</td>
</tr>
<tr>
<td>BILTZ, NAM</td>
<td>Program Specialist, DISC</td>
</tr>
<tr>
<td>BOWLES, CHARITY</td>
<td>Interim, Program Coordinator, ACCESS</td>
</tr>
<tr>
<td>BUNCH, JEFF</td>
<td>Instructional Lab Technician, Math</td>
</tr>
<tr>
<td>BUSTAMANTE, ELVITA</td>
<td>Student Record Advisor, Admissions and Records</td>
</tr>
<tr>
<td>CAPURRO, JACKIE</td>
<td>Instructional Assistant, Foreign Language</td>
</tr>
<tr>
<td>CHAN, QUEENIE</td>
<td>Financial Analyst, Administrative Services</td>
</tr>
<tr>
<td>CHONG, JOURNEY</td>
<td>Advisor, International Student Services</td>
</tr>
<tr>
<td>CRIEL, LISA</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>DASALLA, ANALIZA</td>
<td>Student Services Technician, Senior, Admissions &amp; Records</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>DOMINGUE, PERTILLA</td>
<td>Job Developer, CalWorks</td>
</tr>
<tr>
<td>DWYER, RENE</td>
<td>Financial Aid Advisor, Financial Aid</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>FITZGERALD, KATY</td>
<td>Financial Aid Outreach Advisor, Foster Youth Liaison, Student Services</td>
</tr>
<tr>
<td>FLORES, CHRISTINE</td>
<td>Senior Student Services Technician, Admissions and Records</td>
</tr>
<tr>
<td>FOOTT, THUY</td>
<td>Program Specialist, Environmental Training Center</td>
</tr>
<tr>
<td>FRANCO, VICKY</td>
<td>Student Services Technician, EOPS</td>
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<tr>
<td>GALANG, ROEHL</td>
<td>Financial Aid Advisor, Student Services</td>
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<tr>
<td>GAITAN, BEVERLY</td>
<td>Senior Office Coordinator, Applied Sciences</td>
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<tr>
<td>GALANG, ROEHL</td>
<td>Advisor, Financial Aid</td>
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<tr>
<td>GALLUCCI, KAROL</td>
<td>Office Coordinator, ACCESS</td>
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<tr>
<td>GILE, JENNIFER</td>
<td>Instructional Lab Technician, Chemistry</td>
</tr>
<tr>
<td>GOLDMAN, ELLEN</td>
<td>Instructional Lab Tech, Academic Skills Department</td>
</tr>
<tr>
<td>GOMEZ, DELIA</td>
<td>Office Coordinator, Counseling</td>
</tr>
<tr>
<td>GONZALES, LUCIA</td>
<td>Financial Aid Technician, Student Services</td>
</tr>
<tr>
<td>GUANZON-RINGOR, HOZI</td>
<td>Duplicating Services Specialist, Administrative Services</td>
</tr>
<tr>
<td>GROGAN, RITA</td>
<td>Director, Financial Aid</td>
</tr>
<tr>
<td>GUEST, ROBERT</td>
<td>Desktop Support Technician, CET</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, BETHY</td>
<td>Supervisor, Student Recruitment</td>
</tr>
<tr>
<td>JIMENEZ, Leticia</td>
<td>Program Assistant, Contract Education</td>
</tr>
<tr>
<td>JOHNSON, LAUREN S.</td>
<td>Senior Administrative Assistant, Academic Senate, Office of Instruction</td>
</tr>
<tr>
<td>JONES, ARENIA</td>
<td>Telephone Operator, Administrative Services</td>
</tr>
<tr>
<td>JONES, CYNTHIA</td>
<td>Program Specialist, South Bay Regional Health Occupations Resource Center (RHORC)</td>
</tr>
<tr>
<td>KARIMABADI, MEHRZAD</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>
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<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, PAULETTE</td>
<td>Supervisor I, Admissions &amp; Records</td>
</tr>
<tr>
<td>LOI, MY</td>
<td>Senior Administrative Assistant Matriculation/ Student Support 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>
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<tr>
<td>MASURY, DOUG</td>
<td>Financial Analyst, Workforce &amp; Economic Development</td>
</tr>
<tr>
<td>MCMANON, BARBARA</td>
<td>Instructional Lab Technician, Biology</td>
</tr>
<tr>
<td>MCVYEY, SONIA</td>
<td>Administrative Assistant, LVN/RN Program</td>
</tr>
<tr>
<td>MELTON, ZITA</td>
<td>Senior Administrative Assistant, Office of Community Education</td>
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<tr>
<td>MELTZER-BURRELL, POLINA</td>
<td>Instructional Lab Technician, Physics</td>
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<tr>
<td>MENDEZ, GABRIEL</td>
<td>Child Development Specialist II, Child Development Center</td>
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<td>MESA, RENE</td>
<td>EOPSCARE Specialist, EOPS</td>
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<tr>
<td>MEYERS, LISA</td>
<td>Child Development Specialist III, Child Development Center</td>
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<tr>
<td>MONAHAN, SUSAN</td>
<td>Career Transfer Advisor, Career Transfer Center</td>
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<td>NGUYEN, LAN</td>
<td>Specialist II, Child Development Center</td>
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<td>NGUYEN, LIEN</td>
<td>Financial Aid Technician, Student Services</td>
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<td>NGUYEN, NGOCLIE</td>
<td>Financial Aid Technician, Student Services</td>
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<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 Administrative Services</td>
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<tr>
<td>PEGAN, CARMEN</td>
<td>College Graphic Designer</td>
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<tr>
<td>PELAYO, LIZ</td>
<td>Aministrative Assistant, Student Activities</td>
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<td>PHAM, PHUONG</td>
<td>Specialist I, Child Development Center</td>
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<tr>
<td>PHILLIPS, KIM</td>
<td>Instructional Lab Technician, Biology</td>
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<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>
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<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>
</tbody>
</table>
District Classified Staff at Mission College

BROOKS, SCOTT (SCOOTER)  
Maintenance Mechanic, Maintenance Department

CAMPI, JEFF  
Maintenance Mechanic, Maintenance Department

FLORES, ROBERTO  
Custodian, Custodial Department

HEAD, KEN  
Heating & Air Conditioning Technician, Maintenance Department

JIMENEZ, SAMUEL  
Custodian, Custodial Department

LEON, JOHN  
Grounds Keeper, Grounds Department

LIBBY, SCOTT  
Irrigation Specialist, Grounds Department

LOBACH, GARY  
Custodian, Custodial Department

MACALADAD, EFREN  
Custodian, Custodial Department

MOLINA, JR., LLOYD  
Grounds Keeper, Grounds Department

NGUYEN, HAI  
Supervisor, Custodial Department

OCHOA, IGNACIO  
Custodian, Custodial Department

OCHOA, MARIA  
Custodian, Custodial Department

OCHOA, RAYMOND  
Custodian, Custodial Department

PHAM, THU  
Grounds Keeper, Grounds Department

REYES, VITORIANO  
Custodian, Custodial Department

SALCEDO, PABLO  
Custodian, Custodial Department

SOLOMON, ELMER  
Custodian, Custodial Department

SOTELO, JOSE G.  
Custodian, Custodial Department

TREJO, REYNALDO  
Custodian, Custodial Department

TRIAS, LUVINIO  
Custodian, Custodial Department

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, WAEL, 2005  
Instructor in Computer Information Technology  
M.S. in Information Technology, University of Phoenix, in progress; CISCO Certified Academy Instructor (CCAI); B.S. in Computer Science, emphasis in Management Information Systems, ACEI; AS Applied Science of Network Administrators, Silicon Valley College; AS Telecommunications Switching, Telecommunications College.

AMBRIZ-GALAVIZ, NORMA, 2008  
Vice President, 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.

BRICKHO, ANNA, 2004
Department Chair, Foreign Language
Instructor in Foreign Language (French)
Ph.D. in Linguistics, Moscow University, Russia; M.A. in French, Zaporizh'je University, Ukraine; B.A. in French and German, Zaporizh'je University, Ukraine; additional linguistic study 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

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 Wellness and Human Performance
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, 2004
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.

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, 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, Northeastern 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. in 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.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.

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 Engineering
M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California, Davis.

DOOLEY, EDITH, 1993
Instructor in Health Occupations
M.A in Counseling/Education, University of San Francisco, CA.; additional study, University of California, Santa Cruz and Berkeley, CA.; B.A. in Liberal Arts, Redlands University, Redlands, CA; R.N. and A.A. San Jose City College, San Jose, CA.

EAGAN, TODD, 1999
Instructor in Wellness and Human Performance
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.

ENSNINGER, BETTY, 1979
Communication Studies Department Chair
Instructor in Communication Studies
M.A in Speech Communication, University of California, Santa Barbara; B.A. in Speech Communication and History, University of California, Santa Barbara.

EVERETT, THELMA LEE, 2005
Instructor in Health Occupations
M.A. in Education, New York University, B.S. in Nursing, New Jersey City State University.

FONG, TAT, 2004
Economics Department Chair
Instructor in Economics
Ph.D. in Economics, University of Pittsburgh, Pittsburgh, PA; M.B.A. in Management, Concordia University, Montreal, Canada; M.A. in Economics, University of Windsor, Windsor, Canada; B.A. in Accounting, Hong Kong Baptist College.

FRANCO, DANIEL, 1990
Counselor
M.A in Guidance and Counseling, Loyola University, Los Angeles, California; B.A. in English.
GARRETT, MARK, 2000
Instructor in Graphic Design
M.F.A. in Fine Art, California State University, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GLASER, LORA, 2006
Instructor in English as a Second Language
M.A. in Linguistics/TESOL, San Jose State University; B.A. in German Language and Literature, State University of New York, College at Oneonta, New York.

GUARDINO, BIANKA, 2000
Counselor
M.S.W. in Social Work, San Jose State University, San Jose, California; B.A. in Psychology, Stanislaus State University, Turlock, California.

GUICH, DANIEL, 1990
Psychology Department Chair
Instructor in Psychology
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

HALE, DONNA, 1999
Program Manager, 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
Director of Registered Nursing (LVN to RN) Program
Instructor in Health Occupations
M.A. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP, 2004
Instructor in Music
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional course work at Bethal College, Kansas.

HENDERSON, 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.

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)

HOBBS, RICHARD, 1985
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, Kalamazoo College.

HUDAK, PATRICK 1995
Computer Lab Faculty Specialist
M.A. in Linguistics/TESOL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JAHAN, MINA, 1993
Dean of Technology and Distance Learning
M.A. in Instructional Technology, University of Oklahoma, Norman/Oklahoma; 1982; Additional Graduate Study, University of Oklahoma, Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran, 1974.

JOH, MINDY, 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California at Berkeley.

JOHNSON, KEITH, 1999
Instructor in Music Technology
Ph.D. in Music Composition, UC, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, CSU, Long Beach.

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
M.A. in Educational Counseling, Sonoma State University; B.A. in Sociology, Sonoma State University.

JUNCKER, MARGARET, 2002
Instructor in English
M.A. in English Literature, California State University, Fresno; B.A. in English, California State University, Fresno.

KARAS, TIMOTHY, 2005
Director of Library Services
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Geography, Humboldt State University; Instructional Technology Certificate, San Jose State University.

KASHIMA, STEPHANIE, 2002
Instructor in English As A Second Language
M.A. in Applied Linguistics, University of Wisconsin, Madison; B.A. in English Literature, New York University.

KAWAMOTO, JAMES D., 2001
Engineering Department Chair
Instructor in Engineering
Ph.D. in Civil Engineering, Massachusetts Institute of Technology, Cambridge, Massachusetts; B.S. in Civil Engineering, University of California, Berkeley.

KAWASAKI, YUKO, 2006
Instructor in Health Occupations
M.S.N. Nursing Education, University of Phoenix; B.A. in 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.

KRAINES, MINDA, 1979
Instructor in Wellness and Human Performance (Dance)
M.A. in Dance, Mills College; B.S. in Theater, Northwestern University.

KRAVETS, ZOYA, 2005
Instructor in Mathematics
M.S. in Mathematics, California State University, Hayward; B.S. 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.

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.

MALCHOW, AARON, 2004
Instructor in Reading
M.A. in English Composition; San Francisco State University; 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
Department Chair - Technology Studies
Instructor in Design Drafting Technology

MARTINEZ, ALCIA, 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.
MCArLIsTER, ELLen, 1999
Student Services Division Chair
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Ctr Specialist
M.A. Education/Learning Disabilities, San Jose State University; San Jose, CA; B.A. Health Science, San Jose State University; San Jose, CA; A.S. West Valley College, Saratoga, CA. 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, Minnesota, MN.

McGEE, DONNELLE 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, 1989
Communications Division Chair
Reading Department Chair
Instructor in Reading
M.A. in Reading Instruction/Education, Michigan State University. Additional course work at San Jose State University and University of Santa Clara; B.A., Communications.

MENDOZA, STEPHANIE, 1997
Instructor in Wellness and Human Performance
Women's Badminton Coach
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. Chabot College; continuing educational units at Loyola Marymount University.

MESSERSCHMIDT, MARGARET STANLEY, 1990
Instructor in English/Technical and Creative Writing
M.A. in Comparative Literature, University of California, Santa Barbara; Certificate in Composition, San Francisco State University; additional study at Stanford University, U.C. Berkeley, and the University of Grenoble, France; B.A. in Comparative Literature, University of California, Berkeley.

MEYER, MELANIE, 2002
Marketing/Supervision & Management Department Chair
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.

MORGAN, JANICE, 2004
Instructor in Wellness and Human Performance
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/Ethnography (with a specialization in Social Psychology), United States International University in San Diego.; M.A. in Behavioral Psychology, San Francisco State University;

MUSAT, CARMEN, 1999
Instructor in Mathematics
M.A. in Mathematics, University of Bucharest; M.A. in Finance, Golden Gate University; B.A. in Mathematics, University of Bucharest.

MYINT, MYO, 1999
English as a Second Language Department Chair
Instructor in English as a Second Language
M.A. in Linguistics and TEFL, Institute of Education, Myanmar; B.A.in English, Institute of Education, Myanmar.

NAKAMAKA, 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
Interim Dean of Instruction
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
Dean of Workforce Development
Ph.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 Walden 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.in Music, San Francisco Conservatory of Music, 1992; additional study at Hart School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.

OSTRANGER, HELEN, 2001
Coordinator, Disability Instructional Support Center
Instructor/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.

PATTON, JANE, 1986
Instructor in Communication Studies
Ed.D. in Higher Education at University of Southern California; M.A. in Communication Arts, University of the Pacific; B.A. in Drama and Speech, University of the Pacific.

Pavao, Rod, 2000
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 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; BBA in Management with emphasis on Project Management, University of Houston-Downtown; California Licensed Real Estate Broker.

POE, CLINT H., 1995  
Physics and Astronomy Department Chair  
Instructor in Physics  
Ph.D. in Astrophysics, University of Wisconsin, Madison;  
M.S. in Astronomy, Vanderbilt University, Nashville, TN;  
B.A. in Physics, University of North Carolina, Chapel Hill.

POWERS, JOAN T., 1989  
Instructor in English as a Second Language  
M.A. in Education (Curriculum and Instruction), University of California, Riverside; Certificate in TESOL, University of California - Riverside Extension; B.A. in Individual Plans of Study (International Relations and Foreign Affairs), University of Illinois, Champaign-Urbana.

PRESCOTT, RACHEL, 1997  
English as a Second Language Division Chair  
Instructor in English as a Second Language  
M.A. in 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.

QAZI, CAROL, 1999  
Director, International Student Center  
M.A. in English/ESL, Arizona State University; B.A. in History, Northern Illinois University.

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.

RIZZ, 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 Salamanca, Spain; B.A. in Italian, UC Santa Barbara;  
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;  
B.A. in Philosophy, University of California, Los Angeles, CA; additional course work and certification at Butte College and Mission College.

ROBLES, HARRIETT, 1981  
President  
Ed.D. in Educational Leadership and Change, Fielding Graduates University; M.A. in Comparative Literature, University of California, Berkeley; B.A. in Comparative Literature, Occidental College; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University.

ROSE, DAVID, 2008  
EMT Program Director  
Instructor in Fire Protection Technology  

ROSSER, JULIANE, 2000  
Instructor in English as a Second Language  
M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Manitoba; 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;  

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 Wellness and Human Performance  
Ed.D. in Physical Education, Brigham Young University;  
M.S.in Physical Education, University of Colorado; B.S. in Physical Education, Springfield.

SLABAUGH, JACKIE, 2008  
Business Management Development Specialist  
Director, Tech Prep  
M.Ed in Pupil Personnel Services, University of Nevada;  
B.S. in Secondary Education, University of Nevada.

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.

SUN, HELEN, 2004  
Technology Center Director  
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

SZABADOS, ANNA, 1991  
Graphic Design and Multimedia Department Chair  
Instructor in Graphic and Multimedia Design  
Ed.D. in Educational Leadership in Higher Education, Fielding Graduate University, Santa Barbara, CA; M.A. Sculpture, San Jose State University; B.S. Industrial Design, San Jose State University.

THICKPENNY, HELAYNA, 1990  
Humanities 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  
Art Department Chair  
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 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. Educational Psychology and Technology, University of Southern California; M.A. Instructional Technology, San Jose State University; M.S. Speech Pathology, University of Illinois; B.S. Speech and Hearing Science, University of Illinois.

WALTON, IAN G., 1978  
Instructor in Mathematics  
Ph.D. in Mathematics, University of California, Santa Cruz; M.S. in Mathematics, University of California, Santa Cruz; B.S. in Pure Mathematics, University of St. Andrews, Fullbright Exchange Scholar.

WILSON, CAROL, 1988  
Instructor in Computer Networking Electronics  
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.

WONG, ELAINE, 2004  
Librarian  
M.I.L.S. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TELFL/ESL Certificate, University of California, San Diego; A.A. in Art, Mira Costa College.

WONG, REYNOLD J., 1978  
Instructor in Computer Networking Electronics Technology  
B.S. in Electrical Engineering, University of California, Berkeley; additional graduate study in Mathematics, San Francisco State University; additional graduate study in Biological Sciences, University of California, Santa Barbara.

WUNDRAM, BRENNA, 2001  
Wellness and Human Performance  
Department Co-Chair  
Instructor in Wellness and Human Performance (Dance)  
M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

XU, WENXIAN (WILBERT), 1989  
History/Geography Department Chair  
Instructor in History  
M.A. in History, University of Montana, Missoula; M.A. in History, University of California, Davis; B.A. in Western Literature, Beijing Foreign Languages Institute, Beijing, China.

ZEISLER, SUSAN, 2001  
Instructor in English  
M.A. in English Literature, San Jose State University; additional graduate study, University of Wisconsin, Madison, and University of Vienna, Austria; B.A. in English, University of Wisconsin, Oshkosh.
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2009–2010 MISSION COLLEGE 209
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)

BURROUGHES, PEGGY
Instructor in Emergency Medical Technician/NA
(1986-2008)

CALLAWAY, LEE W.
Vice President, Instruction

CHARLAND, RAY
Counselor
(1999-2009)

CHIANG, YUN-HWA (TERI)
Instructor in Mathematics
(1975-2004)

CLAUDIO, CESARE S.
Instructor in Music
(1964-1986)

COGSWELL, ELIZABETH
Instructor in Health Occupations
(2000-2008)

CREED, KATHLEEN
Instructor in Health Occupations

CROSS, SUE
Instructor in English
(1986-2007)

DELONGCHAMP, JIM
Cultural and Technical Arts, Graphic Arts
Instructor in Graphic Arts
(1981-2009)

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, LYNDA
Instructor in Child Development and Reading
(1976-2000)

HAWKES, 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, QUINLYANN 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)

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Instructor in History, Humanities and Sociology
(1977-2009)

KNOWLES, MARJORIE
Instructor in English as a Second Language
(1990-2007)

LE, SON
Philosophy Department Chair
Instructor in Philosophy
(1975-2009)

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)

MICHELOZZI, BETTY N.
Counselor
(1968-1986)

MONROE, CLIFF
Instructor in Design Drafting Technology
(1991-2007)

MOORE, MARY
Instructor in Health Education
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(1980-2002)

MORALES, TAB
Counselor
(1987-2001)

NAUGLE, ELIZABETH J.
Instructor in Nursing Education

PANCELLA, SUSANNA
Instructor in Computer Applications
(1997-2009)

PABICH, PHILIP
Dean of Workforce and Continuing Education
(1987-2006)

PETTE, DIANE
Counselor

PINTO, JOSEPH
Instructor in Chemistry
(1981-2000)

PRZBYLSKI, 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

SMEBYE, RON
Instructor in Computer Applications
(1995-2009)

SMITH, JUDIE
Librarian
(1987-2005)

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Instructor in Children Development
(1988-2009)

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)

TOPPEL, CAROL
Instructor in Learning Services
(1982-2006)

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Instructor in Biological Science
(1975-2006)

WISNER, SALLIE
Computer Lab Faculty Specialist/Webmaster
(2000-2004)

XIQUES, PETER
Instructor in Drafting
(1977-2002)

ZERBONI, CAROLYN
Instructor in English
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