# College Calendar 2019-2020

## Fall Semester 2019
- **August 24, 2019**
  - Saturday classes begin
- **August 26, 2019**
  - Monday–Friday classes begin
- **September 2, 2019**
  - Campus Closed - Labor Day
- **September 8, 2019**
  - Last day to ADD a full semester course, add code needed
- **September 8, 2019**
  - Last day to DROP a full semester course without a “W” and receive a refund
- **September 9, 2019**
  - CENSUS for full-term course
- **September 12, 2019**
  - Deadline to petition for fall completion of a degree or certificate
- **September 27, 2019**
  - Last day to submit Pass/No Pass grading option
- **November 11, 2019**
  - Campus Closed - Veterans’ Day
- **November 17, 2019**
  - Last day to WITHDRAW from full-term classes with a “W”
- **November 28 – December 1, 2019**
  - Campus Closed - Thanksgiving Break
- **December 9 – 14, 2019**
  - Final Exams
- **December 24, 2019 – January 1, 2020**
  - Campus Closed – Winter Break

## Winter 2020
- **January 2, 2020**
  - First Day of Classes
- **January 20, 2020**
  - Campus Closed - Martin Luther King Day
- **January 1, 2020**
  - Campus Closed – New Year’s Day
- **January 1, 2020**
  - Last day of class
- **January 2, 2020**
  - Final Exams

## Spring Semester 2020
- **January 25, 2020**
  - Saturday classes begin
- **January 27, 2020**
  - Monday–Friday classes begin
- **February 9, 2020**
  - Last day to ADD a full semester course, add code needed
- **February 9, 2020**
  - Last day to DROP a full semester course without a “W” and receive a refund
- **February 10, 2020**
  - CENSUS for full-term course
- **February 13, 2020**
  - Deadline to petition for spring completion of a degree or certificate
- **February 14 – 17, 2020**
  - Campus Closed – Presidents’ Day
- **March 1, 2020**
  - Last day to submit Pass/No Pass grading option
- **March 1, 2020**
  - Campus Closed - Cesar Chavez Day
- **March 30, April 1 – 4, 2020**
  - Spring Break
- **April 24, 2020**
  - Last day to WITHDRAW from a full-term classes with a “W”
- **May 16 – 22, 2020**
  - Final Exams
- **May 22, 2020**
  - Commencement

## Summer 2020
Summer Term 2020 instruction dates are still to be determined. Classes will begin in June and most will run for a six week term. Please check the college website or Summer/Fall 2020 Class Schedule for updates.

*In courses other than semester length, consult the Office of Admissions and Records or the instructor regarding add, drop, withdrawal, refund and grading option deadlines*
Congratulations on choosing Mission College.

We’re excited about your educational future! Whether you plan to transfer to a four-year university, earn one of our certificates or degrees, or develop skills to advance your career, Mission College is committed to helping you succeed every step of the way. You’re surrounded by a community of caring faculty, staff, and administrators who are here to help you achieve your educational goals. You’ll experience top quality instruction and personal attention from our award-winning faculty. Our Student Activities Department is always planning new events to help connect you to the Mission Community. We strongly encourage you to take advantage of Mission’s many programs and services designed to meet your specific academic needs and career goals. Our counselors can help you with course planning so that you can make the most of your time here. If you need assistance, aren’t sure where to go next, or simply have questions, stop by our Welcome Center where one of our helpful ambassadors will be happy to guide you.

You’ve made a great choice and welcome to Mission College!

Daniel Peck, President
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MISSION COLLEGE CATALOG 2019-2020
INTRODUCTION

Accreditation
Mission College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, (WASC) 10 Commercial Blvd. Ste. 204, Novato, CA 94949, (415) 506-0234, accjc@accjc.org, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Complaint Policy: Students and members of the public who desire to file a formal complaint to the Commission about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. The following accjc.org complaint-process/ is a link to the Commission’s Policy on Student and Public Complaints Against Institutions along with the appropriate forms. This information will assist the user in understanding the issues the Commission can and cannot address through its complaint process.

Complaints may be submitted at accjc.org forms/complaints-against-member-institutions/

Some program are accredited by additional agencies. Programmatic accreditors are listed under the applicable degree in this catalog.

Alternative Media
This publication is available in alternative media on request. Please contact the Disability Support Programs and Services in the Campus Center Bldg, 2nd Floor, Room CC240, or call 408.855.5085 or TTY 408.727.9243

Changes in Rules, Policies and Offerings
Mission College and the West Valley-Mission Community College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Mission College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College.

At the time of publication the fees described in this catalog are accurate. However, at any time local or State mandated fees may be imposed or increased. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, in conformance with applicable laws.

Continuous Enrollment and Catalog Rights
Students maintaining attendance in the district in at least one regular semester, summer session, or winter session of an academic year are considered continuously enrolled and, therefore, receive “catalog rights.” Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who are not enrolled 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 (courses required for a given course). Prerequisite requirements are stated in the Course Description 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 as long as they appeared on the general education list at the time they were completed.
West Valley-Mission Community College District

History of the College
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 first college, West Valley, opened on a temporary site in Campbell in 1964 and moved to its permanent campus in Saratoga in 1968.

In Fall 1975 Mission’s first classes were held at 3585 Monroe Street, the site of the former Jefferson Intermediate School. By December the college had 1000 students and 32 faculty.

Grand breaking for the 160-acre site of Mission’s current home was on July 9, 1976. On September 5, 1979, classes began in the Main Building and a gala was held four days later. The last piece of the building fell on February 11, 2019, as a new campus began with a Central Plaza, theatre space, STEM Center and Business Technology Building set to be built.

Photography
Mission College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors 18 years and older taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual’s photograph may be made in writing to the Marketing Office, Student Engagement Center, Room SEC-348

Learning Outcomes
Institutional Learning Outcomes (ILOs)
Students completing degree programs at Mission College will achieve the following Institutional Learning Outcomes:

Effective Communication
Students will successfully engage in verbal and non-verbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.

Personal Development and Ethical Responsibility
Students will apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Critical Inquiry
Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques for the analysis of relevant questions, problems, or issues.

Community and Citizenship
Students will analyze the interconnectivity between social, political, economic, and ecological systems to effectively live and work in diverse communities.

Information and Technology Literacy
Students will apply current techniques, skills, and tools to responsibly access, analyze, and effectively use information, technology, and media.

Program Learning Outcomes (PLOs)
Degree and certificate program completers will achieve the Program Learning Outcomes specific to their program of study. These outcomes are listed under each degree and certificate in this catalog.

Student Learning Outcomes (SLOs)
In every course, students achieve a specific set of outcomes. These outcomes are provided to students on the syllabus the first day of class.

Service Area Outcomes (SAOs)
Each of our student services area have service area outcomes. These outcomes are listed under each service in this catalog.

OUR MISSION
Mission College serves the diverse educational needs of our student population by providing equitable access and support towards completing associate degrees and certificates aligned with transfer and career pathways to meet educational and personal goals as well as the workforce demands of the city of Santa Clara and Silicon Valley.

OUR VISION
Empowering every student to find their mission.

At Mission, students are the highest priority. We Value:

- Social Justice
- Continuous Learning
- Equity
- Excellence

- Curiosity
- Integrity
- Inclusivity
- Sustainability
- Community
- Innovation

MISSION COLLEGE CATALOG 2019-2020
Welcome Center
The Mission College Welcome Center located in the entry lobby of the Student Engagement Center assists prospective, new, continuing, and returning students, and the public with applying for admissions, registration processes, My Mission Portal, financial aid applications, scholarship resources, campus tours, Canvas navigation, payment information, document printing, information regarding to student support services, and any other general questions you may have.

Contact the Welcome Center staff in person, via phone at 408-855-5007, or via online chat on the Mission College website. Additional Welcome Center information can be found at welcomecenter.missioncollege.edu

General Eligibility Requirements for Admission of Students
In accordance with the “open door” mission of community colleges, WVMCCD 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)

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- A non-high school graduate, above 16 years of age, who has in his/her possession at the time of registration one of the following:
  - Certificate of the State Proficiency Test.
  - G.E.D., California high school (HS) Equivalency Certificate
  - A formal, written document from the student’s high school district indicating he or she is exempted from any high school attendance.
  - Persons who are apprentices as defined in Labor Code 3077.

Students will apply for admission online via CCC Apply. Access the application at apply.missioncollege.edu

Dual Enrollment High School Students Admission
The Dual Enrollment program is a cooperative venture between Mission College and local high schools’ districts. Under this program, high school students in grades 10-12 may take college courses to supplement their educational programs. High school students wanting to enroll at Mission College are required to submit an online Application for Admission for each term they want to attend, and to submit a High School Dual Enrollment Form for registration.

Registration in any college course must be approved by the students’ high school principal or designee, and students are required to meet any and all prerequisites for the course(s) into which they want to enroll. Pupils enrolled in 9th grade and below are subject to the college determining whether they are prepared for college level work. When requesting admission, the pupil must apply for admission to receive an identification number, after which they must contact the appropriate Mission College representative to be cleared for enrollment.

Dually enrolled students are limited to a maximum of three (3) courses not to exceed eight (8) units per term. Dually enrolled high school students may not register into Kinesiology or 900 level courses.

Dual Enrollment students will be required to pay any course lab or material fees and the mandatory health services fee. Dually enrolled special full-time high school students registering in over 11.5 units are required to pay ALL enrollment fees. Student admitted to Mission Early College High School (MECHS) are exempt from paying the enrollment fees. High school student enrolled in courses offered at their local high school are exempt from paying the health fee.

The Dual Enrollment Program provides an opportunity for students to:
- Complete Advanced Academic Work that can provide a head start in a college major or completion of college graduation requirements.
- Earn High School Credit for College Courses that may be used for both high school and college credit (confer with the student’s governing K-12 school district for further information).

Vocational-Technical Career Courses
Vocational-Technical Career Courses permits students to take courses not available at their school or to obtain advanced work beyond the scope of their school vocational curriculum.

International Student Admission
The International Student Center (ISC), located in the Student Engagement Center, SEC - 111, offers complete services to F-1 visa students including international admissions, international counselor services, and immigration advising.

Residents of other countries may apply for admission as F-1 visa status students through the International Students Center, located in the Student Engagement Center, SEC - 111. Special requirements and application deadlines apply.

Because immigration regulations change frequently, it is recommended that international students or potential international students contact the International Students Center (ISC) directly for the latest information, deadlines and advising. In general, the requirements for applying for admission for new international students are:

- Completing an International Student Application Form
- Submitting an application fee of $100
- Demonstrating college English competence by taking the iBT TOEFL and receiving a score of 61 or higher or IELTS with a minimum overall score of 6.0, with a minimum of 6.0 on the writing bank and 5.5 on the reading bank (must have all 3 scores). 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 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 $21,500 or its equivalent in foreign currency
• Providing official English transcripts for the last three years of high school or college
• Writing a personal statement explaining what the student wants to study at Mission College and their educational goals.

To maintain immigration status, students must be enrolled in and complete 12 units each semester (degree seeking) and 20 hours per week (intensive English). International Student Tuition Fees apply. For the 2019-20 academic year, the non-resident tuition and fee is $311.00 per semester unit.

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.

Other Immigration Statuses and Admission

Mission College is committed to providing access to all eligible students regardless of immigration status. In addition, any student, except a non-immigrant alien, who meets the requirements of state laws AB 540, AB 2000, and SB 68 shall be exempt from paying the nonresident tuition. These state policies are entirely separate and distinct from Deferred Action for Childhood Arrivals (DACA) and federal enforcement of immigration laws.

The AB 540/AB 2000 & SB 68 Affidavit grants in-state tuition and allow income-eligible students to apply for AB 130 and 131 (California state financial aid and scholarships). More information can be found in this catalog under Costs & Financial Aid.

Notification of Tax Identification Numbers (TIN) or Social Security Numbers (SSN) Required Collection & Usage

Federal legislation relating to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN. A student may refuse to disclose his or her SSN or TIN to the IRS but the IRS is then authorized to fine the student in the amount of $50.

The West Valley-Mission Community College District (WVMCCD) assigns a unique student ID to every student and does not use the SSN or TIN as a student identifier. All SSNs and TINS collected as mandated are protected by federal regulations under the Family Educational Rights & Privacy Act (FERPA).

STUDENT SUCCESS CHECKLIST

☐ APPLICATION/ADMISSION
   I have completed and submitted a CCCApply application.  
   *Students applying for financial aid using the FAFSA must supply their SSN when applying for admission through CCCApply.

☐ STUDENT EMAIL
   I have an active @mywvm.wvm.edu email account. 
   *I understand that all college communication will be transmitted through this account.

☐ FINANCIAL AID (optional)
   I have completed the FAFSA (Free Application for Federal Student Aid) or California Dream Act application and listed Mission College as the college I will be attending.

☐ ORIENTATION
   I have completed the College orientation requirement by enrolling in COU 000A: Orientation to Mission College, COU 005: Strategies for Success, COU 023: Becoming a Master Student-Athlete, or COU 145B: Bridge to College

☐ PLACEMENT & ASSESSMENT
   I have completed the Placement Assistance Tool to determine my placement for Math and English. I have provided my high school transcripts and transcripts from other colleges to Placement and Assessment Services for prerequisite clearance assessment.

☐ COUNSELING and ADVISEMENT
   I have met with a counselor for class selection, advising and to develop a semester by semester Student Education Plan (SEP) based on my educational goals and individual circumstances.

☐ REGISTRATION
   I have registered for classes through West Valley-Mission Portal, using the “Login into My Web Services” link.

☐ FOLLOW-UP
   I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees and majors, and to develop, revise, or complete a Student Education Plan (SEP).
It is District policy that, unless specifically exempted by statute, every course, course section or class for which weekly student contact hours are reported for state funding, whenever offered and maintained by the 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.

Placement and Assessment Services for New Students
California Community Colleges are now determining Math and English course placement primarily using high school performance information. Mission College has developed a Placement Assistant Tool to place students under the new practices which emphasize widespread access to transfer-level Math and English courses. New Mission College students seeking a certificate, degree, transfer, or enrollment in English or Math courses must use the new tool to receive their Math and English placements.

Before using the Placement Assistant Tool, you must apply to the college and receive a Mission College student ID number to receive your placements.
Access the Placement Assistant Tool here: \texttt{web.wvm.edu/placement-tool-mc} \quad \text{Or, visit } \texttt{Placement and Assessment Services in SEC 109 or at placement.missioncollege.edu} for additional assistance. Students with disabilities who need help with placement should contact the Disability Support Programs and Services (DSPS) in the Campus Center Room 240 or by calling 408-855-5085 or e-mailing DSPS@missioncollege.edu

Students are also encouraged to provide their high school transcripts and transcripts from other colleges to Placement and Assessment Services for prerequisite clearance assessment. See additional details in this catalog in the “Credit for Prior Learning” section.

Orientation Services for New Students
New students are highly encouraged to complete a Mission College orientation. Orientation is completed by registering for one of the following courses: COU 000A: Orientation to Mission College, COU 005: Strategies for Success, COU 023: Becoming a Master Student-Athlete, or COU 145B: Bridge to College

Online Registration Services
Mission College offers online registration. To register select “My Portal” on the Mission College home page, and click on the West Valley-Mission Portal, “Login into My Web Services” link. The “Schedule of Classes” lists the details, dates and procedures for each type of registration, and is available in April for the following Summer/Fall terms, and in November for the following Winter/Spring terms. Online registration services allow students to enroll, add, drop or withdraw from courses.

Enrollment Procedures and Policies
Students may add enroll into open classes from the time registration opens until the day before the first day of class instruction using online registration.

Once a class has begun, but prior to the census date, students must contact the instructor and ask for an “Add Code” to enroll in a class. If there is room in the class, the instructor will assign an Add Code to the student, who will then be able to enroll in the class via online registration. The student will enter the Add Code when prompted. Students must use the add code within three (3) days of issue.

A student may not add a course on or after census date except with written permission of the instructor and the endorsement of the class-assigned Dean of Instruction.

Unit Load Limitation
A normal class load is 15 units; students enrolling in 12 or more units are considered full-time; students enrolling in fewer than 12 units are considered part-time. Students are prohibited from taking more than 18 units without special authorization from a counselor.

Overlapping Classes
Per Board Policy 4226 and Administrative Procedure 4226, students may not enroll in two or more classes where the meeting times overlap, unless:
• The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
• The overlapping time does not exceed 10% of the class meeting time.
• The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the class.

The petition can be obtained online at: \texttt{www.missioncollege.edu/admissions/forms.html} or from Counseling, or Admissions and Records. The instructor of the class that will require make-up hours outside of the regularly scheduled class times must agree to the modified schedule and the form must be approved by the Chief Instructional Officer or designee.

Auditing of Classes
After the last date to add classes for college credit a student may audit selected community college courses with the following provisions:
• The student must be otherwise ineligible to take the course she or he wishes to audit.
• Priority in class enrollment shall be given to students electing to take the course for credit.
• No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
Course Repetition and Families of Courses

State regulations limit the ability of courses to be repeated after either receiving a grade or a notation on student records. 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.

In addition, there are groupings of courses in the West Valley-Mission Community College District with similar active participatory content called “families” within the Kinesiology, Physical Education, Art, Theatre, and Music disciplines (additional disciplines may be added to a family when appropriate). West Valley and Mission Colleges’ courses in these families are linked, independent of location taken, and students may only attempt up to 2 courses in any single family. An attempt is defined as receiving any grade or notation (e.g., W for withdrawal) in any previous or current terms—this is a cumulative count of attempts. If a family has fewer than 4 courses in its offerings and a student has received passing grades in these courses, the maximum attempts allowed may be fewer than 4. Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions & Records Office for consideration of attempts beyond the 4 within an individual family.

Drop/Withdrawal Procedures and Policies

Any student dropping or withdrawing from a class must follow established college procedures. The following includes important deadlines for drop and withdrawal and explain the relationship between withdrawal and the assignment of a grade by the instructor:

Dropping a Course without a Record

A student may drop from a regular Fall or Spring semester-length class during the first two weeks of instruction, and no notation of the course will be made on the student’s academic record. In Summer, Winter, or in courses of less than a regular semester’s duration, a student may only attempt up to 2 courses in any single family. An attempt is defined as receiving any grade or notation (e.g., W for withdrawal) in any previous or current terms—this is a cumulative count of attempts. If a family has fewer than 4 courses in its offerings and a student has received passing grades in these courses, the maximum attempts allowed may be fewer than 4. Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions & Records Office for consideration of attempts beyond the 4 within an individual family.

Withdrawal from a Course with a “W”

A student may drop from a regular Fall or Spring semester-length class during the first two weeks of instruction, and no notation of the course will be made on the student’s academic record. In courses of less than a regular semester’s duration, there will also be a period when students can drop with no notation of the course on the student’s academic record. Consult instructor or admissions and records for the exact date. Students who enroll, but then decide not to attend a course, should drop the course prior to the end of the drop period.

Excused Withdrawal

(In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

a. Job transfer outside the geographical region;

b. Illness in the family where the student is the primary caregiver;

c. An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);

d. The student is the subject of an immigration action;

e. Death of an immediate family member;

f. Chronic or acute illness;

g. Verifiable accidents; or

h. Natural disasters directly affecting the student.

Additional information can be found in this catalog on page 27.

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 and Records 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 the calculation of grade point averages. The “MW” symbol will be assigned to those courses for which no academic credit has been awarded.

Failure to Withdraw

The responsibility for withdrawing from courses by the published deadlines rests with the student.

The academic record of a student who remains in the class beyond the time periods set forth above must reflect an authorized assignment of a grade by the instructor other than “W.”

Withdrawal may be authorized in the case of extenuating circumstances after the 12th week or 75% of the period of instruction in extenuating circumstances 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 Student Petition Committee in Admission and Records.

After letter grade has been assigned, the student must confer with the instructor rather than submit a Petition as the instructor has sole authority for grade changes. Further information on this process is available in the Admissions and Records Office, website or portal.
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 $46.00 per unit per semester. Note: fees are subject to change after publication of the catalog. 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 California College Promise Grant A, B or C. The California College Promise Grant (CCPG) application is available on the Financial Aid web page, missioncollege.edu/student_services/financial_aid/regulations/california-collegepromise-grant.html.

California Residency Defined
A resident student is one who has been physically present in the state for more than one year and one day prior to the start of the term in which attendance will begin. A person capable of establishing residency in California must be able to provide objective evidence of eligible immigration status, physical presence in the state of California, and the intent to make California a permanent home. Residency status is determined at the time of admission. Applicants who cannot establish residency, as defined above, will be considered as non-residents or international students.

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.

Exemptions to Non-Resident Tuition: AB540/AB2000/SB68
Certain non-resident students (including U.S. citizens, permanent residents, and undocumented individuals) may be exempted from paying nonresident tuition. Such students must remain classified as "nonresidents" for residence classification and financial aid eligibility purposes.

AB 540/AB2000 & SB 68 waives non-resident tuition for those eligible and allows income-eligible students to apply for California state financial aid and scholarships, including the California College Promise Grant. All eligible students must file a "California Non-resident Tuition Exemption Request" form along with supporting documents (i.e., transcripts, proof of attendance) to the campus Admissions and Records Office. This legislation does not apply to students who hold F-1 Visa for International Students, or other non-immigrant visa holders.

Eligibility criteria for AB540/AB2000/SB68
Students are eligible by meeting one of the time and coursework requirements AND one of the degree or unit requirements.

1. Time and coursework requirements
Attendance for three full-time years or the equivalent at any combination of the following:
• California high school
• California adult school (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation).
• California community college (maximum of two years of credit bearing courses can count toward this requirement)

OR
Three years of California high school coursework and three years of total attendance at a California elementary school, California secondary school, or any combination of the two.

2. Degree or unit requirements
Meet one of the following requirements:
• Graduation from a California high school (or attainment of the equivalent)
• Attainment of an associate’s degree from a California community college
• Fulfillment of minimum transfer requirements from a California community college to a UC or CSU campus

A year’s equivalence at a California Community College is either a minimum of 24 semester units or credits, or 54 quarter units. For non-credit courses, a year’s attendance is a minimum of 840 semester hours or 1890 quarter hours. Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.

If applicable, students seeking to be reclassified under AB 540/SB 68/AB2000 should complete an affidavit with the Admissions & Records Office stating that an application to legalize their immigration status or that an application will be filed as soon as they are eligible to do so, AND do not hold a valid non-immigrant visa (F, J, H, L, A, AB, C, D, E, etc.).

Non-resident Tuition
Students not meeting the requirements of California residency, international students, non-immigrant visa holders, and those not qualified under AB540/AB2000/SB 68 are required to pay non-resident tuition in addition to enrollment fees and other college fees. Fees are due and payable at the time of registration. For the 2019-20 academic year, the non-resident tuition fee is $265 per unit, and the California Resident Fee is $46 per unit.
Other College Fees

Associated Student Government (ASG) Representation Fee
This is a $1.00 fee per semester. The proceeds support student government representatives stating their positions and viewpoints before city, county, and district government, as well as offices and agencies of the state government. Should a student choose not to be represented a petition for refund must be submitted to the ASG office before the published “refund” deadline. Petition forms are available in the ASG office.

Associated Student Government (ASG) Fee
This $7 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 student ID card. ID cards and stickers are available in the Campus Center Lobby. Should the student choose not to be a member, the fee is refundable if a petition for refund is submitted to ASG by the published “refund” deadline. Petition forms are available in the ASG office.

Campus Center Fee
This non-waivable fee supports the Campus Center and is assessed at $1 per unit up to a maximum of $5 per semester.

SmartPass Fee
The SmartPass allows students to enjoy unlimited bus and Light Rail trips on VTA while enrolled at Mission College. The fee is $12.00 for full-time students or $10.50 for part-time students. This fee is not waivable. Fees are subject to change according to VTA contract terms and the West-Valley Mission Community College District Board of Trustees.

Health Fee
The health fee is $20.00 per semester and $17.00 for the summer terms. The mandatory health fee supports Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for:
1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
2. Students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Admissions & Records Department and these requests will be reviewed on a case by case basis.

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, as long as such materials are of continual value to a student outside of the classroom setting and on condition that such materials are not solely or exclusively available from the District.

REQUIRED-Students are to provide certain instructional materials that have a continuing value and are essential to complete the course objectives.

OPTIONAL-Students are ADVISED to provide certain instructional materials that enhance a student’s learning experience in the classroom but are not essential to completion of course objectives.

Refunds
To be eligible for a refund of fees and tuition, students must drop classes by the published deadline; see registration section for details. 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 debit/credit card refund.

Drop for Non-Payment
Payment of fees is due at time of registration. The West-Valley-Mission Community College District has instituted a drop for non-payment policy. Students with outstanding balances on their accounts will be dropped from their courses before the beginning of the term. Students with a Community College Promise Grant, a Nelnet payment plan in place, or those with established 3rd party payments are exempt.

Holds on Student Records
Holds will be placed on students’ records for unpaid fees, materials loaned and not returned, 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 students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

Financial Aid
A variety of Financial Aid programs are available at Mission College. To apply students are encouraged to complete an application form, available on the web at FAFSA.ed.gov or California Dream Act Application at dream.csac.ca.gov. The application assists the Financial Aid Office staff to determine your eligibility.

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 to pay towards these costs. The Financial Aid Office reserves the right to make or change policies and procedures at any point during the academic year to reflect changing federal, state or institutional rules and regulations.

State Financial Aid
Mission College participates in state programs including California College Promise Grant (CCPG) Cal Grant B and C, Student Success Completion Grant, (SSCG) Chafee Grant, Extended Opportunity Program and Services (EOPS) Grant, and Cooperative Agencies Resources for Education (CARE) Grant. Applications, links to application sources, and information on the application process are available at http://www.missioncollege.edu/student_services/financial_aid/.

Institutional Aid
Scholarships
Mission College offers over 150 scholarships. Applications are available in mid-to-late January and have an early March deadline. Criteria for each scholarship vary and may require community service, financial need, high grade point average, overcoming obstacles, majoring in certain fields and many more. Additional scholarship information can be found at mission.college.edu/scholarships.

Financial Aid Book Loan Advances
Book loans are processed as a financial aid advance to students with completed financial aid files and who are eligible for federal financial aid. Funds may be limited for this program.

Student Employment
On campus positions are funded either by department budgets or by federal/work study. Only students with federal work study awards can apply for and work on federal work study funded positions. Additional information can be found at jobs.missioncollege.edu.

Payment Plan
Mission College is committed to providing you with options to pay your enrollment fees. Through a partnership with Nelnet you can make payments to make your educational dreams possible. By establishing a payment plan with Nelnet you will have the opportunity to select a payment schedule to make your enrollment expenses more convenient and manageable. For additional information go to MyCollegePaymentPlan.com/wvmc or call Nelnet at (800) 609-8056.
STUDENT SERVICES

Academic Support Center/ Tutoring Center (ASC)
tutoring.missioncollege.edu | SEC 154

The Academic Support Center provides academic assistance for all Mission College students. Our goal is to provide a positive learning environment to help students become independent and active learners. The tutoring service is free and available for most Mission College courses. Students can drop in for tutoring or schedule an appointment online. We also help with study strategies and test preparation. We strive to offer quality services in a variety of formats to respond to individual student needs.

For online tutoring, students can visit NetTutor via Canvas. Tutoring schedules vary based on subjects and tutor availability.

Service Area Outcome
SAO: Students who have visited the Academic Support Center services 15 or more times in one semester will report that they have gained skills to help them become more successful in their college courses.

Admissions & Records
apply.missioncollege.edu | SEC 118 | (408) 855-5007

You will work with Admissions and Records staff from application to graduation. Admissions and Records staff manage the admission application and registration processes for students pursuing degrees/certificates, transfer, career and basic skills at Mission College. Under the umbrella of Enrollment Services, Admissions & Records works closely with Outreach & Recruitment, Financial Aid, Welcome Center and other Student Services department staff to ensure open access to all eligible students. Admissions and Records outreach staff offer assistance and information to potential students regarding Mission’s educational programs and available technological resources. Services include but are not limited to:

- General information – deadline dates; required forms; online services
- Registration assistance – adding and dropping classes
- Receiving payments; initiating refunds
- Transcripts
- Enrollment verifications
- Evaluations for degrees & certificates
- Parking Permit sales
- Student Petitions & Appeals
- VA certifications
- Admissions applications
- Payment plans

Service Area Outcomes
Admissions
SAO 1: Student enrollment services will process requests for students who are unable or unwilling to resolve online. Common requests include:

- Transcript requests
- Student information changes
- Admissions applications
- Payment plans

Records
SAO 2: Students who petition for degree/certificate completion will be informed of their status within 12 – 16 weeks after final term grades are processed.

Asian American Native American Pacific Islander Serving Institution Programs (AANAPISI)
aanapisi.missioncollege.edu | SEC 350 | (408)-855-5261

The mission of the Asian American Native American Pacific Islander Serving Institution (AANAPISI) programs are to strengthen the College’s ability to promote Asian American Pacific Islander (AAPI) student success. Fully funded by the U.S. Department of Education’s Title III program, AANAPISI implements a comprehensive set of best practices and strategies to overcome the documented obstacles of AAPI and low-income students on campus. The programs work alongside the major units of the college including Student Support Services, Instruction, and the Office of Research to pilot programs, activities, curriculum, and other resources to promote student success. AANAPISI’s aim is to strengthen the pipeline at Mission College to assist AAPI and low-income students from matriculation through degree attainment and transfer to four-year colleges/universities, with a particular emphasis on transfer into Science, Technology, Engineering, and Mathematics (STEM) majors.

Service Area Outcomes
SAO 1 – AANAPISI Peer Navigators will facilitate workshops each semester and will provide mentoring support to Mission College STEM students
SAO 2 –AANAPISI will provide services that help increase the number of AAPI students who secure an internship/work experience each academic year
SAO 3 - Mission College Faculty and Staff will participate in AANAPISI-sponsored activities each academic year

AANAPISI Grant Goals
1. Building Pathways from high schools to Mission College and building pathways to four-year institutions
2. Strengthening vital supports development, including STEM pathways educational planning
3. Focuses on academic supports to help students succeed in difficult barrier courses blocking progression of STEM majors
4. Innovative links students to work experiences in the STEM industries of the area

Assessment Services and Placement
placement.missioncollege.edu | SEC 109

Placement and Assessment Services can assist students with completion of the Placement Assistance Tool which must be completed prior to enrollment in English and Math courses. The office also conducts placement testing for English as a Second Language (ESL) coursework by appointment. Students may also provide high school and college transcripts for prerequisite clearance assessment. Additional information can be found on the Placement and Assessment Services webpage, or on page 10 of this catalog.

Service Area Outcomes
SAO 1: Upon completion of the Placement Assistant Tool, students will understand their course placement levels.
SAO 2: Students and Department Chairs who submit an approved Prerequisite Challenge Form to the Assessment Center will have the prerequisite entered in Banner and a confirmation email sent to both the Student & Department Chair.

Associated Student Government (ASG)
Please see Student Government and Activities

Athletics - Intercollegiate
missionsaints.com | 408-855-5540

The college offers men’s and women’s sports at the intercollegiate varsity level. Mission College is a member of the Coast Conference and participates in men’s baseball, women’s softball, men’s and women’s tennis, women’s basketball, women’s badminton, and women’s volleyball.

Students interested in participation and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5540.

Service Area Outcomes
SAO 1: Students will demonstrate an expert knowledge of the strategies and skills of the sport and use critical thinking skills to apply this knowledge in competitive situations in order to participate to the best of ability in competition.
SAO 2: Students will demonstrate traits of good sportsmanship and teamwork in both competition and practice.

Bookstore
mc.bncollege.com | (408) 855-5080

The College provides a bookstore, operated by Barnes & Noble College Booksellers, that supports student needs for securing textbooks, reference materials, art and office supplies, clothing, and a variety of convenience items.

The bookstore accepts cash, Barnes & Noble gift cards, credit and bank cards with proper identification. Receipts are required for any exchanges or refunds. Information regarding the bookstore’s return policy, textbook buy-back or rental programs, early textbook reservations or general inquiries can be obtained in store or online at mc.bncollege.com. For questions, please call (408) 855-5080.

CalWORKs
missioncollege.edu/student_services/calworks | SEC 144 | (408) 855-5228

CalWORKs is a federal, state, and county funded program serving low-income students parenting at least one child under the age of 18. CalWORKs at Mission College works in collaboration with Santa Clara County Department of Social Services. CalWORKs provides educational support and community resources to help students earn a certificate, degree or transfer and to eventually be placed in and retain family supporting employment. Students currently served are those who meet CalWORKs or TANF criteria.

Support Services available to students:
• Book vouchers
• Educational counseling
• Priority registration
• On-campus and community resource referrals
• Program assistance with county case workers
• CalWORKs on-campus work study employment

Service Area Outcomes
SAO 1: CalWORKs students will remain in good standing with the CalWORKs program.
SAO 2: CalWORKs students will be employed in on-campus or off-campus positions or will volunteer at non-profit organizations.
SAO 3: CalWORKs students will increase their knowledge of county and college resources by the end of their initial meeting with the CalWORKs counselor.

Child Development Center Services (CDC)
missioncollege.edu/depts/child-development/ | CDC | (408) 855-5173

The Mission College Child Development Center provides childcare for children of Mission College students, Mission College staff, and community members. Child Care subsidies are available for low income families. Eligibility is determined by income and availability of space.

Service Area Outcomes
SAO 1: Parents will be satisfied with the services provided to their child at the Mission CDC.
SAO 2: CHD 008A Practicum Students will be satisfied with their Mission CDC Lab experience.
SAO 3: Children will be developmentally on track for their age levels according to the measures of their Desired Results Developmental Profiles.

Counseling
counseling.missioncollege.edu | SEC 139 | (408) 855-5034

Our counselors are available to support Mission’s diverse student population with the many academic and personal needs that may arise during the college experience. Counseling services and classes are designed to help students succeed in reaching their educational and life goals.

Counselors can assist students with:
• Academic and transfer counseling
• Career exploration
• Personal counseling
• Crisis intervention

Service Area Outcomes
SAO 1: New, incoming, SSSF mandated students will obtain an abbreviated educational plan (AEP) or comprehensive educational plan (CEP) by the time they complete 15 units.
SAO 2: Students with intermediate educational and career counseling needs will have their issue(s) resolved through walk-in counseling services or they will be given guidance on what to do next.
**Financial Aid**
financialaid.missioncollege.edu | SEC 118 | (408)-855-5065

Mission College's Financial Aid Office provides current and prospective students with complete information on the various types of student financial assistance options available to help reduce their out of pocket educational related expenses.

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. Applications, links to application sources, and information on the application process are available at: http://www.missioncollege.edu/student_services/financial_aid/

Additional information can be found on the Financial Aid webpage, or on page 12 of this catalog.

**Service Area Outcomes**
SAO 1: Enrolled student applicants will have their submitted documents reviewed and, if approved by an advisor, a file completion date assigned at least 15 calendar days before the official disbursement date of financial aid funds into their student account.

SAO 2: Satisfactory Academic Progress Appeal applicants will be informed of decisions within 3 business days of the committee’s review.

SAO 3: Students with calculated overpayments will be notified within 10 business days from the date the overpayment is identified.

**HSI Hispanic Serving Institution**
missioncollege.edu/student_services/hsi-stem | SEC 350

The Mission College Hispanic Serving Institution (HSI) STEMLink Project represents a 5-yr., $5.4M U.S. Dept. of Education grant awarded in 2016 to help strengthen the pipeline of Latinx and low income students from our area high schools, towards enrollment and degree completion, including transfer to 4-year colleges, with an emphasis on degrees/careers involving Science, Technology, Engineering and Math (STEM).

Amongst the many programs and services Mission College supports, the HSI STEMLink Project staff are committed to advancing counseling services, STEM hands on experiences, mentoring, STEM learning support services, student retention and activities that further enhance our STEM students’ academic experience at Mission College ultimately leading to graduation, transfer and employment with Silicon Valley companies.

**HSI STEM High School Outreach**
SAO 1: Parents, High School Students and teachers will have access to Mission College STEM major/career planning information provided by a diverse set of outreach activities and events.

SAO 2: High School students/parents will increase completion of FAFSA applications and Mission College Application admissions.

**HIS STEM Transfer Alliance:** Supplemental Instruction (SI Lite) & Summer Research
SAO 1: Increase the number of Hispanic and/or low income students completing gateway courses in Math every semester

SAO 2: Increase opportunities for summer Research for both faculty and students at Mission

**Honors Transfer Program**
The Honors Transfer Program provides highly motivated students the opportunity to work closely with instructors and other motivated students in advanced levels of critical thinking, analysis, research, writing and communication. Honors courses offer enriched educational experiences through challenging coursework, stimulating discussions, and the opportunity to study with other students interested in the highest level of learning. Most Honors courses meet IGETC and CSU GE-B transfer requirements and are taught by outstanding faculty, selected for their special interest in working with Honors students.

**Service Area Outcomes**
SAO 1: Students in the Honors Transfer Program will participate in activities outside of the classroom that will complement their educational experience.

SAO 2: Students in the Honors Transfer Program will have the opportunity to work with faculty to develop and conduct research.
Service Area Outcomes
SAO 1: F-1 international students will complete an education plan that will identify course requirements needed to meet their transfer goal.

Job & Internship Placement Center
job.missioncollege.edu | SEC 122 | (408)-855-5304
The Job & Internship Placement Center provides services around full-time, part-time, internship, apprenticeship, seasonal and work study positions via our job portal College Central Network or CCN. The link to sign up is job.missioncollege.edu. Also we offer:
- Employer Tabling
- Employer Information Sessions
- Job Readiness Program
- Student Orientations (Overview of College Central Network)
- Resume and Cover Letter Templates
- Professional development workshops
- Academic counseling and career advising
- Assistance in the transfer process
- Leadership Retreats and Conferences
- Internship, apprenticeship, seasonal and work study positions via our job portal College Central Network or CCN. The link to sign up is job.missioncollege.edu
- Campus and Industry Tours
- Student/Staff ID number to log-in

Library
missioncollege.edu/lib | (408)-855-5150
The Mission College Library offers numerous resources and services to students, faculty, and staff, as well as community users. These include personalized reference assistance, orientations, and library research 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, streaming video, DVDs, textbook reserves, instructor reserves, Food for Textbook Program textbooks, anatomy models, and 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; DVD players; group study rooms; study tables and carrels; printers, scanners and a photocopier.

Consult the Library web site for information on hours of operation. The library is closed on all non-instructional days and has limited hours during summer and winter sessions. Please call for assistance.

Call the Library Information/Reference Desk for research assistance, help using the Library databases, or locating items in the Library: (408) 855-5151

Call the Library Mission College Check-Out Desk for inquiries regarding checked out items, overdue items, or questions about fines: (408) 855-5150

Service Area Outcomes:
SAO 1: The Mission College Library will provide support to students to enable them to easily find, select, and use library materials to meet their learning needs.
SAO 2: The Mission College Library will provide online and print resources that meet student learning needs.

International Students
Institute for International Studies (IIS) | International Students Center (ISC)
iis.missioncollege.edu | Sec 111 | (408) 855-5110
The International Student Center (ISC), 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. Mission College offers a no-TOEFL admission option for students who complete the highest level of its intensive English language program. The center provides intensive English language services for West Valley College, as well. Please see additional information regarding international student admission in this catalog on page 8.

Service Area Outcomes
SAO 1: The Mission College Library will provide support to students to enable them to easily find, select, and use library materials to meet their learning needs.

Math Engineering Science Achievement (MESA)
mesa.missioncollege.edu | SEC 152 | (408) 855-5482
MESACC (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, engineering and science so that 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 and STEM workforce that is so urgently needed by industry.

The main components of the Mission College MESA Program include:
- Student Study Center (SEC 152) with access to printing, a lending library, and key course software
- Tutoring, which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry
- Academic Excellence Workshops in Math, Chemistry and Physics
- Campus and Industry Tours
- Leadership Retreats and Conferences
- Assistance in the transfer process
- Academic counseling and career advising
- Links with student and professional organizations
- Professional development workshops
- Lending library, including textbooks, calculators, Arduino kits, laptops and more.

In addition to the activities mentioned above, the 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.

Service Area Outcomes
SAO 1: MESA students will meet program requirements by attending a minimum of one (1) MESA event each semester.
SAO 2: MESA students will meet program requirements by completing a comprehensive education plan by the end of their first year.

Puent Project
puente.missioncollege.edu | CC 217 | (408) 855-5385
The Puente Project assists underrepresented students in transferring to four-year colleges and universities. This transfer-prep program focuses on providing students with academic counseling, support with college-level writing, and mentoring. It also has a focus on Latinx culture. Students in the Puente Project take part in a learning community during their first year in the program. Students take English 1AX and Counseling 5 in the fall semester and then take English 1B and Counseling 7 in the spring semester. Students also participate in additional events, such as trips to university campuses and events with mentors from the community. Furthermore, the Puente Project continues to provide academic counseling to students until they transfer. The program is open to students of all backgrounds.

Service Area Outcomes
SAO 1: Phase 1 students will be able to articulate the role their background and culture play in their educational experience.
SAO 2: Phase 2 students will have and be able to articulate specific educational and career goals.
SAO 3: Phase 3 students will show active campus/community involvement by using or participating in at least two (2) of the following campus resources: Tutoring Center, DSPS, Transfer Center, etc; campus speakers and events; and/or campus and community clubs and organization.
**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: Associated Student Government and Student Activities.

Student Government at Mission College is represented by the Associated Student Government 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 and 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.

**Service Area Outcomes**

SAO 1: The Mission College Student Health Services will understand the three types of leadership.

SAO 2: The ASG and Campus Clubs will understand the three types of leadership.

SAO 3: ASG and Campus Clubs will understand Parliamentary procedures through training workshops.

**Scholarship Program**

scholarships.missioncollege.edu | (408) 855-5067

The Mission College Scholarship Program is administered by the Financial Aid Office. Scholarship funds are provided by the Mission College A.S.G., the West Valley-Mission Community College District Foundation, and various organizations and individual donors. The application is available in January. Awards are made for the following academic year.

External Scholarship Opportunities: Scholarships are a great way to fund your education. They are developed and funded by private organizations. Scholarships may not have affiliation to Mission College but offer an opportunity for Mission College students to apply. Each scholarship has its own eligibility criteria and can be based on academics, community service, financial need, major, special interests, and/or ethnicity. For external scholarship opportunities please visit the MC Scholarship webpage.

Interested applicants may contact the Financial Aid Office for more information or email mcfa@missioncollege.edu.

**Student Services**

**Student Health Services**

missioncollege.edu/student_services/health-services/ | SEC 104 | (408) 855-5140

The Mission College Student Health Services promotes physical, social, and emotional well-being in order to support student retention and success. Illness, injury, and stress deplete the energy that a student has to focus on learning, studying and class attendance. Through supportive health services, it is possible to assist and positively impact students’ educational experiences.

A team of health professionals, including registered nurses, consulting physician, mental health professionals, and other health care specialists, provide a variety of student health services. Services include health guidance, limited clinical services, and first aid. Services are available to any registered student.

Specific services include confidential health, personal counseling, limited medical evaluation and treatment, blood pressure screenings, vision, hearing, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are 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 SEC-104 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available.

Special health promotion and educational programs, such as health fairs and wellness events, are conducted throughout the year.

Student Health Services operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available.

**Transfer Center**

transfer.missioncollege.edu | SEC 139 | (408) 855-5115

The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include but are not limited to:

- Assisting students with the career exploration and decision-making process when selecting a major
- Guidance in researching and selecting a transfer institution
- Understanding the admissions requirements for various 4-year campuses
- Help filling out college applications
- Assistance with reviewing admissions essays and providing feedback
- Support with completion of Admissions Guarantee applications
- Help with the admissions process once admitted to a university
- Providing workshops related to transfer

**STEM Learning Center**

stem.missioncollege.edu | SCI 131 | (408) 855-5157

The STEM Learning Center is the central hub for students seeking majors/career paths in the Science, Technology, Engineering, and Math (STEM) areas of study at Mission College. All services provided by the STEM Learning Center are provided at no charge to all Mission College students and no prior sign-up is required to take advantages of services. Major funding for the STEM Learning Center comes from the federal Title III AANAPISI Part A grant and the Title V HSI grants.

Services provided through the center include:

- Meeting space for individual and group studying with whiteboards
- College visits and industry tours
- Workshops series
- Opportunities to meet with faculty and STEM peer mentors during office hours
- Academic support and mentoring by AANAPISI Peer Navigators
- Personalized connection to internships opportunities with local corporations and industries
- Opportunities to participate in face-to-face and online mentoring opportunities with industry partners
- Use of STEM reference materials (textbooks, model kits, anatomical models, etc.)
- Student computers with science related programs (including Chem Draw and MATLAB) and free printing access (up to 10 pages)
- Access to 3D Printers and engineering software

**Service Area Outcomes**

SAO 1 – Students who utilize the services of the STEM Learning Center will maintain good academic standing at the end of the semester.

SAO 2 – Students who take part in STEM Learning Center workshops/activities will demonstrate an increased understanding of the presented content.

SAO 3 – Students who utilize the services of the STEM Learning Center will identify the space as an inclusive, welcoming, and positive learning environment.
In addition, the Transfer Center provides articulation services which ensure the classes you take at Mission College will be credited toward your bachelor’s degree requirements when you enter a university. The Transfer Center Counselor and Articulation Officer provide specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. Questions that are related to transfer programs should be discussed with a counselor.

**Service Area Outcomes**
- SAO 1: Students that meet with a Transfer Center staff member to explore careers will receive an occupational outlook data report.
- SAO 2: Students that meet with a Transfer Center staff member to explore transfer campuses will receive transfer information.

**TRIO**
 Trio.missioncollege.edu | SEC 146 | (408) 855-5192

TRIO is a federally funded Student Support Services program that provides assistance for Mission College students that are underrepresented in higher education. The program focus is to create a personalized experience for each student while ensuring all are supported in pursuit of their academic goals. We do this by providing the following services:
- Academic advising
- Tutoring
- Computer lab use with printing and copying
- University and company tours

To be eligible for TRIO services, students must be a U.S. citizen or permanent resident, and must represent at least one of the following:
- First generation to college (neither parent has earned a 4 year degree)
- Low income
- Student with a disability

**Service Area Outcomes**
- SAO 1: Students that meet with a Transfer Center staff member to explore careers will receive an occupational outlook data report.
- SAO 2: Students that meet with a Transfer Center staff member to explore transfer campuses will receive transfer information.

**Veterans Program**
 Valor.missioncollege.edu | CC 240 | (408) 855-5418

The Veteran Program although primarily serving military veterans, is accessible to all military members, including Active Duty and their qualifying dependents. Through the VALOR Center (VRC), students of the program have access to a full-time staff, VA Certifying Official, technology that includes but not limited to a full self-service computer lab and counseling services that will ensure their continued success and retention in their program of study until completion.

The VALOR Center, Mission College’s Veteran Resource Center (VRC), also provides a welcoming area for fellow students to meet. The types of activities can include but are not limited to:
- Student/Peer mentoring
- Peer tutoring
- Quiet space to relax/study
- Academic and Disability Counseling
- Computer Lab
- Printing

As other VRC’s throughout the country, the VALOR Center also facilitates the student’s ability to connect with outside resources such as: VA health, VA disability, County disability claims services and more.

**Service Area Outcomes**
- SAO 1: Student Veterans who use the Quiet Room will report that it assisted their ability to avoid stress on campus.
- SAO 2: Student Veterans who access computer workstations in the VALOR Center, will report improvement in their connectivity/participation in the campus environment.

**Welcome Center**
 Missioncollege.edu/student_services/welcome_center/ | SEC 105 | (408) 855-5007

The Welcome Center is an integral part of student enrollment services. It is the initial point of contact for prospective, new, continuing, and returning students, and the public. Every student that comes through Mission, at one point or another will contact our staff via email, phone, online chat or in-person at the Welcome Center.

The services that are provided at the Welcome Center are the following: Applying for admissions, registration processes, My Mission Portal, financial aid applications, scholarship resources, campus tours, canvas navigation, payment information, printing documents, general questions, and information regarding to student support services. Our friendly staff and student ambassadors are available to assist students one on one in understanding the support programs and services at Mission College while promoting multicultural awareness, which builds student community.

**Service Area Outcomes**
- SAO 1: The Welcome Center staff will provide general information regarding admissions, registration, financial aid applications, scholarships, and linkages to other student support services on campus through one-on-one assistance to students and computer resources.
- SAO 2: The Welcome Center will conduct campus tours throughout each Winter/Spring or Summer/Fall academic periods for prospective students, new students and their parents.
Community Education

communityed.missioncollege.edu | SEC 332 | 408-855-5170

Mission College Community Education Department offers a wide variety of fee-based courses that support specialized career training and lifelong learning. Our courses are designed and delivered to meet your need for career advancement or personal enrichment. Classes are available to anyone in our community, regardless of education goals of achievement or student status. Classes are available to students of all ages, from high school to seniors, and are offered year round with flexible, convenient schedules.

Current Program Offering Include:
• Pharmacy Technician
• Program for individuals with Developmental Disabilities
• Two Wheel Safety Training (TWST) for Motorcycle Licensing
• Court Mandated Drug, Alcohol and Anger Management Education

Current Personal Enrichment Course Offerings Include:
• Violin
• Metalsmithing
• Italian Cooking
• Furniture Design
• A variety of online courses through Ed2Go

Facilities Rental

facilities-rental.missioncollege.edu | 408-855-5289

Mission College facilities are available for rent. When not being used for campus activities, we rent short and long term and would love to discuss opportunities with you. We rent our parking lots, wireless and technology equipped classrooms, auditoriums, computer labs, tennis courts, ball fields, dance studio, gymnasium, dining rooms, our exterior quad area and Hospitality Management restaurant and catering facilities. Rental fees include rental and set-up, but custodial services, event coordination and parking or police services are charged at cost. If you are interested in renting Mission College’s facilities, please visit our Facility Rental Website at: facilities-rental.missioncollege.edu or by calling 408-855-5289. At this site, you will find a listing of our facilities for rent, current rental rates and the facilities use application.

KJ's Cafe offers coffee and non-coffee beverages and pastry stand. There are two stand locations: one on the first floor of the Student Engagement Center and another on the first floor of the Gillmor Center. They are open during the regular semester, hours may vary by location.

Vending Machines –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 two 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 www.missioncollege.edu/depts/food or by calling 408-855-5245.

Parking Information

missioncollege.edu/student_services/parking-police/

Campus Police | 408-855-5435.

Students are expected to observe all parking and traffic regulations, including permit requirements, speed limits, no-parking zones, restricted areas, loading zones, handicapped & special permit spaces, no overnight parking, etc., when parked on campus. The WVMCCD Police Department strictly enforces student parking permit requirements Monday through Sunday between 7:00 am and 10:00 pm, excluding district holidays. All other regulations are enforced every day, seven days a week, 24-hours a day.

Semester length student parking permits can be purchased at the Admissions and Records office during normal business hours or online via the “parking” link on the college homepage at www.missioncollege.edu. Both Mission College and West Valley College semester permits are valid for use at either campus. Students or visitors can also purchase daily permits at the one-day “daily” parking permit machines located in Parking Lots B, C, and D. Daily permit machines accept dollar bills, coins and credit cards. Permit pricing is based on the current Board approved parking fee schedule.

Mission College rents out its parking lots for Levi’s Stadium event parking and other special events, but accommodates faculty, staff, and students as the priority. Parties interested in renting a parking lot should contact the college rental office.

The parking staff wishes to make your parking experience a positive one and invites you to reach out to them with questions at: parking.services@wvm.edu. More details can also be found at the District parking website: wvm.edu/parking/

Public Transportation Information

missioncollege.edu/student_services/student-government/smartpass.html

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 may be available at the Campus Center Information Desk and Welcome Center.
Equal Opportunity and Non-Discrimination

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 (Tagalog)

Ang pamantasan ng Mission ay Affirmative Action, Equal Opportunity Employer na sumusunod sa patakaran ng Section 504 ng Rehabilitation Act ng 1973, Title IX ng Education Amendments ng 1972, at Title VI ng Civil Rights Act ng 1964, ay hindi nagdidiscriminate sa kanilang uri, kalyad, pinagmulang bayan, edad, kasarian o kapansanan sa alinnang parte ng patakarang nito. Ang kakayahana sa pag Ingles ay hindi maaring maging hadlang sa pagsaliksik na mga taong naglalaban sa Edukasyon sa Vocational. Ang mga taong nagtaong naghahanap ng impormasyon o kalutasan sa inaakalang kilos na nakadiskriminate ay magtungo sa nararapat na opisina na nakalista sa ibaba.

Sangayon sa Title IX, lahat ng kurso na inihahandog sa purok ay bukas para sa lahat ng tao maging lalaki o babae. Ang ibang kurso ay nagbibigay ng impormasyon laan lamang para sa lalaki o babae, ngunit hindi pinagbawalan ang sino mang magagawa dahil sa kanilang kasarian. Sa mga klase ng Physical Education ang mga maaaring maaring paghiwalayin sangayon sa kanilang koedukasional na klase, kagaya ng larong wrestling, football, o kahit na anong laro o kilos na maaring magkarikit ang ano mang parte ng kanilang kawalan.

IGUAL OPORTUNIDAD SIN DISCRIMINACION (Spanish)

Mission Community College cumple con las leyes de Acción Affirmativa y de Igual Oportunidad de acuerdo con la Sección 504 del Acto de Rehabilitación de 1973, Título IX de las Enmiendas Educativas de 1972 y Título VI del Acto de Derechos Civiles de 1964, y no discrimina a base de raza, color, origen nacional, desventajas mentales o físicos, edad o sexo en ninguno de sus reglamentos, prácticas o procedimientos. La habilidad
The District is committed to providing an academic and work environment free of unlawful harassment. The District does not tolerate sex discrimination—including sexual harassment and violence—and is committed to empowering all students and employees to take actions to eliminate sex discrimination on campus and to know how to get help if sex discrimination occurs. The District takes all complaints of sexual harassment and sexual violence very seriously. For victims or those who have witnessed a violation to come forward and file a complaint, please contact the Title IX Coordinator, by calling (408) 855-5195 or via email: TitleIX@MissionCollege.edu

Anyone who files a sexual harassment or sexual violence complaint is protected from retaliation, and the College will ensure that intimidation, threats, coercion, or discrimination does not occur. Students, faculty, and staff who participate in a Title IX investigation or advocate for a victim are also protected from retaliation.

If you have been the victim of sexual harassment or sexual assault, or you know of someone at the college who has been a victim, please report this to the Title IX team so we can take actions to help and stop future incidents of harassment and violence.

**Title IX: Sexual Harassment and Assault**

Mission College provides a safe environment that supports learning and empowers all students to pursue their goals and successfully achieve them. This means the College does not tolerate sex discrimination—including sexual harassment and violence—and is committed to empowering all students and employees to take actions to eliminate sex discrimination on campus and to know how to get help if sex discrimination occurs.

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

**Definitions**

**General Harassment**—Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derogative comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

**Verbal**—Inappropriate or offensive remarks, slurs, jokes, or innuendos based on a person’s race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual’s body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, or other protected status.

**Physical**—Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, petting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation, or other protected status.

**Visual or Written**—The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental**—A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on or stereotyping of, particularly racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual’s learning or work.

**Sexual Harassment**—In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual’s employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis for employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact on the individual’s work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- “Quid pro quo” sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.
- "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual’s learning or work environment, unreasonably interferes with an individual’s academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For additional information on Harassment and filing a complaint, please refer to the website for instructions and process: missioncollege.org/gen_info/info_and_disclosures/title_IX/index.html.
If you believe you have been discriminated against on the basis of age, sex, handicap, race, color or national origin, refer to the following information:

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

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

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

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**Privacy Rights of Students Annual Notification (FERPA)**
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. College documents are subject to the Family Educational Rights and Privacy Act.

- 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, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Records office during normal working hours.

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**Student Need-to-know Policies and Information**

**Campus Safety**
WV/MCDO Administrative Procedure – AP 3500

**Campus Security Act of 1990**
A campus safety plan shall be developed and provided to students and employees. Information is available in the printed schedule of classes and on the district’s website. The Chief of Police is responsible for the preparation and annual updates of a report of all occurrences reported to the District Police Department of arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

The Chancellor or Vice Chancellor shall ensure that the District is in compliance with State requirements for workplace safety and requirements of Federal Right-to-Know legislation. Required reports will be shared with the Board. In all aspects of plant operations and maintenance, the safety of employees, students, staff, and visitors will be a primary consideration. Safeguards against hazards, through avoidance of risks, training of personnel (employees, staff, and students) and through practices and use of safety procedures will be observed.

**Consensual Relationships**
Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

**Student Participation in Institutional Government**
As constituents of the college, 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 Government will participate in the formulation and application of college policy affecting academic and student affairs.

**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 Learning**
Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

**Student Grievance and Appeal Procedures**
Mission College is committed to the idea that all students should have recourse from unfair and improper action on the part of any member of the College Community. In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor/administrator/staff in accordance with the due process procedures established by the College.

Students may file a grievance or appeal if the student believes that:
- Student has been subject to unjust action
- Denied rights
- Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
- Disciplinary procedures were not followed in accordance with College Policies and District Rules and Regulations
- Student filing grade grievances must be able to demonstrate the following:
  - Mistake
  - Fraud
  - Bad faith
  - Incompetence in the academic evaluation of their performance
  - Incompetence in the academic evaluation of their performance in the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade grievances must be filed within one year of issuance of the grade in dispute.

Filing all grievances and appeals must be done in accordance with the College Policies and District Rules and Regulations. The Grievance form can be found on the webpage of the Office of the Vice President of Student Services.
Academic Freedom

The West Valley-Mission Community College District is committed to the free expression of diverse viewpoints on the part of faculty and students, as well as encouraging critical examination of these various perspectives. The District is also committed to the conduct of research and observation of the natural world unimpeded by social, religious, political, or theoretical biases, and prejudices.

Academic freedom requires that all faculty members establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions—even if they differ from those of the instructor.


Academic Honesty

Academic Honesty

Academic Honesty is the pursuit of scholarly activity in an honest and responsible manner. All students should act with honesty, personal integrity and civility and should respect other students’ dignity, rights, and property. For students, all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

The district expects students to conduct themselves in a manner consistent with the educational purposes of the college. Students have many responsibilities when they become members of the West Valley-Mission College community. The Student Code of Conduct, local State and Federal laws and regulations, as well as other published rules, procedures and regulations provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

Academic Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information. 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: knowingly assisting another student in cheating or plagiarism, forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

Discipline Process

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. Refer the student to the Vice President of Student Services, for disciplinary action.

Academic Honors

Honors and Awards

Honors List - Students in good standing who complete at least six units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

Honors 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 ½ 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.

Honor Society: 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 three 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 three 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 one semester with a cumulative 3.5 GPA or higher, or an ACTIVATE member for at least two 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.

Honors Transfer Program

The Honors Transfer Program provides highly motivated students the opportunity to work closely with instructors and other motivated students in advanced levels of critical thinking, analysis, research, writing and communication. Honors courses offer enriched educational experiences through challenging coursework, stimulating discussions, and the opportunity to study with other students interested in the highest level of learning. Most Honors courses meet IGETC and CSU GE-B transfer requirements and are taught by outstanding faculty, selected for their special interest in working with Honors students.

Course Preparation

Degree applicable courses require that a student be able to read college level textbooks, write college level essays, think critically, and study independently. All degree applicable courses carry an advisory of eligibility for ENG 001A or ENG 001AX and RDG 054. Some courses carry additional advisories which are indicated in the course descriptions. An ADVISORY recommends a skill you should have or course you should have taken or should be eligible to take prior to enrollment in the course which carries the advisory. Advisories are recommendations, not requirements.

Some courses require specific pre- or corequisites to qualify for enrollment.

A PREREQUISITE is a course or skill which is required before you can enroll in a particular course. If you successfully completed a prerequisite course at Mission College, you will be eligible to enroll in the subsequent course as stated in the Catalog and Schedule of Classes. If you are currently enrolled in a prerequisite course, you may enroll now in the subsequent course for next semester. If you do not pass your current course and it is a prerequisite for the course in which you registered, you will be dropped from the course and your fees will automatically refunded.

A COREQUISITE is a course which you must take at the same time as another course as a condition of enrollment. You are not permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite or are enrolled in the corequisite. In some cases a course may be listed as prerequisite OR corequisite. In this case the course can be taken prior to or at the same time as the prerequisite and corequisite may be met with an equivalent course. Placement and Assessment services can assist you with clearing or challenging prerequisite or corequisite requirements if you believe you have acquired the necessary knowledge or ability through alternative means. See more information in this catalog on page XX.

Mission College also offers noncredit courses, non-degree applicable credit courses, and some degree applicable credit courses which can help develop skills for success.

Types of Courses

Mission College offers a variety of course types to help students meet their individual educational goals. Below is an explanation of terminology used to differentiate course types.

Credit Course: The majority of Mission College courses are credit courses, meaning students earn units for the course which appear on their transcript. However, not all units earned in credit courses apply toward a degree or certificate or transfer to four-year colleges and universities.

Noncredit Course: Mission College offers noncredit courses, for which students do not have to pay enrollment fees. Noncredit courses do not carry units, and do not appear on a student’s transcript. The courses do not apply toward a degree or certificate or transfer to four-year colleges and universities. Many noncredit courses can help students build skills to prepare them for greater success in credit courses.

Degree Applicable Courses: All credit courses, except those with course numbers in the 900’s, will apply as credit toward an A.A. or A.S. degree, and may apply toward an AA-T or AS-T degree. Not all degree applicable courses will transfer to four-year colleges and universities.

Non-degrees Applicable Courses: All noncredit and some credit courses are non-degree applicable. Non-degree applicable courses carry a notation in their course description in this catalog. Students may or may not earn credit for these courses, but any credit earned is not applicable to any Mission College degree.

Class Attendance and Participation

Students are expected to attend all sessions of each class and participate in class activities and the requirements for the course. Instructors may drop students from class if they fail to attend the first class meeting or when the instructor determines that the student is no longer reasonably participating in the activities and requirements of the course. Definition of non-participation shall include but not be limited to excessive absences defined by when accumulated hours of absence exceed ten percent of the total number of hours the class meets during the semester.

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.

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 be on campus for completion. In the case of lab hours, a minimum of 3 hours is required for each unit of credit.

Grade System

Evaluative Grade Symbols

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except if a student receives a non-evaluative grade symbol (see below):

A student’s grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.
ACADEMIC REGULATIONS AND POLICIES
MISSION COLLEGE CATALOG 2019-2020

Satisfactory Progress

Title 5, section 55023 includes SP as an official grading designation. This evaluative symbol is defined as “Satisfactory Progress towards completion of the course” (used for noncredit courses only and is not supplant by any other symbol). The adoption of this new grading designation was preceded by a substantial vetting process that was initiated in 2009 when the effort of establishing a grading system for all noncredit providers began. The SP designation completes the list of noncredit progress indicators, which already includes P (passing) and NP (no pass). These two grade indicators have been in existence but were insufficient on their own because the progress of noncredit students cannot be divided into passing and non-passing cohorts without losing track of efforts made towards attendance and course completion by students who, for a variety of reasons, cannot complete their courses in a single academic term.

Noncredit apportionment is based on positive attendance, which means that noncredit institutions are reimbursed by the state only for students who are regularly attending at least 75% of a course. Regular attendance means regularly attending at least 75% of a course and completing all work assigned. Students with the fewest hours of attendance earn an NP grade because they are not able to achieve the course outcomes in the limited time they attend. Students with P grades normally attend school more consistently and are able to achieve the course outcomes. The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. The SP designation is therefore a reflection of student progress and success.

A notation of SP may be awarded to a student who has met at least one of the following criteria:

- Did not attend enough class meeting (e.g. added to class too late) to adequately learn the materials
- Demonstrated improvement/making progress, but not enough to pass
- Showed consistent effort, but overall low scores
- Has imbalanced skills
- Missed several class meetings for a legitimate reason and exhibits potential for successful completion of program level when able to attend for the duration of the term

Nonevaluative Symbols

I - Incomplete

a. The grade “I” may be recorded when students doing passing work and regularly attending at least 75% of a course are unable to take the final exam or otherwise complete the course because of illness or other unforeseeable emergency and justifiable reasons. Conditions for the removal of the “Incomplete” shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The “I” grade shall not be used in either calculating units attempted or for the computation of the grade point average.

b. An “Incomplete” grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

An “Incomplete” grade not completed within the year’s time frame and that is not extended will be converted to a final grade of “F”.

IP - In Progress

a. This symbol is to be used in the student’s permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is “In Progress” and that unit credit and a grade will be assigned when the course is completed.

b. If a student enrolled in an open-entry, open-exit course is assigned an “IP” grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols in 5.6.5 (a) above, to be recorded on the student’s permanent record for the course. The “IP” grade shall not be used in the computation of grade point average.

RD - Report Delayed

a. This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

b. The “RD” grade shall not be used in the computation of the grade point average.

W - Withdrawal

a. The student may withdraw from a semester length class through the end of the 2nd week 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 10 percent of the period of instruction and no notation will be made on the student’s record.

b. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the twelfth week of instruction and a “W” grade shall be authorized. In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a “W” grade shall be authorized.
c. 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 twelfth week (or after 75 percent 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 beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures. Approved withdrawal, under the conditions set forth, shall be recorded as a "W."

d. A student is only allowed to attempt a course three times when they receive a W, NP, D or F grade. The student will have to visit Admissions & Records to request the third and final repeat in person during the registration period.

MW - Military Withdrawal

a. "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations. Further, the following courtesies are available to the student:

i. In lieu of an "MW" symbol, a student may directly petition the faculty member for an Incomplete ("I") grade. If granted, the student will receive an "IMW." This grade will default to a "MW" grade as opposed to one of the standard letter grades if the student fails to ever complete the class.

ii. In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

b. Appeals of Withdrawal Decisions: A student may appeal a decision regarding withdrawal in accordance with District policy, 5.21 (Student Grievances and Appeals) and the California Education Code.

The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

EW - Excused Withdrawal

(In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

a. Job transfer outside the geographical region;

b. Illness in the family where the student is the primary caregiver;

c. An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);

d. The student is the subject of an immigration action;

e. Death of an immediate family member;

f. Chronic or acute illness;

Verifiable accidents; or

h. Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

A student with an approved EW grade may file a petition with the district requesting a refund of the enrollment fee. Therefore, the governing board of a district shall adopt a procedure for refunding the entire fee for an approved EW grade, unless the student is awarded academic credit or they received a grant paying for the enrollment fee or waiver of these. Units for courses assigned an EW grade may be included in FTES calculations and reporting.

In accordance to Title 5, section 55024(e), an EW symbol may be requested by the student at any time during the semester and no later than the date when W/WMCMD the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. These guidelines are to be effective immediately. All districts shall communicate the option of an EW to all students in the same method other withdraw options are communicated. This can be via grading policy publications, website postings, course catalog, and/or petition forms.

Appeals of Withdrawal Decisions

A student may appeal a decision regarding withdrawal in accordance with District policy, and the California Education Code. The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

Academic Standing

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.

Failure to Meet Minimum Standards of Progress

Inclusion/Exclusion of Units Attempted

The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:

1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W," "MW," "EW," "P," "NP," "SP," "I," "RD," or "IP" when computing grade point average.

2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "MW," "EW," "RD," or "IP," "I" when applying the satisfactory progress rule.

3. All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal

Probation

A student shall be placed on 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 he or she has a cumulative grade point average 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 as Subject to Dismissal for one additional semester before 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 after the first semester, Subject to Dismissal after the second semester and Dismissed at the end of the third consecutive semester. 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' 'NP' 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 Student Petition Committee for relief.

Dismissal

A student whose academic performance, at Mission and/or West Valley College(s), falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the college:

1. A cumulative grade point average of less than 1.00 in 12 or more units;
2. A semester grade point average of less than 1.75 during any semester the student is on probation;
3. A student whose total percentage of ‘W’, ‘I’ and ‘NC’ grades reaches or exceeds fifty percent (50%) of the total units attempted for three consecutive semesters; and
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the college shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Student Petition Committee. 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.

Effect on Priority Registration Status

Students whose academic or progress status is satisfactory are considered for priority registration (early enrollment date) placement.

- Probation – must show improvement during this semester or may lose future priority registration consideration
- Subject to Dismissal – loss of priority registration consideration
- Dismissal – enrollment not allowed

Subject to Dismissal and Dismissal statuses may be appealed through the Student Petition process at the Admissions and Records Office. All decisions made by the Petition Committee are final.

Course Repetition

1. Course Repetition: Grade Alleviation
   a. A student who has earned a grade of “D,” “F,” or “NP” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.
   b. A student may repeat a credit course for purposes of grade alleviation three times. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.
   c. Upon satisfactory completion of the repeated course, the last grade earned in the repeated course is used in the computation of the grade point average.
   d. In no case will the unit value of the repeated course be counted more than once.
   e. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

2. Course Repetition: Special Circumstances
   a. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.
   b. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, § 55762-3.

Academic Renewal Policy

Per California Code of Regulations, § 55046, the Academic Renewal process permits students the opportunity to petition to have up to 24 units of substandard academic work completed within the West Valley Mission Community College District (WVMCCD) disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability. If Academic Renewal is approved, the student’s permanent record will be noted with Academic Renewal comments and the units will be removed. The renewed course(s) will not be removed from the record, as the district is required to show the student’s complete and accurate academic record.

- Only substandard notations may be renewed (“D,” “F,” “NP,” “NC”).
- Coursework previously applied toward a degree, certificate or GE certification (IGETC/CSU GE-B) at WVMCCD are not eligible for academic renewal.
- Academic Renewal at WVMCCD does not guarantee that other colleges will accept this action.

Approval of an Academic Renewal request is subject to the following conditions:

- Since the coursework to be alleviated was completed, a student must meet one of the following conditions in the District and/or at another regionally accredited institution (official transcripts must be attached to petition):
  a. Completion of 12 with 3.0 cumulative GPA
  b. Completion of 24 with a 2.0 cumulative GPA
- A period of 2 semesters must have elapsed since the substandard work.
- The College will disregard individual courses selected by the student in consultation with a Counselor.
- Courses alleviated still reflect a course attempt for the purposes of the repeat policy, pursuant to California Code of Regulations, § 55042.
- Once applied, Academic Renewal may not be reversed.

Student must consult with a counselor before petitioning for Academic Renewal. After obtaining the Counselor’s signature, the completed Student Petition is submitted to the Admissions & Records Office.

Transcripts

Students may secure official transcripts of work completed at Mission College by submitting a 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 be mailed to the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested, in-person, by the student; thereafter, a $6.00 fee will be assessed for each transcript request, whether requested in-person or online.

Rush transcripts can be requested at the Admissions & Records Office or online. A one-hour transcript may be obtained at a cost of $20 per transcript copy. For online transcript requests, go to: missioncollege.edu/admissions

Petition for Completion of Degree or Certificate/ Applying for Graduation

Steps to Apply

For application forms visit missioncollege.edu/admissions/graduation/diplomas-certificates.html

When to apply?

Students should apply for graduation during the term all requirements will be completed for the intended program of study, not before. Before applying, students should meet with a counselor to ensure all requirements have been met.

Application Deadlines

The following dates indicate the deadline to apply in each term. If the deadline is missed, students may apply for the following application cycle.

Transcripts from other institutions

Official copies of transcripts from other institutions must be received in the Admissions & Records Office prior to the graduation application deadline. Applications for graduation will not be processed if official transcripts are not on file. If final units will be taken at another college, please note this on the Application for Degree/Certificate. Once coursework is complete and final grades are posted, official transcripts must be sent to Admissions & Records. All units recorded on transcripts from other colleges are factored in with Mission College units for a total cumulative GPA.
Credit for Prior Learning

Mission College recognizes those institutions that are either fully accredited or as listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

Course Evaluation for General Education

Courses completed at another California Community College that are approved for an associate degree general education category, for CSU GE-B or for IGETC will be applied to the parallel general education category at Mission College regardless of whether Mission College has an equivalent course. Visit https://ccctransfer.org/ge to locate General Education requirements at other California Community Colleges.

General education courses completed at a regionally accredited institution will be applied to the parallel general education category at Mission College. In most cases, these evaluations are granted without an official request.

Coursework Completed at Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree, Associate Degree for Transfer or certificate programs at Mission College. Note: Foreign coursework cannot be used to satisfy requirements for ADTs, CSU or IGETC certifications. See the Foreign Coursework Policy.

Colleges and universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. Mission College accepts courses from institutions accredited by the following regional agencies:

- MSCHE - Middle States Commission on Higher Education (formerly MSA – Middle States Association of Colleges and Schools)
- NWCCU - Northwest Commission on Colleges and Universities (formerly NASC - Northwest Association of Schools and Colleges)
- HLC - Higher Learning Commission (formerly NCA - North Central Association of Colleges and Schools)
- NEASC-CIHE - New England Association of Schools and Colleges-Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Universities
- WASC-ACCJC - Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges
- WASC-ACACS - Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges and Universities

Mission College recognizes those institutions that are either fully accredited or as listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

Course Evaluation for General Education

Courses completed at another California Community College that are approved for an associate degree general education category, for CSU GE-B or for IGETC will be applied to the parallel general education category at Mission College regardless of whether Mission College has an equivalent course. Visit https://ccctransfer.org/ge to locate General Education requirements at other California Community Colleges.

General education courses completed at a regionally accredited institution will be applied to the parallel general education category at Mission College. In most cases, these evaluations are granted without an official request.

General Education Reciprocity Agreement

The West Valley Mission Community College District has entered into a mutual agreement with ten 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), Ohlone College (Fremont), Los Positas (Livermore), West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), 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 will have both their General Education course work and graduation proficiency accepted “as completed”. No additional general education course work will be required if the certification is officially presented. However, students will still be required to complete all course or prerequisites needed for a major. The agreement also means that the other participating colleges will accept the General Education pattern of Mission if a certification is presented to the member colleges. This agreement will be review periodically.

To obtain certification of Mission College General Education, students must present a General Education Reciprocity Program Certification form to the Records Office.

Course Evaluation for Major/Program Requirements:

Courses completed at a regionally accredited institution can be used to satisfy major requirements at Mission College upon approval by the appropriate Department Chair with a Course Substitution request. These are approved on a case-by-case basis. Equivalency may be determined by any one of the following:

1. Direct articulation between Mission College and the sending institution.
2. Indirect articulation between Mission College and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).
3. Direct articulation between Mission College and a sending institution determined by cross referencing additional public colleges and universities included on ASSIST. For example, if a course under review is not approved for C-ID and Mission College does not have direct articulation with the California Community College, a CSU that maintains articulation with both Mission College and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-/corequisites are sufficiently aligned with Mission College courses. This review will be conducted by the evaluations staff, the College’s Articulation Officer, appropriate faculty content experts and/or the appropriate department chair.

NOTE: These approvals may not be honored at other campuses or universities so it is recommended that you work closely with a Counselor or the Articulation Officer.
Prerequisite Clearance and Challenge

Credit for Military Service

Military Credit Six (6) semester units will be granted to any actively enrolled student with an approved DD-214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. An approved DD-214 will satisfy AA/AS General Education Area E and CSU GE-B Area E. Additional credit may be awarded for military service in accordance with recommendations by the American Council on Education (ACE Military Guide). Any credit granted will be posted to the student’s academic record upon receipt of the official documentation.

Credit by Internal Examination

(Title 5, 55050, Ed Code Section 70901 and 70902, Board Policy 4235, Administrator Procedure 4235)

Credit by examination allows students to use “acquired knowledge, abilities and competencies to challenge certain courses for units. Credit will be granted to any student who meets the requirements for credit by exam and who successfully passes an exam approved and conducted by the proper authorities of the college. Grading shall be according to the regular grading scale: except Pass/No Pass Option shall be offered, as an option, if it is ordinarily available for the course. The regulations governing credit by examination are listed below.

1. A student wishing to challenge a course using credit by examination can obtain a student petition form for Credit by Examination form online at: missioncollege.edu/admissions/forms.html or from Admissions and Records. The student must file the application, with the Admissions and Records department prior to the end of the sixth week in Fall or Spring regular semesters.

2. The student must be registered and in good standing at Mission College.

3. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to complete such examination.

4. If the petition is approved, the student will be notified of the time, place, and manner of the examination. The students will need to enroll in a course created specifically for this purpose and must pay a fee equal to the usual per unit enrollment fees for the course but will be exempted from paying any material fees for the course. Fees for credit by examination are non-refundable.

5. 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.

6. It is the student’s responsibility to check with other institutions to determine the acceptability of any credit earned by examination.

Credit Evaluation as a Prerequisite

In general, non-CCC courses applied to general education and Mission College program requirements should be classified as lower division. However, Mission College will accept coursework completed at the upper division level from a regionally accredited college or university if the course is deemed comparable to a Mission College course by the appropriate Department Chair, a designee, or an articulation agreement or based on one of the following:

1. A non-CCC course is determined comparable to one taught and approved for AA/AS, IGETC or CSU GE-B at a CCC.

2. When a CSU uses an upper-division course in its “lower-division” General Education Breadth Pattern.

3. When a UC or CSU campus has classified a course or series as upper division but has requested that the system wide offices allow lower division transfer credit an equivalent course is taught at a community college or because the preparation of the subject is desired prior to transfer from the 2-year institution to the 4-year institution. Current examples include some math, organic chemistry and abnormal psychology courses.

Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite but, at this time, will be accepted for subject credit only; units will not be awarded. In all cases, these courses should have sufficient breadth to meet CSU GE-B and IGETC.

NOTE: To graduate, CSU students are required to complete a minimum of 39 semester units of lower-division general education and UC students are required to complete a minimum of 34 units of general education. If students apply upper division units to the lower division requirements for certification, they may need to complete additional lower-division units to reach the minimum requirements.

Evaluation of Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by the Mission College Records Office. Some courses may also require approval by the appropriate department chair. Courses may be used to fulfill prerequisite, program, general education and elective unit requirements only if course descriptions, in English, are submitted for review along with the evaluated foreign transcript. Mission College will not determine course transferability to other colleges and universities.

To have foreign coursework evaluated, students need to contact one of the approved evaluation agencies listed below and request a detailed equivalency report that includes the course level (upper or lower division), its U.S. semester-unit equivalency and the evaluation agencies listed below.

International Education Research Foundation | (310) 258-9451 | www.ierf.org

NACES (The National Association of Credential Evaluation Services) | Email: info@naces.org | www.naces.org

WES (World Education Service) | www.wes.org

The official foreign evaluation along with a Transcript Evaluation form must be submitted to the Admissions & Records Office. For evaluation of general education, obtain the Transcript Evaluation Form from the Counseling Office in SEC 139. For evaluation of major requirements, contact the appropriate Department Chair with a Course Substitution request.

Note: Foreign coursework cannot be used to satisfy requirements for ADTs, CSU or IGETC certifications.
Credit by External Exam

Mission College will award college credit for the following external exams. Charts with credit awarded for each exam can be found on pages 30 –31. Students must have official scores sent to the Admissions & Records Office for credit to be applied toward MC graduation requirements and GE/IGETC certification.

If the student duplicates an external exam with another exam of the same subject content, and/or an exam with a college course, credit may only be awarded once. See individual campus for details. For additional AP, CLEP and IB policies, visit https://www2.calstate.edu/apply/transfer/Pages/upper-division-transfer.aspx for CSU and admission.universityofcalifornia.edu/counselors/exam-credit/ for UC.

College Credit for Advanced Placement Exams

Mission College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board. Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the College’s sequence of courses.

Advanced Placement Notes:

• All campuses will accept the minimum units shown if the exam is included in full or subject area certification; however, individual campuses may choose to accept more units than those specified towards completion of general education requirements.
• Each AP exam may be applied to one GE area satisfying one course requirement, with the exception of the IGETC Language Other Than English (LOTE) requirement.
• The CSU and UC Minimum Admissions Semester Units columns reflect the number of units all CSU and UC campuses will accept toward admission.
• Visit the appropriate website to determine use of Advanced Placement for program requirements at other colleges and universities.

College Credit for College Level Examination Program (CLEP)

Mission College awards credit for the College Level Examination Program exams with a minimum score of 50. CLEP credit can be used to meet AA/AS General Education requirements, CSU GE-B requirements and CSU elective credit. CLEP cannot be used to satisfy IGETC requirements.

*If a student passes more than one CLEP exam in the same language other than English (French, German, and Spanish), only one exam may be applied to the baccalaureate degree. For each of these tests, a passing score of 50 is considered “Level I” and earns 6 units of admissions credit; the higher scores are considered “Level II” and earn additional admissions units and clears Area C2 of CSU GE-breadth.

College Credit for International Baccalaureate (IB) Program Exams

The International Baccalaureate (IB) exam assesses student work and measures students’ academic, intercultural and basic skills. Students may earn credit for IB tests with scores of 4 or higher and can be used to meet AA/AS, CSU GE-B and IGETC general education requirements.
## College Credit for Advanced Placement Exams (AP)

<table>
<thead>
<tr>
<th>EXAM</th>
<th>AA (MAJOR AND/OR GE) FOR MISSION COLLEGE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Area C – Humanities 3 units</td>
<td>Area C1 or C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3A or 3B 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 010 4 units</td>
<td>Area B2 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5B and 5C 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MAT 003A* 5 units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units</td>
<td>Area 2A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MAT 003A* 5 units MAT 003B* (score of 5 only)</td>
<td>Area B4 3 semester units</td>
<td>6 semester units</td>
<td>Area 2A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>AP CALCULUS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs.</td>
<td>**Only one exam may be used toward transfer</td>
<td>***Maximum credit 8 quarter/5.3 semester units for both</td>
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<tr>
<td>Chemistry</td>
<td>CHM 001A 5 units</td>
<td>Areas B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5A and 5C 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Politics</td>
<td>Area C - Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>Area D2 – Social/Behavioral Sciences 3 units</td>
<td>Area D 3 semester units</td>
<td>3 semester units</td>
<td>Area 4 4 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIS 037A 4 units</td>
<td>N/A 3 semester units</td>
<td>3 semester units</td>
<td>N/A</td>
<td>2 quarter/1.3 semester units ***</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CIS 037A 4 units</td>
<td>N/A 6 semester units</td>
<td>6 semester units</td>
<td>N/A</td>
<td>4 quarter/2.7 semester units ***</td>
</tr>
<tr>
<td>AP CS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
<td>**Maximum one exam toward transfer</td>
<td>***Maximum 4 quarter/2.7 semester units for both</td>
<td></td>
<td></td>
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<tr>
<td>Economics - Macroeconomics</td>
<td>ECN 001A 3 units</td>
<td>Area D 3 semester units</td>
<td>3 semester units</td>
<td>Area 4 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>ECN 001B 3 units</td>
<td>Area D 3 semester units</td>
<td>3 semester units</td>
<td>Area 4 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>ENG 001A 3 units</td>
<td>Area A2 3 semester units</td>
<td>6 semester units</td>
<td>Area 1A 3 semester units</td>
<td>8 quarter/5.3 semester units ***</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>ENG 001A or Area C – Humanities 3 units</td>
<td>Area A2 and C2 6 semester units</td>
<td>8 quarter units/5.3 semester units ***</td>
<td></td>
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<tr>
<td>AP ENGLISH EXAM LIMITATIONS:</td>
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</tr>
<tr>
<td>Environmental Science</td>
<td>Area B – Natural Science 4 units</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken), 4 semester units</td>
<td>4 semester units</td>
<td>Area 5A and 5C 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>FRN 003* 5 units</td>
<td>Area C2 6 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>AP FRENCH EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
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<tr>
<td>German Language and Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>EXAM</td>
<td>AA (MAJOR AND/OR GE) FOR MISSION COLLEGE</td>
<td>CSU GE</td>
<td>CSU - UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
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<tr>
<td>Government &amp; Politics – Comparative</td>
<td>Area D1 – Social Science 3 units</td>
<td>Area D</td>
<td>3 semester units</td>
<td>Area 4</td>
<td>3 semester units</td>
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<td></td>
<td></td>
<td>3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Government and Politics - U.S.</td>
<td>PFL 001 – Area D2 3 units</td>
<td>Area D and US-2** 3 semester units</td>
<td>Area 4</td>
<td>3 semester units</td>
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<td>4 quarter/2.7 semester units</td>
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<td><strong>AP GOV'T EXAM LIMITATIONS:</strong></td>
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<td>&quot;Does not fulfill AHI California Government requirement</td>
<td>Student can satisfy the AHI requirement after transfer</td>
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<td>History - European</td>
<td>HIS 004B 3 units</td>
<td>Area C2 or D 3 semester units</td>
<td>Area 3B or 4 3 semester units</td>
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<td></td>
<td></td>
<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>History - U.S.</td>
<td>HIS 017A 3 units</td>
<td>Area C2 or D (and US-1) 3 semester units</td>
<td>Area 3B or 4 3 semester units</td>
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<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Human Geography</td>
<td>Area D1 – Social Science 3 units</td>
<td>Area D5 3 semester units</td>
<td>Area 4</td>
<td>3 semester units</td>
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<td>3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
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<td></td>
<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Japanese Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
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<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Latin</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
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<td></td>
<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Physics 1</td>
<td>PHT 004A 4 units</td>
<td>Area B1 and B3 4 semester units</td>
<td>Area 5A and SC 4 semester units</td>
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<td></td>
<td></td>
<td>4 semester units**</td>
<td>8 quarter/5.3 semester units***</td>
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<tr>
<td>Physics 2</td>
<td>PHY 004B 4 units</td>
<td>Area B1 and B3 4 semester units</td>
<td>Area 5A and SC 4 semester units</td>
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<td></td>
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<td>4 semester units**</td>
<td>8 quarter/5.3 semester units***</td>
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<tr>
<td>Physics C – Mechanics</td>
<td>PHY 004A 5 units*</td>
<td>Area B1 and B3 4 semester units*</td>
<td>Area 5A and SC 3 semester units</td>
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<td></td>
<td></td>
<td>4 semester units**</td>
<td>4 quarter/2.7 semester units***</td>
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<td>Physics C – Electricity and Magnetism</td>
<td>PHY 004B 4 units*</td>
<td>Area B1 and B3 4 semester units*</td>
<td>Area 5A and SC 3 semester units</td>
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<td>4 semester units**</td>
<td>4 quarter/2.7 semester units***</td>
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<td><strong>AP PHYSICS EXAM LIMITATIONS:</strong></td>
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<td>&quot;Units may differ at other CCCs&quot;</td>
<td>&quot;Maximum 4 semester units toward GE and 6 semester units toward transfer&quot;</td>
<td>&quot;Maximum 8 quarter/5.3 semester units for both&quot;</td>
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<tr>
<td>Psychology</td>
<td>PSY 001 3 units</td>
<td>Area D 3 semester units</td>
<td>Area 4 3 semester units</td>
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<td></td>
<td></td>
<td>6 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Spanish Language and Culture</td>
<td>SPA 003 5 units*</td>
<td>Area C2 3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
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<td></td>
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<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Spanish Literature and Culture</td>
<td>SPA 004 5 units</td>
<td>Area C2 3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
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<td></td>
<td>6 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td><strong>AP SPANISH EXAM LIMITATIONS:</strong></td>
<td>Area C2 3 semester units (6 semester units if taken before Spring 2013)</td>
<td>6 semester units</td>
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<tr>
<td>Statistics</td>
<td>MAT 010 4 units*</td>
<td>Area B4 3 semester units</td>
<td>Area 2A 3 semester units</td>
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<td></td>
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<td>3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td><strong>AP STATISTICS EXAM LIMITATIONS:</strong></td>
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<td>&quot;Units may differ at other CCCs&quot;</td>
<td>&quot;Maximum 4 semester units toward GE and 6 semester units toward transfer&quot;</td>
<td>&quot;Maximum 8 quarter/5.3 semester units for both&quot;</td>
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<tr>
<td>Studio Art – 2D Design</td>
<td>Departmental Approval Needed</td>
<td>3 semester units</td>
<td>NA</td>
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<td></td>
<td></td>
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<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Studio Art – 2D Design</td>
<td>Departmental Approval Needed</td>
<td>3 semester units</td>
<td>NA</td>
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<td></td>
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<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Studio Art - Drawing</td>
<td>Departmental Approval Needed</td>
<td>3 semester units</td>
<td>NA</td>
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<td>4 quarter/2.7 semester units</td>
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<td><strong>AP STUDIO ART EXAM LIMITATIONS</strong></td>
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<td>&quot;Maximum 4 semester units toward GE and 6 semester units toward transfer&quot;</td>
<td>&quot;Maximum 8 quarter/5.3 semester units for both&quot;</td>
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<td>&quot;Maximum credit for 3 exams is 8 quarter/5.3 semester units&quot;</td>
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</tbody>
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Approved by MCAS Spring 2009; UPDATED based on AB 1985 Spring 2017 rev0518
Language and Rationality
NA
NA
Humanities
NA
Humanities
Social/Behavioral Sciences
Social/Behavioral Sciences
Social/Behavioral Sciences
Humanities
NA
NA
NA
Social/Behavioral Sciences
Social/Behavioral Sciences
Natural Sciences
Language and Rationality
Social/Behavioral Sciences
Social/Behavioral Sciences
NA
Humanities
Humanities or Social/Behavioral Sciences
Social/Behavioral Sciences

50
50
59
50
60
50
50
50
50
50
50
50
50
50
50
50
50
50
50
63
50
50

CLEP French Level I*

CLEP French Level II*

CLEP German Level I*

CLEP German Level II*

CLEP History, United States I

CLEP History, United States II

CLEP Human Growth and Development

CLEP Humanities

CLEP Information Systems and Computer Applications

CLEP Introduction to Educational Psychology

CLEP Introduction to Business Law

CLEP Introductory Psychology

CLEP Introductory Sociology

CLEP Natural Sciences

CLEP Pre-Calculus

CLEP Principles of Macroeconomics

CLEP Principles of Microeconomics

CLEP Spanish Level I*

CLEP Spanish Level II*

CLEP Western Civilization I

CLEP Western Civilization II

Language and Rationality

50

CLEP College Algebra
50

Natural Sciences

50

CLEP Chemistry

CLEP Financial Accounting

Language and Rationality

50

CLEP Calculus

CLEP College Algebra – Trigonometry

Humanities
Natural Sciences

50

CLEP Biology

Humanities

CLEP Analyzing and Interpreting Literature

50

Social/Behavioral Sciences

50
50

CLEP American Literature

(3 UNITS EACH)

AA/AS GE FOR
MISSION COLLEGE

CLEP American Government

CLEP EXAM

MINIMUM CLEP
SCORE

MISSION COLLEGE CATALOG 2019-2020
3 semester units

3 semester units

9 semester units

6 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

9 semester units

6 semester units

9 semester units

6 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

3 semester units

MINIMUM
CSU UNITS
ALLOWED

COLLEGE CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

MC Articulation 0518

Area D, 3 semester units

Area C2 or Area D, 3 semester units

Area C2, 3 semester units

NA

Area D, 3 semester units

Area D, 3 semester units

Area B4, 3 semester units

Area B1 or Area B2, 3 semester units

Area D, 3 semester units

Area D, 3 semester units

NA

NA

NA

Area C2, 3 semester units

Area E, 3 semester units

Area D + US-1, 3 semester units

Area D + US-1, 3 semester units

Area C2, 3 semester units

NA

Area C2, 3 semester units

NA

NA

Area B4, 3 semester units

Area B4, 3 semester units

Area B1, 3 semester units

Area B4, 3 semester units

Area B2, 3 semester units

Area C2, 3 semester units

Area C2, 3 semester units

Area D, 3 semester units

CSU GE-B OR AHI AREA

COLLEGE CREDIT FOR COLLEGE LEVEL
EXAMINATION PROGRAM (CLEP)

CREDIT FOR PRIOR LEARNING
34


## COLLEGE CREDIT FOR INTERNATIONAL BACCALAUREATE PROGRAM EXAMS (IB)

<table>
<thead>
<tr>
<th>EXAM</th>
<th>MINIMUM SCORE FOR MC AND CSU</th>
<th>AA/AS GE FOR MISSION COLLEGE</th>
<th>CSU GE-B AREA (3 units)</th>
<th>MINIMUM SCORE FOR UC</th>
<th>IGETC AREA (3 units)</th>
<th>SEMESTER CREDITS EARNED TOWARD MC, CSU AND UC</th>
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<td>IB Biology HL</td>
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<td>Natural Science</td>
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<td>5B</td>
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<td>B1</td>
<td>5</td>
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<td>6 MC, 6 CSU, 5.3 UC</td>
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<tr>
<td>IB Economics HL</td>
<td>5</td>
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<td>D</td>
<td>5</td>
<td>4</td>
<td>6 MC, 6 CSU, 5.3 UC</td>
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<td>IB Geography HL</td>
<td>5</td>
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<td>D</td>
<td>5</td>
<td>4</td>
<td>6 MC, 6 CSU, 5.3 UC</td>
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<td>IB History (any region) HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>C2 or D</td>
<td>5</td>
<td>3B and 4</td>
<td>6 MC, 6 CSU, 5.3 UC</td>
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<td>C2</td>
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<td>3B and 6A</td>
<td>6 MC, 6 CSU, 5.3 UC</td>
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<td>C2</td>
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<td>3B and 6A</td>
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<tr>
<td>IB Language B (any language) HL</td>
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<td>6A</td>
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<td>3A</td>
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</table>

*Some CSU campuses grant CSU GE-B Area A2 credit for the IB Language and Literature exam. Mission College will grant exceptions on a case-by-case basis if a student is wishing to transfer to a campus that grants CSU GE-B Area A2. See the Articulation Officer for more information.
### DEGREE & CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Category</th>
<th>Transfer Degree</th>
<th>Associate Degree</th>
<th>Certificate</th>
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<tbody>
<tr>
<td><strong>Accounting</strong></td>
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<td><strong>Apprenticeship</strong></td>
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<td>Plumbing and Pipefitting Technology</td>
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<tr>
<td>Refrigeration and Air Conditioning Technology</td>
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<td>Coach Operator</td>
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<td>Creative Arts</td>
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<td>Biology</td>
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<td>Liberal Arts: Arts &amp; Humanities</td>
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<td>Liberal Arts: Natural Science and Mathematics</td>
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<tr>
<td><strong>Noncredit</strong></td>
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<td>Basic Writing Skills</td>
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<td>Beginning ESL</td>
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<td><strong>Physics</strong></td>
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<td><strong>Political Science</strong></td>
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<tr>
<td>Administration of Justice</td>
<td>AS-T</td>
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*AA-T = Associate Arts Degree for Transfer; *AS-T = Associate Science Degree for Transfer

**Transfer Degrees are the best way to get guaranteed admission to the California State University System, when all requirement are met. Make an appointment with a Mission College counselor for more information - (408) 855-5030

**DISCLAIMER:**
Mission College has made reasonable efforts to ensure the accuracy of information at the time of publication. However, all programs are subject to change without prior notice. Students are encouraged to consult with a counselor.
Mission College offers a wide-variety of degree and certificate programs to help students achieve their educational goals. Degree programs fall into two general types, Associate in Arts or Associate in Science, and the Associate Degrees for Transfer which are specifically targeted for students wishing to transfer to the California State University System. In addition to the individual program requirements, which can be found beginning on page 54, students seeking an Associate in Arts or Associate in Science degree must fulfill the Mission College graduation and general education requirements found on pages 40-42. While these degrees may be sought as either a final education goal or preparation for direct entry into an occupation, they can also be a major step toward a baccalaureate degree. Many students may choose to fulfill the more comprehensive CSUGE (pages 50-52) or IGETC (pages 45-47) general education requirements while earning the A.A. or A.S. if they seek to transfer. The Associate of Arts in Liberal Arts, with four general concentration areas, may also be a good option for students still deciding upon a program of study.

Multiple certificate programs are also offered. In many cases the certificate coursework can later be applied toward completion of the degree.

**Additional Information for A.A./A.S. Degrees**

**Double Major**

Multiple majors may be earned at the same time provided that the following provisions are met:

1. Completion all requirements for the second major. Where the two majors include the same core and elective requirements, the courses may be double-counted for both majors.
2. Completion of General Education and Competency Requirements
3. Completion of 12 units in residence at Mission College.

**Earning Additional Associate Degrees**

**Holders of a WVMCCD Associate Degree**

A student who has already earned an Associate Degree from Mission College or West Valley College may apply for additional Associate Degrees once all requirements for the second major (minimum of 18 units, per Title 5 §55063) have been complete.

**Holders of an Associate or Baccalaureate Degree from Other Institutions**

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 U.S. regionally accredited institution under the following parameters:

1. The student has been granted an associate’s degree or a baccalaureate degree from a U.S. regionally accredited institution.
2. Per Title 5, §55063, the earned degree confirms completion of English Composition and Intermediate Algebra (or higher).

The student will then be eligible to receive a Mission College associate’s degree when the following are complete:

1. The student has completed all major and elective requirements of the Mission College degree.
2. The student has completed at least 12 units in residence at Mission College.
3. The student has an overall grade point average in all college work of 2.00 or better.
4. The student has completed all courses in the major with a “C” or better.

It is the student's responsibility to request that official transcripts be sent directly to the Admissions and Records Office at Mission College. 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.

**General Education Reciprocity Agreement**

The West Valley Mission Community College District has entered into a mutual agreement with ten 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 will have both their General Education course work and graduation proficiency accepted “as completed”. No additional general education course work will be required if the certification is officially presented. However, students will still be required to complete all course or prerequisites needed for a major. The agreement also means that the other participating colleges will accept the General Education pattern of Mission if a certification is presented to the member colleges. To obtain certification of Mission College General Education, students must present a General Education Reciprocity Program Certification form to the Records Office.

**Certificates**

**Credit Certificates**

Mission College offers two types of for-credit certificates. The Certificate of Achievement is typically designed to provide students with the necessary skills to compete successfully in related job markets. They will appear on a student’s transcript. The Certificate of Proficiency is a department awarded certificate which does not appear on the student transcript, nor is it eligible for financial aid.

**Noncredit Certificates**

Mission College offers a limited number of noncredit Certificate of Competency programs. These are listed in this catalog in the Degree and Certificate Program Requirements section beginning on page 54. Contact the indicated department chair for more information on these programs.
MISSION COLLEGE

GRADUATION REQUIREMENTS 2019-2020

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 in accordance with WDC/MDCC Board Policy 4025 and Title 5 § 55063. Graduation requirements (Major, Competency, and General Education) are listed in the College Catalog at the time studies begin. These 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 regular semester, summer session or winter session each academic 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 competency 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 competency.

1. RESIDENCY REQUIREMENT: A minimum of 12 degree applicable units must be completed at Mission College.
2. SCHOLARSHIP REQUIREMENTS: An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.
3. MAJOR REQUIREMENTS: Fulfill a specialized major as listed in the college catalog with a grade of C (or “P”) or better in each major requirement.
4. BASIC COMPETENCY REQUIREMENTS: Proficiency in the following areas is required for an Associate in Arts and Associate in Science degrees:

   Reading:
   A. Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
   B. A grade of C (or “P”) or better in Reading 054, Critical College Reading and Thinking (previously READ 053).

   Writing:
   Completion of the ENG 001A, English Composition I, or ENG 001AX, Intensive English Composition, with a grade of C or better.

   Oral Communication:
   A. Successful completion of the proficiency exam or
   B. A grade of C (or “P”) or better in MAT 000C or equivalent or a transfer-level Math course.

   Information Competency
   A. Successful completion of the proficiency exam, or
   B. A grade of C (or “P”) or better in LIB 010.

5. AREA REQUIREMENTS (GENERAL EDUCATION): Complete a minimum of 24 units from Areas A – F, plus additional courses to meet unit requirements.
   All courses are three (3) semester units unless otherwise noted.

AREA A – LANGUAGE AND RATIONALITY — 6 semester units / 9 quarter units minimum
1. English Composition course
   ENG 001A English Composition I or ENG 001AX Intensive English Composition

2. One additional course:
   COM 001, 001H Public Speaking
   COM 004 Small Group Communications
   COM 020, 020H Argumentation and Debate
   CIS 001 Introduction to Computer Science and Technology (4)
   ENG 001B English Composition
   ENG 001C Critical Thinking in Writing
   EGR 030 Intro to Computing for Engineers
   FRN 003,004 Intermediate Language (5ea)

   MAT 000C or equivalent or a transfer level Math course (3-5 units)
   PHI 002 Logic
   PHI 003 Introduction to Ethics
   POL 020 Controversial Legal Issues
   REA 054 Critical College Reading & Thinking
   SOC 016 Introduction to Statistics in Social and Behavioral Sciences
   SPA 003, 004 Intermediate Language (5ea)

AREA B — NATURAL SCIENCES — 3 semester units / 4.5 quarter units minimum
   These courses examine the physical universe, its life forms and its natural phenomena. Courses with a lab are underlined.

   ANT 001 Physical Anthropology
   AST 003 Astronomy
   BUS 010 Introduction to Biology
   BUS 010L Introduction to Biology Lab (1)
   BUS 011 Human Biology (4)
   BUS 012 Emerging Infectious Disease
   BUS 014 Introductory Neuroscience
   BUS 016 Marine Biology (4)
   BUS 017, 017H Genetics and Society
   BUS 019 Oceans: Life in the Sea
   BUS 022 Anat & Physiology for Allied Health Workers (4)
   BUS 025 Environmental Biology
   BUS 030 Tropical Ecology (3)
   BUS 030L Tropical Ecology Field Studies (1)
   BUS 032 California Plants and Animal (4)
   BUS 047, 048, 048H Human Anatomy, Physiology (5ea)
   BUS 051L Introduction to Chemistry (1)
   BUS 052L Introduction to Chemistry Lab (1)
   BUS 057 Biochemistry: An Introduction to Structure, Enzymes & Metabolism
   BUS 052A, 052AH, 052B, 052B Organic Chemistry (5ea)
   BUS 053A, 053B Fundamentals of Chemistry (4)
   BUS 056 Survey of General, Organic and Biological Chemistry (4)
   GEO 001 Introduction to Physical Geography
   NTR 015 Human Nutrition
   NTR 040 Nutrition and Disease
   NTR 052 Nutrition for Children
   PHY 002A, 002B General Physics (5ea)
   PHY 004A, 004B, 004C Engineering Physics (5ea)
   PHY 004D Engineering Physics - Atomic (2)
   PHY 010 Introduction to Physics (4)
   PSY 007 Biological Psychology

   The requirements listed here were accurate at the time of publication.

   Please visit the Counseling Office (counseling.missioncollege.edu) for updated requirements.
AREA C – HUMANITIES – 3semester units / 4.5 quarter units minimum
These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation. **NOTE:** Three 1-unit classes alone may not be used to satisfy this category.

- ARB 001, 002 First, Second Semester Arabic
- ART 001A Survey of Western Art I
- ART 001B Survey of Western Art II
- ART 001D Survey of Modern Art
- ART 004 Art Appreciation
- ART 007 Survey of Asian Art
- ART 011 The History of Modern Design
- ART 031A, B Drawing
- ART 033A Basic Design: Two-Dimensional
- ART 033B Basic Design: Three-Dimensional
- ART 034A, B Introduction to / Advanced Digital Art
- ART 035A, B Life Drawing
- ART 039A Survey of Printmaking
- ART 047A, B Watercolor
- ART 048A, B Airbrush Painting
- ART 049A, B Painting
- ART 065A, B Ceramics-Handbuilding
- ART 067A, B Ceramics-Potter’s Wheel
- ART 075A, B Metalsmithing
- ART 078A, B Furniture Design and Construction
- ART 085A, B Sculpture
- ART 088A, B Metal Sculpture Casting
- CHI 001, 2 First/Second Semester Chinese
- COM 012 Intercultural Communication
- ENG 001B English Composition
- ENG 005A, B English Literature
- ENGL 006B World Literature
- ENG 007A, B American Literature
- ENG 013 Chicana/o-Latina/o Literature
- ENG 015 Intro. to Film Analysis
- ENG 043 Classical Mythology
- ENG 048 Introduction to Shakespeare
- ENG 070 Creative Writing
- FRN 001, 2 First/Second Semester French - Elementary (5 ea)
- FRN 003.4 Third/Forth Semester French - Intermediate (5 ea)
- FRN 001L, 2L French Lab (0.5 ea)
- GDS 011 The History of Modern Design
- GDS 012 History of Photography
- GDS 015 Photo-media and Social Change
- GDS 073 Digital Photography
- HIS 004A, 004AH History of Western Civilization
- HIS 004B, 004BH History of Western Civilization
- HIS 015, 015H World History to 1500
- HIS 016, 016H World History since 1500
- HIS 017A, 017AH History of the United States to 1877
- HIS 017B, 017BH History of the United States since 1877
- HIS 033, 033H Women’s Issues Past and Present
- HUM 001A, 001B Human Values in and from the Arts
- HUM 007 International Films
- HUM 015 Intro to Film Analysis
- HUM 016A Hispanic Roots and Culture
- HUM 018 African American Culture/Humanities
- HUM 020 Asian Roots and Culture
- HUM 022 Introduction to Islam
- HUM 024 The Asian American Experience
- HUM 030, Cultural Studies
- JPN 001, 002 First/Second Semester Japanese - Elementary (5 ea)
- KIN 041 – 048 All Dance Classes see catalog for complete course titles and units
- KIN 080 Dance Appreciation (formerly WHP 040)
- MUS 005 Fundamentals of Music Theory
- MUS 006 Commercial Music Theory I
- MUS 007 Commercial Music Theory II
- MUS 010 Music Appreciation
- MUS 016 History of Rock Music
- MUS 017 Musics of the World
- MUS 030A, B/031A, B Beginning/Intermediate Piano (1 ea)
- MUS 032A, B/033A, B Beginning/Intermediate Voice (1 ea)
- MUS 036A, B Beginning Guitar (1 ea)
- MUS 041A, B Mission Chorus (1 ea)
- MUS 048A, B Symphony Orchestra (1 ea)
- PHI 001 Introduction to Philosophy
- PHI 002 Logic
- PHI 003 Introduction to Problems in Ethics
- PHI 005 Introduction to Social and Political Philosophy
- POL 003 Introduction to Social and Political Philosophy
- SPA 001, 2 First/Second Semester Spanish - Elementary (5 ea)
- SPA 001L, 2L Spanish Lab (.5 ea)
- SPA 003.4 Third/Forth Semester Spanish - Intermediate (5 ea)
- SPA 050A, B Basic Conversational Spanish
- VIE 001, 2 First/Second Semester Vietnamese - Elementary (5 ea)
- VIE 049A, B Vietnamese Language & Culture for Fluent Speakers

**NOTE:** Course noted with an *) also satisfy Area F. See page 2 for more information.

The requirements listed here were accurate at the time of publication.
Please visit the Counseling Office (counseling.missioncollege.edu) for updated requirements
### AREA D — SOCIAL & BEHAVIORAL SCIENCES

**Series 1: Social and Behavioral Sciences (3 sem units / 4.5 qtr units):** These courses deal with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 003</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANT 055</td>
<td>Magic, Witchcraft, &amp; Religion</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>CHD 001</td>
<td>Child Growth &amp; Development</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching Children in a Diverse Society</td>
</tr>
<tr>
<td>COM 025</td>
<td>Mass Communication and Society</td>
</tr>
<tr>
<td>COU 055</td>
<td>Valuing Diversity</td>
</tr>
<tr>
<td>ECN 001A</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECN 001B</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECN 006</td>
<td>The Global Economy</td>
</tr>
<tr>
<td>GEO 002</td>
<td>Introduction to Cultural Geography</td>
</tr>
<tr>
<td>GEO 006</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GLB 001</td>
<td>Global Perspectives</td>
</tr>
<tr>
<td>GLB 002</td>
<td>Global Issues</td>
</tr>
<tr>
<td>GLB 004</td>
<td>The Developing World</td>
</tr>
<tr>
<td>HIS 004A, 004AH, 004B</td>
<td>History of Western Civilization</td>
</tr>
<tr>
<td>HIS 015</td>
<td>015H World History to 1500</td>
</tr>
<tr>
<td>HIS 016, 016H</td>
<td>World History since 1500</td>
</tr>
<tr>
<td>HIS 017A, 017AH United States History since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 017B, 017BH United States History since 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 020</td>
<td>History and Geography of California</td>
</tr>
<tr>
<td>HIS 023</td>
<td>033H Women’s Issues Past and Present</td>
</tr>
<tr>
<td>HUM 016A</td>
<td>Hispanic Roots and Culture</td>
</tr>
<tr>
<td>HUM 018</td>
<td>018H African American Roots and Culture</td>
</tr>
<tr>
<td>HUM 024</td>
<td>The Asian American Experience</td>
</tr>
<tr>
<td>PSY 010</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSY 012</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSY 017</td>
<td>017H Introduction to Research Methods</td>
</tr>
<tr>
<td>PSY 025</td>
<td>Introduction to Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
</tr>
<tr>
<td>PSY 045</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>POL 001</td>
<td>001H American Government</td>
</tr>
<tr>
<td>POL 002</td>
<td>Comparative Government</td>
</tr>
<tr>
<td>POL 004</td>
<td>International Relations</td>
</tr>
<tr>
<td>POL 005</td>
<td>Political Science Research Methodology</td>
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<tr>
<td>POL 006</td>
<td>Politics of Race, Class and Gender</td>
</tr>
<tr>
<td>POL 007</td>
<td>International Films</td>
</tr>
<tr>
<td>POL 020</td>
<td>Controversial Legal Issues</td>
</tr>
<tr>
<td>POL 070</td>
<td>American Government and Public Policy</td>
</tr>
<tr>
<td>POL 071</td>
<td>U.S. Courts and the Legal Process</td>
</tr>
<tr>
<td>POL 072</td>
<td>Human Rights in a Global Context</td>
</tr>
<tr>
<td>POL 073</td>
<td>International Organizations and World Order</td>
</tr>
<tr>
<td>PSY 010</td>
<td>Social Psychology</td>
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<tr>
<td>PSY 045</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>SJS 007</td>
<td>Introduction to Gender Studies</td>
</tr>
<tr>
<td>SJS 017</td>
<td>Introduction to LGBTQ Studies</td>
</tr>
</tbody>
</table>

**Series 2: American History and Institutions (3 sem/4 qtr units):** Demonstrate proficiency in American history or American government on a departmental examination or complete a course with a grade of C (or “P”) or better from one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 017A, 017AH History of United States to 1877</td>
<td></td>
</tr>
<tr>
<td>HIS 020</td>
<td>History and Geography of California</td>
</tr>
</tbody>
</table>

**AREA E — LIFELONG LEARNING — 3 semester/4 quarter 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 psychomotor development, health, stress management, and key relationships of humans to their social and physical environment.

**NOTE:** All Kinesiology (KIN/WHP/PE) courses are accepted in Area E (except Theory courses). However, only one unit from this area will count for General Education.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 025</td>
<td>Environmental Biology</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching Children in a Diverse Society</td>
</tr>
<tr>
<td>CHL 010</td>
<td>Community Health Problems</td>
</tr>
<tr>
<td>COM 004</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COM 008</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COM 012</td>
<td>Introduction to Intercultural Communication</td>
</tr>
<tr>
<td>COU 005</td>
<td>Strategies for Success</td>
</tr>
<tr>
<td>COU 012</td>
<td>Careers and Life Styles</td>
</tr>
<tr>
<td>COU 012A</td>
<td>Careers and Life Styles (1)</td>
</tr>
<tr>
<td>COU 017</td>
<td>Transfer Success and Life Transitions</td>
</tr>
<tr>
<td>COU 023</td>
<td>Becoming a Master Student-Athlete (2)</td>
</tr>
<tr>
<td>COU 055</td>
<td>Valuing Diversity</td>
</tr>
<tr>
<td>GLB 001</td>
<td>Global Perspectives</td>
</tr>
</tbody>
</table>

**AREA F — CULTURE, DIVERSITY AND EQUITY — 0-3 semester/4 quarter units (FOR STUDENTS WHO BEGIN FALL 2019 OR LATER)**

These courses are designed to provide students with the analytical skills needed to develop critical, reflective and equitable perspectives on similarities and differences within cultures and societies, and to prepare them to function, thrive and provide leadership in today’s multicultural and multi-technic world. Select one course from any of the above areas marked with the *#* sign. Courses in this area will “double-count” to meet other GE requirements.

**Note:** Not all courses that satisfy the Associate’s Degree requirements satisfy transfer requirements. Please visit [www.ASSIST.org](http://www.ASSIST.org) or the Counseling Office for transfer requirements.

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**MISSION COLLEGE CATALOG 2019-2020**
Preparation for Transfer
Mission College provides students the opportunity to complete the general education and most of the 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. Many students who wish to transfer will pursue the Associate in Arts for Transfer or Associate in Science for Transfer, however that will not be the best option for all students. 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 California Community College system (CCC) and the University of California (UC) and the California State University (CSU). ASSIST displays major preparation agreements between the CCC and many of the UC and CSU transfer schools; complete lists of courses acceptable for transfer to the UC and CSU; and IGETC and CSU GE - Breadth 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.

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

Lower-Division Preparatory Major Courses
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 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: the Intersegmental General Education Transfer Curriculum (IGETC) and the CSU General Education-Breadth Requirements (CSU GE-B), as well as UC, CSU and independent campus-specific patterns.

Electives
Electives 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.

Transfer to the University of California
The University of California (UC) has 10 campuses, each with its own unique geographic and academic character. The University of California offers bachelor’s, master’s and doctoral degrees in a variety of subject areas. The campuses are as follows:
- UC Berkeley
- UC Merced
- UC San Francisco
- UC Davis
- UC Riverside
- UC Santa Barbara
- UC Irvine
- UC Santa Cruz
- UC San Diego
- UC Los Angeles

UC San Francisco - offers only graduate programs and does not admit students at the freshman or junior-transfer level.

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 (or a GED) 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 UC 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 Pass/No Pass) and
B. Complete one of the following General Education Patterns:
   1. UC Seven Course Pattern
   2. Intersegmental General Education Transfer Curriculum (IGETC)
UC Seven Course Pattern
Completion of this pattern satisfies UC admissions requirements but does not guarantee admission to any UC campus. This pattern is strongly recommended for high unit math, science, and engineering majors. Students must complete the following pattern, earning a grade of “C” or better in each course:
• Two transferable college courses in English composition (6.0 units) and
• One transferable college course in mathematical concepts and quantitative reasoning (3.0 units) and
• Four transferable college courses chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences (12.0 units)

Intersegmental General Education Transfer Curriculum (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. 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. 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 major preparation courses.

IGETC for UC must be completed in its entirety before transfer; otherwise students may be required to fulfill additional lower division general education requirements at the UC. All IGETC courses must be completed with a grade of C or better. Complete requirements for the IGETC can be found in this catalog on pages 45.

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

IGETC for STEM
IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics. UC will accept IGETC for STEM only if: you’re earning an associate degree for transfer (ADT) at a California community college that offers IGETC for STEM as an option for those degree* AND the UC major program or college you’re applying to accepts partial IGETC certification. * At this time, at Mission College, the IGETC for STEM requirements can only be used with the Biology AS-T.

Although IGETC for STEM is an option, you should prioritize completing major-preparation courses for the specific campuses and programs you’re considering.
Area 1, English Composition, Critical Thinking (6.0 units)
Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)
Area 3, Arts and Humanities (6.0 units)
Area 4, Social and Behavioral Sciences (6.0 units)
Area 5, Physical and Biological Sciences (7.0-9.0 units)

Advanced Placement and International Baccalaureate scores can be used to satisfy IGETC requirements (see Examination Charts on page 33-35). Visit the Counseling Office or www.assist.org for a complete listing of requirements and courses.
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. Sixty (60) UC Transferable Units of Major and GE courses with a grade of “C” (or P) are required for transfer. Transfer students should: (1) meet with a counselor to create an Educational Plan that will assist in identifying appropriate major and GE requirements; (2) request an IGETC Certification (when final transcripts are requested) to be sent to the transfer institution; and (3) with a counselor’s assistance, determine eligibility for an Associate’s Degree and/or an Associate’s Degree for Transfer. Full Certification (completion of all areas), Partial Certification (completion of all but 2 courses), and IGETC for STEM Certification (for BIO AS-T only) are available. Please see Page 3 for certification details. All courses are 3 units unless otherwise noted. Completion of the pattern also satisfies requirements for Certificate of Achievement in Transfer Studies.

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

**UC Transfers**– Complete one course from both Group A and B.  **CSU Transfers & AA-T/AS-Ts**– Complete one course from Group A, B and C.

**Group A: English Composition**
- ENG 001A English Composition I
- ENG 001AX Intensive English Composition

**Group B: Critical Thinking**
- ENG 001B English Composition II (SP07)
- ENG 001C Clear Thinking in Writing
- PHI 003 Introduction to Problems in Ethics

**Group C: Oral Communication**
- COM 001, 001H Public Speaking
- COM 020, 020H Argumentation and Debate

**NOTE:** UC Transfer credit is limited for most MATH courses. See www.assist.org for details.

**AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course**

- MAT 000G Math for Liberal Arts Students (4)
- *MAT 001 College Algebra (4)
- *MAT 002 Pre-Calculus and Trigonometry (6)
- *MAT 003A, 003AH, 003B Analytic Geometry and Calculus (5)
- MAT 004A Intermediate Calculus (4)
- MAT 004B Differential Equations (4)
- MAT 004C Linear Algebra (4)
- *MAT 009 Integrated Statistics II (4)
- *MAT 010, 010H Elementary Statistics (4)
- *MAT 012 Calculus for Business (4)
- *MAT 019 Discrete Mathematics (4)
- *SOC 016 Introduction to Statistics Social and Behavioral Sciences

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

One course must be selected from the Arts; another from the Humanities; and a third from either area.  Biology AS-T majors can defer the third course until after transfer.

**Group 3A: Arts**
- ART 001A Survey of Western Art I
- ART 001B Survey of Western Art II
- ART 001D Survey of Modern Art
- ART 004 Art Appreciation
- ART 007 Survey of Asian Art
- ART 011 The History of Modern Design (Also GDES 011)
- GDS 012 History of Photography (FA14)
- GDS 015 Photo-media and Social Change
- KIN 08O Dance Appreciation
- MUS 005 Fundamentals of Music Theory I
- MUS 010 Music Appreciation
- MUS 016 History of Rock Music
- MUS 017 Musics of the World

**Group 3B: Humanities**
- ARB 002 Second Semester Arabic (5)
- CHI 002 Second Semester Chinese (5)
- COM 012 Intercultural Communication
- ENG 005A, 005B English Literature
- ENG 0068 World Literature
- ENG 007A, 007B American Literature
- ENG 013 Chicana/o-Latina/o Literature
- ENG 015 Introduction to Film Analysis (Also HUM 015)
- ENG 043 Classical Mythology
- ENG 048 Introduction to Shakespeare
- FRN 002, 003, 004 French – Elementary, Intermediate (5 ea)
- HIS 004A, 004AH, 004B, 004BH History of Western Civilization
- HIS 015, 015H World History to 1500 (FA15)
- HIS 016, 016H World History since 1500 (FA15)
- HIS 017A, 017AH History of the United States to 1877 (FA15)
- HIS 017B, 017BH History of the United States since 1877 (FA15)
- HIS 033, 033H Women’s Issues Past and Present (FA16)
- HUM 001A, 001B Human Values in and from the Arts
- HUM 007 International Film (Also POL 7)
- HUM 015 Introduction to Film Analysis (Also ENG 015)
- HUM 016A Hispanic Roots and Culture
- HUM 018, 018H African American Culture & Humanities
- HUM 018H African Am Culture & Humanities – Honors (FA17)
- HUM 020 Asian Roots and Culture
- HUM 022 Introduction to Islam
- JPN 002 Second Semester Japanese – Elementary (5)
- PHI 011 Introduction to Philosophy
- PHI 015 Introduction to Social and Political Philosophy
- POL 007 International Films (Also HUM 007)
- SPA 002, 003, 004 Spanish – Elementary, Intermediate (5 ea)
- VIE 002 Second Semester Vietnamese – Elementary (5)
- VIE 049A, 049B Vietnamese Language & Culture for Fluent Speakers
AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES - 3 courses, 9 semester/12-15 quarter units
Complete at least three courses from at least two disciplines. Biology AS-T majors can defer 1 course until after transfer.

ANT 003 Cultural Anthropology
ANT 055 Magic, Witchcraft and Religion
CHD 001 Child Growth and Development (FA17)
COM 025 Mass Communication and Society
ECN 001 Principles of Macroeconomics (4)
ECN 001B Principles of Microeconomics (4)
ECN 006 The Global Economy
GEO 002 Introduction to Cultural Geography
GEO 006 World Regional Geography
GLB 001 Global Perspectives
GLB 002 Global Issues
GLB 004 The Developing World (Also GEO/SOC/S 004)
HIS 018 (FA14), 018H (FA17) African American Roots and Culture
HUM 014 Introduction to Neuroscience
HUM 022 Introduction to Philosophy
HUM 030 Tropical Ecology
HUM 030H Women’s Issues Past and Present (FA17)
HUM 034 Hispanic Roots and Culture
HUM 036 African American Roots and Culture
HUM 038 Asian American Roots and Culture
HUM 051 Human Sexuality
HUM 055 Women’s Issues (FA17)
HUM 060 Community and Justice System (FA15)

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES - 2 courses, 7-9 semester/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 5A: PHYSICAL SCIENCES
AST 001 Astronomy
AST 003, 003H Astronomy Lab (4)
AST 004 Astrobiology
CHM 002 Introductory Chemistry
CHM 002L Introductory Chemistry Lab (1)
CHM 007 Biochemistry: An Introduction to Structure, Enzymes, and Metabolism
CHM 011A, 011AH, 012A, 012AH, 012BH Organic Chemistry (5)
CHM 030B Fundamentals of Chemistry (4)
CHM 030A Fundamentals of Chemistry (4)
CHM 030B Fundamentals of Chemistry (4)

GROUP 5B: BIOLOGICAL SCIENCES
ANT 001 Physical Anthropology
BIO 001A, 001AH General Biology: Cells (5)
BIO 001B General Biology: Organisms (5)
BIO 004 Microbiology (5)
BIO 010 Introduction to Biology
BIO 010L Introduction to Biology Lab (1)
BIO 011 Human Biology (4)
BIO 012 Emerging Infectious Disease
BIO 014 Introduction to Neuroscience
BIO 017 Human Genetics
BIO 017H Genetics and Society
BIO 016 Marine Biology (4)
BIO 019 Oceanography (5)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology
BIO 032 California Plants and Animals (4)
BIO 047 Human Anatomy (5)
BIO 046, 048H Human Physiology (5)

GROUP 5C: LABORATORY REQUIREMENT
One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

NOTE: UC Transfer credit is limited for SCIENCE courses. See the limitation information for the specific department on www.assist.org.

AREA 6 - LANGUAGE OTHER THAN ENGLISH – UC IGETC REQUIREMENT ONLY (Biology AS-T majors can defer Area 6 until after transfer.

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):
1. ARB 001, CHI 001, FRN 001, JPN 001, SPA 001, VIE 001, or other first level language course or higher
2. A score of 3 or higher on the Foreign Language AP Exam or 5 or higher on the IB HL Exam
3. Satisfactory score on the SAT II: Subject Test in languages other than English
4. Satisfactory completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English
5. Verified competency by a CCC, CSU or UC faculty member. IGETC LOTE Certification Form required.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU GRADUATION REQUIREMENT ONLY (NOT REQUIRED FOR IGETC CERTIFICATION)
Depending on the CSU campus, courses used to meet this requirement may be used to satisfy requirements for IGETC.

POL 001, 001H + HIS 017A, 017AH or HIS 017B, 017BH

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

Have I completed courses at other colleges. Will they count toward IGETC?
Yes. Courses that are completed at any US regionally 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 regionally 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, unless otherwise noted on ASSIST.

I have passed an AP or IB test. Can my test scores 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. And a score of 5, 6 or 7 on Higher Level exams can grant credit for IGETC certification. Please see the Mission College catalog for specific credit information. CLEP, SAT or ACT exams cannot be used.

Do courses completed need a minimum grade for certification?
Yes. Only grades of “C” or better will be accepted 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). A “C-” grade valued at less than 2.0 grade points on a 4.0 scale cannot be used for IGETC certification.

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

What is IGETC for STEM?
IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics which will allow them to defer all of the following until after transfer:

- One course in Area 3
- One course in Area 4
- One course in Area 6 (for UC bound students who have not satisfied it through proficiency)

These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer. The UC will accept IGETC for STEM only if a student is earning an Associate Degree for Transfer in Biology or Chemistry at a community college that offers IGETC for STEM as an option for those degrees. For Mission College, this applies only to the Biology AS-T.

I am a UC transfer. Do I need to complete area 1C if I am pursuing an Associate Degree for Transfer (AA-T/AS-T)?
Yes. Although available for all students, the AA-T and AS-Ts are CSU programs and therefore, communication is required. However, if you are a UC-bound student with no plans on completing 1C, please see the Articulation Officer for an exemption.

What is partial certification?
Partial certification is defined as completing all but two (2) courses on the IGETC pattern (Areas 1 and 2 excluded). These two requirements can be met after transfer with an approved IGETC course from a CCC or a course approved by the UC/CSU campus of attendance from a US regionally accredited institution.

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.

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.
Transfer to California State University

California State University has 23 campuses located throughout the state. The CSU offers more than 1,400 baccalaureate degrees, and Master's degrees in over 200 subject areas. The campuses are as follows:

- CSU Bakersfield
- CSU Chico
- CSU Channel Island
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- CSU San Bernardino
- CSU San Diego State University
- CSU San Francisco State University
- Sonoma State University

Admission Requirements for Transfer to CSU

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

A. Complete a minimum of 60 semester units of CSU transferable college credit with a grade point average of at least 2.0 on a 4.0 scale.

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 for CSU)

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 (CSUGE-B)

The Board of Trustees of the California State University allows college-level to certify the completion or partial completion of general education breadth requirements for students transferring 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. 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. Visit the Counseling Office or www.assist.org for updated information. Complete requirements for the CSUGE-B can be found in this catalog on pages 50.

CSU GE-B

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

CSU GE-B for STEM

Students earning an Associate Degree for Transfer in a high-unit STEM major where the GE Breadth for STEM pattern is indicated by the Transfer Model Curriculum, are eligible to defer up to two lower-division GE courses until after the transfer. At this time, at Mission College, the CSU GE-B for STEM requirements can only be used with the Biology AS-T.

A. Area A, Oral, Written Communication, Critical Thinking (9.0 units)
B. Area B, Natural Science and Mathematics (9.0 units)
C. Area C, Arts and Humanities (6.0 units)
D. Area D, Social and Behavioral Sciences (6.0 units)
E. Area E, Lifelong Learning (3.0 units)

IGETC for CSU

Students transferring to CSU may also complete the IGETC. Complete requirements for the IGETC can be found in this catalog on pages 45.

A. Area 1, English Composition, Critical Thinking, Oral Communication (9.0 units)
B. Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)
C. Area 3, Arts and Humanities (9.0 units)
D. Area 4, Social and Behavioral Sciences (9.0 units)
E. Area 5, Physical and Biological Sciences (7.0-9.0 units)

The American History and Institutions graduation requirement (AH&I) is an additional 6.0 units for those students who did not graduate from a High School in California Advanced Placement, International Baccalaureate and CLEP scores can be used to satisfy CSU requirements (see Examination Chart on page 33-37). Visit the Counseling Office or www.assist.org for a complete listing of requirements and courses.

Associate Degrees for Transfer

Mission College offers Associate Degrees for Transfer (AA-Ts/AS-Ts) designed to support transfer to the California State University system. Students who complete the requirements for an AA-T or AS-T are eligible for an associate degree AND meet minimum admissions requirements for senior standing at a CSU campus. Although earning an Associate Degree for Transfer does not guarantee a student admission to all CSU campuses or majors, it does secure priority admission consideration to the student’s local campus.

To enhance a student's competitiveness and success as a CSU applicant, in addition to completing the requirements for the AA-T/AS-T, it is strongly recommended that students utilize www.assist.org to see if there are additional courses suggested or required for a particular major at a specific campus.

At the time of printing this catalog, Mission Colleges offers Associate Degrees for Transfer in 17 majors: Administration of Justice, Art History, Biological Sciences, Business Administration, Communication Studies, Early Childhood Education, Economics, English, History, Kinesiology, Mathematics, Physics, Political Science, Psychology, Sociology, Spanish and Studio Arts. For a current list of degrees, visit the Counseling Office (counseling.missioncollege.edu) or the Transfer Center (transfer.missioncollege.edu). Major requirements for individual Associate Degree for Transfer programs can be found in this catalog in the Degree and Certificate Program Requirements section beginning on page 54.

Requirements for an Associate Degree for Transfer

A. Completion of the AA-T or AS-T major courses with grades of C or better
B. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
C. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the CSU Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Additional Transfer Information

Transfer Admission Guarantees (TAGs)

A TAG 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, visit the Transfer Center (transfer.missioncollege.edu).

Independent and Out of State Colleges and Universities

Mission College has articulated general education requirements with a number of independent institutions such as Notre Dame de Namur University, University of Pacific, and University of Southern California. In addition, many independent institutions will accept completion of the California State University General Education-Breadth and/or the General Education Transfer Curriculum in place of their own lower-division general education requirements. Students transferring to independent or out-of-state institutions should 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 SCU transfer applicants who have completed fewer than 30 semester units. All foreign applicants must present scores for both the Scholastic Aptitude Test and Test of English as a Foreign Language (TOEFL) regardless of the amount of college level work completed. Transfer students may apply for admission to any quarter.

For more information about transfer requirements, visit the Counseling Office (counseling.missioncollege.edu) or the Transfer Center (transfer.missioncollege.edu).
MISSION COLLEGE

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION
CERTIFICATION AND CERTIFICATE OF ACHIEVEMENT 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. Transfer students should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist in identifying appropriate major and GE requirements; (2) request an CSU GE-B CERTIFICATION (when final transcripts are requested) to be sent to the transfer institution; and (3) with a counselor's assistance, determine eligibility for an Associate's Degree and/or an Associate's Degree for Transfer. FULL CERTIFICATION (completion of all areas), PARTIAL CERTIFICATION, and CSU GE-B FOR STEM CERTIFICATION (for BIO AS-T only) are available. Completion of this pattern also satisfies requirements for a Certificate of Achievement. All courses are three (3) units unless otherwise noted.

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING – 9 SEMESTER UNITS /12 QUARTER UNITS
Complete one course from each section (3 courses total). All courses from Area A must be complete with a “C” (or P) or better.

A1. Oral Communication:
COM 001, 001H Public Speaking
COM 020, 020H Argumentation and Debate

A2. Written Communication: ENG 001A English Composition I or ENG 001AX Intensive English Composition

A3. Critical Thinking
COM 020, 020H Argumentation and Debate
ENG 001B English Composition II*
ENG 001C Clear Thinking in Writing*
PHI 002 Introduction to Logic

PHI 003 Introduction to Problems in Ethics*
POL 020 Controversial Legal Issues
REA 054 Critical College Reading & Thinking

(*also fulfills some CSU’s 2nd composition graduation requirement)

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

B1. Physical Sciences
AST 001 Astronomy
AST 003 Astronomy with Lab (4)
AST 003H Astronomy with Lab – Honors (4)
AST 004 Astrophysics
CHM 001A, 001AH, 001B, 001BH General Chemistry (5,5)
CHM 002 Introductory Chemistry (4)
CHM 002 Introductory Chemistry Lab (1)
CHM 007 Biochemistry: An Introduction to Structure, Enzymes, and Metabolism

CHM 012A, 012AH, 012B, 012BH Organic Chemistry I (5,5)
CHM 030A,B Fundamentals of Chemistry (4)
CHM 060 Survey of General, Organic, and Biological Chemistry (4)
GEO 001 Introduction to Physical Geography
PHY 002A,B General Physics (5,5)
PHY 004A,B,C Engineering Physics (5,4,4)
PHY 004D Atomic Physics (2)
PHY 010 Introduction to Physics (4)

B2. Biological Sciences
ANT 001 Physical Anthropology
BIO 001A, 001AH General Biology: Cells (5ea)
BIO 001B General Biology: Organisms (5)
BIO 004 Microbiology (5)
BIO 010 Introduction to Biology (4)
BIO 010 Introduction to Biology
BIO 010L Introduction to Biology Lab (1)
BIO 011 Human Biology (4)
BIO 012 Emerging Infectious Disease
BIO 014 Introductory Neuroscience

BIO 016 Marine Biology (4)
BIO 017, 017H Genetics and Society
BIO 019 Oceans: Life in the Sea
BIO 022 Anatomy & Physiology for Allied Health Workers (4)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology
BIO 032 California Plants and Animals (4)
BIO 047 Human Anatomy (5)
BIO 048 048H Human Physiology (5)

B3. Laboratory Requirement
One of the selected science courses from above must contain a laboratory component. Lab courses are underlined.
AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (CONTINUED)

B4. Mathematics/Quantitative Reasoning
Courses from Area B4 must be complete with a “C” (or P) better.
MAT 000D Trigonometry
MAT 000G Math for the Liberal Arts Students (4)
MAT 001 College Algebra (4)
MAT 002 Pre-Calculus and Trigonometry (6)
MAT 003A, 003AH, 003B Analytic Geometry and Calculus (5.5)
MAT 004A Intermediate Calculus (4)
MAT 004B Differential Equations (4)
MAT 004C Linear Algebra (4)
MAT 008 Finite Mathematics
MAT 009 Integrated Statistics II (5)
MAT 010, 010H Elementary Statistics (4)
MAT 012 Calculus for Business (4)
MAT 019 Discrete Mathematics (4)
SOC 016 Introduction to Statistics in Social and Behavioral Sciences

AREA C – ARTS AND HUMANITIES – 9 SEMESTER/12 QUARTER UNITS
Complete three (3) courses or 9 semester/12-15 quarter units with at least one course in Arts and one course in Humanities.

C1. Arts
ART 001A Survey of Western Art I
ART 001B Survey of Western Art
ART 001D Survey of Modern Art
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 History of Modern Design (Also GDES 011)
ART 033A Basic Design: Two-Dimensional
ART 034A Introduction to Digital Art
ART 035A Life Drawing
GDS 011 History of Modern Design (Also ART 011)
GDS 012 History of Photography
GDS 015 Photo-media and Social Change
KIN 080 Dance Appreciation
MUS 005 Fundamentals of Music
MUS 010 Music Appreciation
MUS 016 History of Rock Music
MUS 017 Music of the World

C2. Humanities
ARB 001, 002 First/Second Semester Arabic
CHI 001, 002 First/Second Semester Chinese
COM 012 Intercultural Communication
ENG 001B English Composition II (SP07)
ENG 005A, B English Literature
ENG 006B World Literature
ENG 007A, B American Literature
ENG 013 Chicana/o-Latina/o Literature
ENG 015 Introduction to Film Analysis (Also HUM 15)
ENG 043 Classical Mythology
ENG 048 Introduction to Shakespeare
ENG 070 Creative Writing
FRN 001, 002 First/Second Semester French (5 ea)
FRN 003, 004 Third/Fourth Semester French (5 ea)
FRN 001L, 002L French Laboratory (.5 ea)
HIS 004A, 004B History of Western Civilization (FA14)
HIS 004AH, 004BH History of Western Civilization (FA15)
HIS 015, 015H World History to 1500 (FA15)
HIS 016, 016H World History since 1500 (FA15)
HIS 017A, 017AH History of the United States to 1877 (FA15)
HIS 017B, 017BH History of the United States since 1877 (FA15)
HIS 033, 033H Women’s Issues Past and Present (FA15)
HUM 001A, 001B Human Values in and from the Arts
HUM 007 International Films (Also POL 7)
HUM 015 Introduction to Film Analysis (Also ENG 15)
HUM 016A Hispanic Roots and Culture
HUM 018, 018H African American Culture/Humanities
HUM 020 Introduction to Asian Roots and Culture
HUM 022 Introduction to Islam
HUM 024 The Asian American Experience
JPN 001, 002 First/Second Semester Japanese (5 ea)
JPN 003, 004 First/Second Semester Japanese (5 ea)
KIN 080 Dance Appreciation
MAT 019 Discrete Mathematics (4)
MAT 020 Introduction to Social and Political Philosophy
MAT 021 Introduction to Social and Political Philosophy
MAT 022 Introduction to Islam
MAT 024 The Asian American Experience
PHI 001 Introduction to Philosophy
PHI 003 Introduction to Problems in Ethics
PHI 005 Introduction to Social and Political Philosophy
POL 003 Introduction to Social and Political Philosophy
POL 007 International Films (Also HUM 7)
SPA 001, 002 First/Second Semester Spanish (5 ea)
SPA 003, 004 Third/Fourth Semester Spanish (5 ea)
SPA 001L, 002L Spanish Laboratory (.5 ea)
SPA 050A, 050B Basic Conversational Spanish
VIE 001, 002 First/Second Semester Vietnamese–Elementary (5 ea)
VIE 049A, 049B Vietnamese Language/Culture for Fluent Speakers

C3. One additional course from either C1 or C2. (Biology AS-T majors can defer Area C3 until after transfer).
AREA D – SOCIAL SCIENCES – 9 SEMESTER/12 QUARTER UNITS

Complete three (3) courses from at least two (2) different disciplines. **Biology AS-T majors can defer 1 course until after transfer.**

**NOTE: It is STRONGLY RECOMMENDED to complete Section 1 in order to satisfy CSU’s American History and Institutions (AH&I) graduation requirement.**

**Section 1: The American History & Institution Requirement (AH&I).**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIS 017A, 017AH</td>
<td>United States History</td>
</tr>
<tr>
<td>HUM 007</td>
<td>International Films (Also POL 7)</td>
</tr>
<tr>
<td>HIS 020</td>
<td>History and Geography of California</td>
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<tr>
<td>HIS 004A, 004AH, 004B, 004BH</td>
<td>History of Western Civilization</td>
</tr>
<tr>
<td>GLB 004</td>
<td>The Developing World</td>
</tr>
<tr>
<td>GLB 002</td>
<td>Global Issues</td>
</tr>
<tr>
<td>HUM 018, 018H</td>
<td>African American Roots and Cultures (FA14)</td>
</tr>
<tr>
<td>HUM 024</td>
<td>The Asian American Experience</td>
</tr>
<tr>
<td>HIS 017B, 017BH</td>
<td>United States History</td>
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</table>

**Section 2:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ANT 003</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANT 055</td>
<td>Magic, Witchcraft and Religion</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
</tr>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
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<tr>
<td>CHD 002</td>
<td>Child, Family and Community (FA11)</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching with Children in a Diverse Society (FA15)</td>
</tr>
<tr>
<td>COM 025</td>
<td>Mass Communication and Society</td>
</tr>
<tr>
<td>COU 055</td>
<td>Valuing Diversity</td>
</tr>
<tr>
<td>ECN 001A</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECN 001B</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECN 006</td>
<td>The Global Economy</td>
</tr>
<tr>
<td>GEO 002</td>
<td>Introduction to Cultural Geography</td>
</tr>
<tr>
<td>GEO 006</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GLB 001</td>
<td>Global Perspectives</td>
</tr>
<tr>
<td>GLB 002</td>
<td>Global Issues</td>
</tr>
<tr>
<td>GLB 004</td>
<td>The Developing World</td>
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<tr>
<td>HIS 004A, 004AH, 004B, 004BH</td>
<td>History of Western Civilization</td>
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<tr>
<td>HIS 015, 015H</td>
<td>World History to 1500</td>
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<td>HIS 020</td>
<td>History and Geography of California</td>
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<tr>
<td>HIS 031</td>
<td>History of East Asia</td>
</tr>
<tr>
<td>HIS 033</td>
<td>33H Women’s Issues Past and Present</td>
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<tr>
<td>HUM 007</td>
<td>International Films (Also POL 7)</td>
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<tr>
<td>HUM 016A</td>
<td>Hispanic Roots and Cultures</td>
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<tr>
<td>PSY 007</td>
<td>Biological Psychology</td>
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<tr>
<td>PSY 010</td>
<td>Social Psychology</td>
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<tr>
<td>PSY 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSY 015</td>
<td>015H Introduction to Research Methods</td>
</tr>
<tr>
<td>PSY 025</td>
<td>Introduction to Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 045</td>
<td>Human Sexuality (Also ANT/SOC 045)</td>
</tr>
<tr>
<td>SOC 001</td>
<td>001H Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 002</td>
<td>002H Social Problems</td>
</tr>
<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the U.S.</td>
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<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality (Also ANT/PSY 045)</td>
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<tr>
<td>SOC 047</td>
<td>Sociology of Criminology</td>
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<tr>
<td>SOC 050</td>
<td>Introduction to Criminal Law</td>
</tr>
<tr>
<td>SOC 060</td>
<td>Human Sexuality (Also ANT/PSY 045)</td>
</tr>
<tr>
<td>SOC 078</td>
<td>Introduction to Research Methods</td>
</tr>
<tr>
<td>SOC 052</td>
<td>Nutrition for Children</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality (Also ANT/PSY 045)</td>
</tr>
</tbody>
</table>

**AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT – 3 SEMESTER/4 QUARTER UNITS**

Choose a course or courses from the following to total at least three (3) semester units.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIO 025</td>
<td>Environmental Biology</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community (FA11)</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching with Children in a Diverse Society (FA15)</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety (FA15)</td>
</tr>
<tr>
<td>CHL 010</td>
<td>Community Health Problems</td>
</tr>
<tr>
<td>COM 004</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COM 008</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COM 012</td>
<td>Introduction to Interpersonal Communication</td>
</tr>
<tr>
<td>COU 005</td>
<td>Strategies for Success</td>
</tr>
<tr>
<td>COU 012</td>
<td>Careers and Life Styles</td>
</tr>
<tr>
<td>COU 017</td>
<td>Transfer Success and Life Transitions</td>
</tr>
<tr>
<td>COU 055</td>
<td>Valuing Diversity</td>
</tr>
<tr>
<td>HOC 006</td>
<td>Health and Lifestyle</td>
</tr>
<tr>
<td>KIN 078</td>
<td>Introduction to Kinesiology</td>
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<tr>
<td>LIB 010, 010H</td>
<td>Information Competency (I)</td>
</tr>
<tr>
<td>NTR 015</td>
<td>Human Nutrition</td>
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<tr>
<td>NTR 052</td>
<td>Nutrition for Children</td>
</tr>
<tr>
<td>PSY 012</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSY 045</td>
<td>Human Sexuality (Also ANT/PSY 045)</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality (Also ANT/PSY 045)</td>
</tr>
<tr>
<td>SOC 060</td>
<td>Community and Justice System (FA15)</td>
</tr>
</tbody>
</table>

**Physical Education:**

1. One (1) unit of physical education courses (KIN/WHP/PE) can be applied toward Area E. See [www.assist.org](http://www.assist.org) for complete listing of approved courses.
2. Two (2) units of physical education courses (KIN/WHP/PE) satisfy a graduation requirement for some majors at [SJSU](https://www.sjsu.edu) and [CSUEB](https://www.csueb.edu). Visit their websites for more information.

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

Requirements are subject to change. Visit the ASSIST website at [WWW.ASSIST.ORG](http://WWW.ASSIST.ORG) for a complete listing of CSU transferable courses as well as updated general education and major requirements.

MC Office of Articulation 062819
OUR STUDENTS HAVE TRANSFERRED TO

CSU Campuses:
- Cal State Bakersfield
- Cal State Channel Islands
- Cal State East Bay
- Cal State Fullerton
- Cal State Humboldt
- Cal State Long Beach
- Cal State Los Angeles
- Cal State Monterey Bay
- Cal State Northridge
- Cal Poly San Luis Obispo
- Cal State Stanislaus
- Chico State
- Fresno State
- Sacramento State
- San Diego State
- San Francisco State
- San Jose State
- Sonoma State

Private or Out-of-State Universities
- Antelope Valley College
- Bethesda University
- Chaminade University
- Gonzaga University
- Illinois-Chicago
- La Verne University
- Lewis-Clark State
- Menlo College
- Notre Dame University
- Pepperdine
- Stanford
- Lewis-Clark State
- University of Colorado
- University of Hawaii
- University of Miami
- University of Nevada, Reno
- University of the Pacific
- University of Southern California
- University of San Francisco

UC Campuses:
- UC Berkeley
- UC Davis
- UC Irvine
- UCLA
- UC Merced
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz
Associate in Science in Accounting

Accounting is the language of business. Accountants measure business activities, process that data into reports and use the results to make business decisions. The Accounting Program prepares students for a number of goals including transfer to a four-year institution, career advancement for those already employed, self-employment, and completion of many courses needed to take the CPA or CMA exam. Areas of study include accounting for decision making, accounting for internal and external use, financial statement preparation and analysis, review of financial accounting standards, individual taxation, payroll and business taxes, computerized accounting software, financial auditing, and ethics in accounting.

Program Learning Outcomes

- Students will perform transaction analysis, process accounting information, prepare and analyze reports.
- Students will prepare and interpret the four basic financial statements.
- Students will apply various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- Students will use various methods, including net present value and the time value of money to make capital budgeting decisions.

Career/Transfer Opportunities

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers, and auditors. Depending on which electives students choose, the program also satisfies many of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Accounting or Business.

Accrediting/Licensing Requirements

The program offers many courses needed to take the CPA (Certified Public Accountant) and CMA (Certified Management Accountant) exams.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses (Required):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACC 001A</td>
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</tr>
<tr>
<td>ACC 001B</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 033</td>
<td>1.5</td>
</tr>
<tr>
<td>ACC 034</td>
<td>1.5</td>
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<tr>
<td>ACC 060</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus at least 11 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 031</td>
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</tr>
<tr>
<td>ACC 051A</td>
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</tr>
<tr>
<td>ACC 051B</td>
<td>3.0</td>
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<tr>
<td>ACC 052</td>
<td>3.0</td>
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<tr>
<td>ACC 053A</td>
<td>3.0</td>
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<tr>
<td>ACC 053B</td>
<td>1.0</td>
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<tr>
<td>ACC 053C</td>
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<tr>
<td>ACC 057A</td>
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<tr>
<td>ACC 058A</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 058B</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 059A</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 065</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC 070 *</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC 073*</td>
<td>4.0</td>
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Plus at least 3 units from the following:

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<th>Units</th>
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<tbody>
<tr>
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<tr>
<td>ACC 041</td>
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<tr>
<td>ACC 042</td>
<td>1.0</td>
</tr>
<tr>
<td>ACC 043</td>
<td>1.0</td>
</tr>
<tr>
<td>ACC 044</td>
<td>1.0</td>
</tr>
<tr>
<td>ACC 045</td>
<td>1.0</td>
</tr>
<tr>
<td>ACC 070 *</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC 073*</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 056A</td>
<td>3.0</td>
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<tr>
<td>BUS 064B</td>
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</tr>
<tr>
<td>BUS 078B</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Required Units for the Major: 31.0-32.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Accounting

The Certificate of Achievement in Accounting 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 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.

Program Learning Outcomes

- Students will perform transaction analysis, process accounting information and prepare and analyze reports.
- Students will prepare and interpret the four basic financial statements.
- Students will apply various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- Students will use various methods, including net present value and the time value of money to make capital budgeting decisions.

Career/Transfer Opportunities

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers and auditors. Depending on which electives students choose, the program also satisfies many of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Accounting or Business.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.
APPRENTICESHIP: PLUMBING AND PIPEFITTING TECHNOLOGY (PLM)

Director: David Ellis
408-855-5210 | SEC-340E
Email: david.ellis@missioncollege.edu

Associate in Science Degree in Plumbing and Pipefitting Technology

The Associate in Science degree in Plumbing & Pipefitting Technology at Mission College serves to align apprenticeship programs with college and university academic tracks as directed by the federal and state government. Mission College and the Joint Apprenticeship Training Committee of UA Local 467 are collaborating in an LEA program with the Division of Apprenticeship Standards (DAS) for the state of California.

Program Learning Outcomes:
• In compliance with applicable standards and codes, students will demonstrate ability to install and remove plumbing systems such as drain waste and ventilation systems, systems for various industrial fluids, public or private water systems and gas piping systems.
• In compliance with applicable standards and codes, students will demonstrate ability to maintain, extend, and/or alter plumbing systems including drain waste and ventilation systems, systems for various industrial fluids, public or private water systems and gas piping systems.

In accordance with the State Chancellor’s office, the goals and objectives of the Associate in Science degree in Plumbing & Pipefitting Technology align with the primary mission of California community colleges, as established in Ed. Code § 66010.4, which mandate that community colleges provide vocational instruction to students and to advance California’s economic growth and global competitiveness through education and training that contribute to workforce development. The Associate in Science degree in Plumbing & Pipefitting Technology aligns with Mission College’s Institutional Outcomes and directly supports the Computation and the Creative, Critical, and Analytical Thinking rubrics.

Career/Transfer Opportunities:
A graduate will be prepared to work as a Journeyman Commercial Plumber/Industrial Plumber, Foreman, General Foreman, Superintendent, Project Manager, Estimator, Detailer, Building Trades Inspector, Building Trades Instructor, and Union Business Agent/ Business Manager in a variety of industries including the energy, biopharmaceutical, healthcare, aerospace, construction, housing, water treatment, and food and beverage processing industries.

To earn this degree, students must meet the following requirements:
• Completion of 60 degree applicable units with an overall GPA of 2.0.
• Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
• Completion of the Associate in Science graduation requirements.

Required Courses Units
PLM 101 Safety/OSHA/ Tools/Heritage/Service 3.0
PLM 102 Mathematics/Science for the Plumbing Trade 3.0
PLM 103 Plumbing Code/Water Supply Systems 3.0
PLM 104 Drawing I for the Plumbing Trade 3.0
PLM 105 Drawing II/Drainage 3.0
PLM 106 Welding/Oxy-Acetylene Training 3.0
PLM 107 Hydronic & Steam Systems/ Pipe-Fitting & Service 3.0
PLM 108 Medical Gas/Rigging/Signal Person 3.0
PLM 109 Advanced Drawing/Layout for the Plumbing Trade/UA Foreman Training 3.0
PLM 110 Code II/Junior Mechanics Review & Exam 3.0

Required Units for the Major: 30.0

Electives:
WRK 300PP 9.00

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Plumbing & Pipefitting Technology

In the Pipe Trades, Plumbers work with the various piping materials, fixtures and equipment used in installation, removal, maintenance, extension and alteration of a plumbing system. Plumbing systems include piping systems conveying liquids or gas. This may include all drain, waste and vent piping, water piping, various fluids for industrial processes and gas piping within or adjacent to any building. This major is purposely designed to serve those students who want to further their post-secondary education and meet the California Community College requirements.

Program Learning Outcomes

Students gain expertise and hands-on experience as they work on Plumbing systems to include: drain waste and vent systems, systems for various industrial fluids, public or private water systems and gas piping systems. These specialized skills are acquired through on-the-job training (OJT) and classroom instruction and lead to employment in the construction and service industry. After 5 years of classroom and work experience students are recognized as journeypersons within the Pipe Trades industry.

Career Opportunities

Upon completion of all course requirements and 8000 hours of on-the-job training and 1080 hours of related training classes, graduates will be eligible for the State Certificated Pipe Trades examination. Depending upon the student’s career interest and courses taken, graduates find employment as:

- Commercial Plumber
- Residential Plumber
- Welder
- Pipe-Fitter
- Construction Foreman
- Plumbing Inspector

A Certificate of Achievement will be awarded upon completion of the core courses and minimum work hours. In addition, students will be eligible for an Apprenticeship Completion Certificate awarded by the California Division of Apprenticeship Standards (DAS).

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLM 101</td>
<td>Safety/OSHA/ Tools/Heritage/Service</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 102</td>
<td>Mathematics/Science for the Plumbing Trade</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 103</td>
<td>Plumbing Code/Water Supply Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 104</td>
<td>Drawing I for the Plumbing Trade</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 105</td>
<td>Drawing II/Drainage</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 106</td>
<td>Welding/Oxy-Acetylene Training</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 107</td>
<td>Hydronic &amp; Steam Systems/ Pipe-Fitting &amp; Service</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 108</td>
<td>Medical Gas/Rigging/Signal Person</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 109</td>
<td>Advanced Drawing/Layout for the Plumbing Trade</td>
<td>3.0</td>
</tr>
<tr>
<td>PLM 110</td>
<td>Code II/Junior Mechanics Review &amp; Exam</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 30.0
APPRENTICESHIP:
REFRIGERATION AND AIR CONDITIONING TECHNOLOGY (HVC)

Associate in Science Degree in Refrigeration and Air Conditioning Technology

The Associate in Science degree in Refrigeration & Air Conditioning Technology at Mission College serves to align apprenticeship programs with college and university academic tracks as directed by the federal and state government. Mission College and the Joint Apprenticeship Training Committee of UA Local 467 are collaborating in an LEA program with the Division of Apprenticeship Standards (DAS) for the state of California.

Program Learning Outcomes

- In compliance with applicable standards and codes, students will demonstrate ability to install and remove refrigeration, heating, air conditioning, and ventilation systems, including the appropriate electrical/electronic control systems.
- In compliance with applicable standards and codes, students will demonstrate ability to maintain, repair, extend, and/or alter refrigeration, heating, air conditioning, and ventilation systems, including electronic control systems.

In accordance with the State Chancellor’s office, the goals and objectives of the Associate in Science degree in Air Conditioning and Refrigeration Technology align with the primary mission of California community colleges, as established in Ed. Code § 66010.4, which mandate that community colleges provide vocational instruction to students and to advance California’s economic growth and global competitiveness through education and training that contribute to workforce development. The Associate in Science degree in Air Conditioning and Refrigeration Technology aligns with Mission College’s Institutional Outcomes and directly supports the Computation and the Creative, Critical, and Analytical Thinking rubrics.

Career/Transfer Opportunities

Graduates of the Associate in Science degree in Refrigeration & Air Conditioning Technology program will be employable as: Service Manager, Facilities Manager, Project Manager, Estimator, HVACR Instructor, HVACR Sustainable Technologies Technician, and/or a Union Business Agent/ Business Manager in almost any industry. Students earning an Associate in Science degree in Refrigeration & Air Conditioning Technology will increase their marketability and employment opportunities.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVC 111</td>
<td>Basic Refrigeration/Heritage/CFC/OSHA 10</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 112</td>
<td>Refrigeration Science</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 113</td>
<td>Basic Electricity for the HVAC Service Trade</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 114</td>
<td>Advanced Electricity/Pneumatic DDC Introduction</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 115</td>
<td>Controls I/Electro Pneumatics</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 116</td>
<td>Controls II/Advanced Pneumatics Calibration/Hydronic</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 117</td>
<td>Start, Test, and Balance I</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 118</td>
<td>Start, Test, and Balance II/Energy Auditing Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 119</td>
<td>Chillers/Special Systems/HVACR STAR Review</td>
<td>3.0</td>
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<tr>
<td>HVC 120</td>
<td>HVAC Junior Mechanics Review and Exam</td>
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Required Units for the Major: 30.0

Electives:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WRK 300VP</td>
<td>HVACR Project Management</td>
<td>9.0</td>
</tr>
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</table>

Completion of General Education Requirements as needed to reach 60 units

Total Required Units: 60.0
Certificate of Achievement in Refrigeration & Air Conditioning Technology

In the Pipe Trades, Refrigeration & Air Conditioning (HVAC) Mechanics work with various materials and equipment used in the installation, start-up, testing, maintenance, repair and alteration of refrigeration and HVAC systems. They also work in the installation of refrigeration systems and refrigeration and HVAC control systems. Refrigeration systems may include refrigerant piping, refrigerant valves, controls, compressors, condensers, evaporators, fan coils, and associated equipment for commercial and industrial applications. HVAC systems may include chillers, boilers, air handlers, fans, environmental control / energy management systems, related piping and mechanical equipment. This major is purposely designed to serve those students who want to further their post-secondary education and meet the California Community College requirements.

Program Learning Outcomes:

- Students gain expertise and hands-on experience working with the various materials and equipment used in installation, start-up, testing, maintenance, extension and alteration of a refrigeration and HVAC system. These specialized energy saving skills are acquired through on-the-job training (OJT) and classroom instruction lead to employment in the construction and service industries. After 5 years of classroom and work experience students are recognized as journeypersons within the Pipe Trades industry.

Career Opportunities:

Upon completion of all course requirements and 8000 hours of on-the-job training and 1080 hours of related training classes, graduates will be eligible for the State Certificated Pipe Trades examination. Depending upon the student’s career interest and courses taken, graduates find employment as:

- Refrigeration Fitter
- Air Conditioning Specialist
- HVAC Service Mechanic
- HVAC Technician
- Equipment Technician
- Building Inspector
- Construction Foreman

A Certificate of Achievement will be awarded upon completion of the core courses and minimum work hours. In addition, students will be eligible for an Apprenticeship Completion Certificate awarded by the California Division of Apprenticeship Standards (DAS).

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVC 111 Basic Refrigeration/Heritage/CFC/OSHA 10</td>
<td>3.0</td>
</tr>
<tr>
<td>HVC 112 Refrigeration Science</td>
<td>3.0</td>
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<tr>
<td>HVC 113 Basic Electricity for the HVAC Service Trade</td>
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<tr>
<td>HVC 114 Advanced Electricity/ Pneumatic DDC Introduction</td>
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<tr>
<td>HVC 115 Controls I/Electro Pneumatics</td>
<td>3.0</td>
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<tr>
<td>HVC 116 Controls II/Advanced Pneumatics</td>
<td>3.0</td>
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<tr>
<td>HVC 117 Calibration/Hydronic</td>
<td>3.0</td>
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<tr>
<td>HVC 118 Start, Test, and Balance I</td>
<td>3.0</td>
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<tr>
<td>HVC 119 Start, Test, and Balance II/ Energy Auditing Practices</td>
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<td>HVC 120 Chillers/Special Systems/HVACR STAR Review</td>
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<tr>
<td>HVC 120 HVAC Junior Mechanics Review and Exam</td>
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</tbody>
</table>

Total Required Units: 30.0

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.
Certificate of Achievement in Coach Operator

Upon successful completion of 18 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion of Coach Operator Apprenticeship from two government entities: the State of California Department of Industrial Relations, Division of Apprenticeship Standards, and the US Department of Labor, Employment and Training Administration, Office of Apprenticeship. Graduates are employed as Coach Operators, an entry-level position in the mass transit field. A Coach Operator employed by a transit agency can readily transfer/promote into a wide range of transit career positions, if qualified.

Program Learning Outcomes:
- Students will demonstrate the skills needed to immediately contribute to quality, on-time service delivery to the riding public in a dynamic public transit environment.
- Students will display a sound command of both technical (driving) and interpersonal skills in coach operation and passenger relations.
- Students will interact effectively with a diverse community of coworkers and transit customers in order to meet and exceed service delivery objectives.

Career Opportunities/Transfer Opportunities:
Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Required Courses:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>TRN 101</td>
<td>Foundations of Public Service for Transit Workers</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 401</td>
<td>Coach Operator: New Operator Training I</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 402</td>
<td>Coach Operator: New Operator Training II</td>
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<tr>
<td>TRN 403</td>
<td>Coach Operator: New Operator Training III</td>
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<tr>
<td>TRN 404</td>
<td>Coach Operator: New Operator Training IV</td>
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</tr>
<tr>
<td>TRN 405</td>
<td>Coach Operator: New Operator Training V</td>
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</tr>
<tr>
<td>WRK 300TN</td>
<td>Occupational Work Experience for the Transportation Industry</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Total Required Units: 18.0
Certificate of Achievement in Overhead Line Worker

Upon successful completion of 25.5 units of course requirements and 2000 hours of related work experience, students will be eligible for the Overhead Line Worker Apprenticeship approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards. Graduates are employed as Overhead Line Workers, a high level Way, Power, and Signal maintenance position in the mass transit field. An Overhead Line Worker working at a transit agency can train and promote to Overhead Line Worker Foreperson as the next step in the Way, Power, and Signal maintenance career path. Depending on qualifications, the Overhead Line Worker can also apply for a range of other transit occupations.

Program Learning Outcomes:

- Students will perform inspection, maintenance and repair of major overhead line components of a light rail system; and maintain tools, equipment, and vehicles in good operational condition.
- Students will demonstrate effective safety protocols in a high voltage rail system environment.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career Opportunities/Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

## Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRN 141</td>
<td>Principles of Electricity and Test Equipment</td>
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</tr>
<tr>
<td>TRN 142</td>
<td>Electrical Safety for the Trades</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 143</td>
<td>Theory and Power Components</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 144</td>
<td>Traction Power Safety Practices</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 151</td>
<td>Overhead Line Worker Apprentice Fundamentals I</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 152</td>
<td>Overhead Line Worker Apprentice Fundamentals II</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 153</td>
<td>Overhead Line Worker Apprentice Fundamentals III</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 154</td>
<td>Catenary Safe Work Practices</td>
<td>5.0</td>
</tr>
<tr>
<td>TRN 155</td>
<td>Mobile Crane - Boom Truck</td>
<td>2.0</td>
</tr>
<tr>
<td>WRK 300TN</td>
<td>Occupational Work Experience for the Transportation Industry</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

Total Required Units: 25.5-28.5
Certificate of Achievement in Public Transit Leadership

Upon successful completion of 18 units of course requirements, graduates will be qualified to perform leadership duties at the field level across multiple job classifications within the Operations Division of a transit agency. These duties include apprenticeship mentoring/instruction; and/or field level positions with leadership responsibilities, such as lead worker, foreperson, dispatcher, or supervisor.

Program Learning Outcomes:
- Students will demonstrate basic working knowledge of the functions, inter-relationships, and teamwork required for effective Transit Operations functioning.
- Students will utilize positive methods and take responsibility for solving problems at the field level whenever possible, within the chain of command.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career Opportunities/Transfer Opportunities:
Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRN 101</td>
<td>Foundations of Public Service for Transit Workers</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 102</td>
<td>Public Service and Stress Management for Public Transit Employees</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 103</td>
<td>Community Health Issues for Public Transit Employees</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 104</td>
<td>Peer Mentoring for Public Transit Workers: One-on-One Skills</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 105</td>
<td>Group Facilitation and Training Skills for Peer Mentors</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 106</td>
<td>Interpersonal Communication Skills for Transit Workers</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 107</td>
<td>Labor/Management Problem Solving in Public Transit</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 108</td>
<td>Performance Coaching for Public Transit Leaders</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 109</td>
<td>Transit Business Technology and Practices for Transit Employees</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 110</td>
<td>Transit Operations for New Leaders</td>
<td>2.0</td>
</tr>
<tr>
<td>WRK 300TN</td>
<td>Occupational Work Experience for the Transportation Industry</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Total Required Units: 18.0
Certificate of Achievement in Service Mechanic Apprenticeship

Upon successful completion of 33.5 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion, Service Mechanic Apprenticeship from the State of California Department of Industrial Relations, Division of Apprenticeship Standards; and a Certificate of Completion, Automotive Technician Specialist (Service Mechanic) Apprenticeship from the US Department of Labor, Employment and Training Administration, Office of Apprenticeship. Graduates are employed as Service Mechanics, an entry-level maintenance mechanic position in the mass transit field. A Service Mechanic working at a transit agency can train and promote to Transit Mechanic or Overhaul and Repair Mechanic as the next step in the maintenance mechanic career path. The Service Mechanic can also apply for a wide range of other transit occupations, if qualified.

Program Learning Outcomes:

• Students will demonstrate the skills needed to perform minor repair, inspection, and lubrication of public transit vehicles.
• Students will assist transit mechanics and/or other journey level maintenance mechanics in more difficult mechanical maintenance work.
• Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career Opportunities/Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRN 201</td>
<td>Service Mechanic: Orientation &amp; Safety</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 202</td>
<td>Service Mechanic: Tools &amp; Fasteners</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 203A</td>
<td>Service Mechanic: Electrical/Electronics 1</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 203B</td>
<td>Service Mechanic: Electrical/Electronics 2</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 204</td>
<td>Service Mechanic: Air Brakes</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 205</td>
<td>Service Mechanic: Transmission</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 206</td>
<td>Service Mechanic: Diesel Engine</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 207</td>
<td>Service Mechanic: Hybrid Familiarization</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 208</td>
<td>Service Mechanic: I/O Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 209</td>
<td>Service Mechanic: Preventative Maintenance - PMI</td>
<td>2.5</td>
</tr>
<tr>
<td>TRN 210</td>
<td>Service Mechanic: Overhaul &amp; Repair Orientation</td>
<td>2.5</td>
</tr>
<tr>
<td>WRK 300TN</td>
<td>Occupational Work Experience for the Transportation Industry</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Total Required Units: 33.5
Certificate of Achievement in Track Worker Apprenticeship

Upon successful completion of 18.5 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion: Track Worker Apprenticeship from the State of California Department of Industrial Relations, Division of Apprenticeship Standards. Graduates are employed as Track Workers, an entry level Way, Power, and Signal maintenance position in the mass transit field. A Track Worker Mechanic working at a transit agency can train and promote to Senior Track Worker as the next step in the Way, Power, and Signal maintenance career path. Depending on qualifications, the Track Worker can also apply for a wide range of other transit occupations.

Program Learning Outcomes:

• Students will perform inspection, maintenance and repair of major track components of a light rail system; and keep general track area clean and in good operational condition.
• Students will demonstrate effective safety protocols in a high voltage rail system environment.
• Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career Opportunities/Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRN 121</td>
<td>Way, Power, &amp; Signal Maintenance Core Training I</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 122</td>
<td>Way, Power, &amp; Signal Maintenance Core Training II</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 123</td>
<td>Way, Power, &amp; Signal Maintenance Core Training III</td>
<td>1.0</td>
</tr>
<tr>
<td>TRN 131</td>
<td>Basic Principles of Track Maintenance I</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 132</td>
<td>Basic Principles of Track Maintenance II</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 133</td>
<td>Advanced Principles of Track Maintenance I</td>
<td>2.0</td>
</tr>
<tr>
<td>TRN 134</td>
<td>Advanced Principles of Track Maintenance II</td>
<td>2.5</td>
</tr>
<tr>
<td>WRK 300TN</td>
<td>Occupational Work Experience for the Transportation Industry</td>
<td>7.0</td>
</tr>
</tbody>
</table>

Total Required Units: 18.5
Associate in Arts in Art History for Transfer (AA-T)

The Associate in Arts in Art History for Transfer (AA-T in Art History) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Art History. California Community College students who are awarded an Associate in Arts in Art History for Transfer (AA-T in Art History) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Art History for Transfer provide students the basics of art historical analysis, and completion of the program enhances students’ reading, writing, and critical thinking skills.

Program Learning Outcomes:

• Students will identify major, monuments, and styles in art and architecture from ancient through modern times.
• Students will use critical thinking to analyze and compare and contrast world cultures and belief systems through a study of anthropology, philosophy, history, languages, and/or the humanities.
• Students will analyze, compare, and contrast works of art according to subject matter, symbolism, style, and artistic influences.
• Students will identify the various media and techniques associated with the creation of art and architecture.

Career/Transfer Opportunities:

Career opportunities include the following: arts administration, art librarian, education/teaching, museum/gallery professional, visual resources curator, art conservator, art therapist, and publishing/journalism.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required (9 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A Survey of Western Art I</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001B Survey of Western Art II</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031A Beginning Drawing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List A. Select one (1) course from the following (3 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 007 Survey of Asian Art</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B. Select one (1) course from the following (3 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033B Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035A Life Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 065A Ceramics-Handbuilding</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 085A Sculpture</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List C. Select one (1) course from the following (3-5 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 003 Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 055 Magic, Witchcraft and Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001D Art of the 20th Century</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 011 The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>COU 055 Valuing Diversity</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 001A Human Values in and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 001B Human Values in and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 007 International Films</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 015 Introduction to Film Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 016A Hispanic Roots &amp; Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>PHI 001 Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHI 003 Introduction to Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>CHI 050A Conversational Chinese/Mandarin</td>
<td>3.0</td>
</tr>
<tr>
<td>CHI 050B Conversational Chinese/Mandarin</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 004A History of Western Civilization</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 004B History of Western Civilization</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 017A History of the United States to 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 017B History of the United States Since 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 020 History and Geography of California</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 031 History of East Asia</td>
<td>3.0</td>
</tr>
<tr>
<td>SPA 050A Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPA 050B Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>VIE 049A Vietnamese for the Vietnamese-Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>VIE 049B Vietnamese Language and Culture for Fluent Speakers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 27.0-29.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Arts in Studio Arts for Transfer (AA-T)

The Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Studio Arts. California Community College students who are awarded an Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The combination of a liberal arts background with studio arts proficiency skills and practical experience will help students investigate and integrate their knowledge and perspectives in modern technologically changing world and will give them the background needed for careers in the visual arts, design, and related fields. Students who complete this program successfully will be able to demonstrate an understanding of the formal principles and elements of art making. Students will learn skills through the use of tools, techniques, theoretical, and historical aspects of visual art, culture, and critical analysis.

Program Learning Outcomes

- Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design, and will be able to communicate orally and in writing about art and design related topics.
- Students will develop their vision to devise innovative solutions to creative and technical problems.
- Students will present to the instructor a portfolio of work which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world from ancient to modern times.

Career/Transfer Opportunities:

Career opportunities include the following: studio artist, art conservator, art director, art teacher, art administrator, art curator, muralist, and animator.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses prior to transfer that satisfy the U.S. History, Constitution and American Ideals requirement as part to the CSU GE or IGETC is highly recommended.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B</td>
<td></td>
</tr>
<tr>
<td>ART 031A</td>
<td></td>
</tr>
<tr>
<td>ART 033A</td>
<td></td>
</tr>
<tr>
<td>ART 038B</td>
<td></td>
</tr>
</tbody>
</table>

List A: Art History Restricted Electives - Select one from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td></td>
</tr>
<tr>
<td>ART 007A</td>
<td></td>
</tr>
<tr>
<td>ART 001D</td>
<td></td>
</tr>
</tbody>
</table>

List B: Studio Arts Restricted Electives - Select one course from any three of the following areas for a maximum of 9 units:

**Drawing:**

- ART 035A: Life Drawing (3.0 units)
- ART 031B: Intermediate Drawing (3.0 units)

**Painting:**

- ART 049A: Painting (3.0 units)

**Printmaking:**

- ART 039A: Survey of Printmaking (3.0 units)

**Ceramics:**

- ART 065A: Ceramics-Handbuilding (3.0 units)
- ART 067A: Ceramics-Potter’s Wheel (3.0 units)

**Sculpture:**

- ART 085A: Sculpture (3.0 units)

**Digital Art:**

- ART 034A: Introduction to Digital Art (3.0 units)

**Photography:**

- GDS 073: Digital Photography (3.0 units)

**Color:**

- ART 033C: Basic Design: Color (3.0 units)

**Applied Design:**

- ART 075A: Metalsmithing (3.0 units)

**Other Media:**

- ART 088A: Metal Sculpture Casting (3.0 units)
- ART 078A: Furniture Design and Woodworking (3.0 units)

**Second Semester:**

- ART 035B: Life Drawing (3.0 units)
- ART 049B: Painting (3.0 units)
- ART 065B: Ceramics-Handbuilding (3.0 units)
- ART 067B: Ceramics-Potter’s Wheel (3.0 units)
- ART 085B: Sculpture (3.0 units)

Required Units for the Major: 24.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Arts in Art

The Associate in Arts in Art is designed to provide students with a comprehensive foundation in the areas of drawing, painting, design, digital art, and art history. Students acquire the necessary skills and experience to demonstrate an extensive understanding of materials, technique, philosophy, and aesthetics in the creative process.

Program Learning Outcomes:

• Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.

• Students will develop their vision to devise innovative solutions to creative and technical problems.

• Students will present to the instructor a portfolio of work which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.

• Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world from ancient to modern times.

Career/Transfer Opportunities:

The Associate in Arts in Art transfers to most four-year institutions. Career opportunities include the following: education/teaching, studio artist, arts administration, commercial art, digital artist, designer, museum/gallery professional, and art conservator.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

Foundation Courses: Select 18 units from categories A,B,C:

A. Survey of Art - 6 units selected from:
   ART 001A  Survey of Western Art I  3.0
   ART 001B  Survey of Western Art II  3.0
   ART 001D  Art of the 20th Century  3.0

B. Drawing - 6 units selected from:
   ART 031A  Beginning Drawing 3.0
   ART 031B  Intermediate Drawing 3.0
   ART 035A  Life Drawing 3.0

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

Plus one course from either Two-Dimensional Art OR Three-Dimensional Art:

Two-Dimensional Art

   ART 033A*  Basic Design: Two-Dimensional 3.0
   ART 033B*  Basic Design: Three-Dimensional 3.0
   ART 035A*  Life Drawing 3.0
   ART 035B  Life Drawing 3.0
   ART 039A  Survey of Printmaking 3.0
   ART 047A  Watercolor 3.0
   ART 047B  Watercolor 3.0
   ART 048A  Airbrush Painting 3.0
   ART 048B  Airbrush Painting 3.0
   ART 049A  Painting 3.0
   ART 049B  Painting 3.0
   ART 034A  Introduction to Digital Art 3.0
   ART 034B  Advanced Digital Art 3.0

Three-Dimensional Art

   ART 065A  Ceramics-Handbuilding 3.0
   ART 065B  Ceramics-Handbuilding 3.0
   ART 067A  Ceramics-Potter’s Wheel 3.0
   ART 067B  Ceramics-Potter’s Wheel 3.0
   ART 075A  Metalsmithing 3.0
   ART 075B  Metalsmithing 3.0
   ART 085A  Sculpture 3.0
   ART 085B  Sculpture 3.0
   ART 088A  Metal Sculpture Casting 3.0
   ART 088B  Metal Sculpture Casting 3.0

   *If not taken as a Foundation course

Required Units for the Major:  21.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units:  60.0
Associate in Arts in Creative Arts
The Associate in Arts in Creative Arts is designed for students who seek a broad background in the visual and performing arts, such as drawing, painting, singing, instrumental performance, creative writing, dancing, and oral interpretation.

Program Learning Outcomes:
- Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will use critical thinking to analyze, compare and contrast world cultures and belief systems through a study of anthropology, philosophy, history, languages, and/or the humanities.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world, from ancient to modern times.

Career/Transfer Opportunities
The Associate in Arts in Art transfers to most four-year colleges.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

The program 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):

<table>
<thead>
<tr>
<th>Units</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ART 001A Survey of Western Art I</td>
</tr>
<tr>
<td>3.0</td>
<td>ART 001B Survey of Western Art II</td>
</tr>
<tr>
<td>3.0</td>
<td>ART 004 Art Appreciation</td>
</tr>
<tr>
<td>3.0</td>
<td>ENG 006B Survey of World Literature</td>
</tr>
<tr>
<td>3.0</td>
<td>HUM 015 Introduction to Film Analysis</td>
</tr>
<tr>
<td>3.0</td>
<td>HUM 018 African-American Culture and Humanities</td>
</tr>
<tr>
<td>3.0</td>
<td>HUM 018H African-American Culture and Humanities – Honors</td>
</tr>
<tr>
<td>3.0</td>
<td>MUS 005 Fundamentals of Music Theory</td>
</tr>
<tr>
<td>3.0</td>
<td>MUS 010 Music Appreciation</td>
</tr>
</tbody>
</table>

Students who complete the Associate in Arts in Creative Arts 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.

Required Units for the Major: 18.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Three-Dimensional Arts

The Certificate of Achievement in Three-Dimensional Arts is designed to direct students who seek to concentrate in the arts with a focus on three-dimensional applications, which include, design, sculpture, ceramics, metalsmithing, and metal sculpture casting.

Program Learning Outcomes:
- Students will create and critique works of three-dimensional art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will develop their vision to devise innovative solutions to creative and technical problems.
- Students will present to the instructor a portfolio of three-dimensional artwork which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world, from ancient to modern times.

Career/Transfer Opportunities:
Career opportunities include the following: education/teaching, furniture designer, jewelry design, museum/gallery professional, and arts administrator.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Select five (5) courses:

<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 065A</td>
<td>Ceramics-Handbuilding</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 065B</td>
<td>Ceramics-Handbuilding</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 067A</td>
<td>Ceramics-Potter’s Wheel</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 067B</td>
<td>Ceramics-Potter’s Wheel</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 075A</td>
<td>Metalsmithing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 075B</td>
<td>Metalsmithing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 085A</td>
<td>Sculpture</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 085B</td>
<td>Sculpture</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 088A</td>
<td>Metal Sculpture Casting</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 088B</td>
<td>Metal Sculpture Casting</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 15.0
Associate in Science in Biology for Transfer (AS-T)

The Associate in Science in Biology for Transfer (AS-T in Biology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Biology. California Community College students who are awarded an Associate in Science in Biology for Transfer (AS-T in Biology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions. The Associate in Science in Biology for Transfer (AS-T in Biology) offered by Mission College is designed to prepare students who successfully complete the coursework outlined below. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

Program Learning Outcomes:

- Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.
- Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.
- Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.

Career/Transfer Opportunities:

Students who successfully complete the Associate in Science in Biology for Transfer (AS-T Biology) will be prepared for a seamless transfer to a CSU to pursue a Bachelor’s degree in Biology. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either California State University General Education-Breadth (CSU GE-B) for STEM or the Intersegmental General Education Transfer Curriculum (IGETC) for STEM.

<table>
<thead>
<tr>
<th>Required Core Curriculum</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 001A General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 001AH General Biology: Cells-Honors</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 001B General Biology: Organisms</td>
<td>5.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List A - Complete all courses listed (24-25 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 001A General Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 001AH General Chemistry I - Honors</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 001B General Chemistry II</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 001BH General Chemistry II - Honors</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 003A Analytic Geometry and Calculus I</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 003AH Analytic Geometry and Calculus I - Honors</td>
<td>5.0</td>
</tr>
<tr>
<td>PHY 002A General Physics - Mechanics and Thermodynamics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHY 002B General Physics - Electricity, Magnetism and Optics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHY 004A Engineering Physics-Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHY 004B Engineering Physics-Electricity and Magnetism</td>
<td>4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B - Complete listed course (3 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 001 General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 001H General Psychology - Honors</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 37.0-38.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Associate in Science in Biological Sciences

The Associate in Science in Biological Sciences is designed for students interested in acquiring a solid foundation in basic biology, evolutionary theory, and the scientific method. This program is appropriate for students seeking entry-level positions in the life sciences.

Program Learning Outcomes:
- Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.
- Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.
- Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.

Career/Transfer Opportunities:
A solid background in the life sciences is required for many careers, including work in the allied health professions, biotechnology, horticulture, land management, and education.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum:

Complete one of the following two course sequences:

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 001A</td>
<td>5.0</td>
</tr>
<tr>
<td>or BIO 001AH</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 001B</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 041</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 042</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 043</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 043H</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Select a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 001</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 004</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 010</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 010L</td>
<td>1.0</td>
</tr>
<tr>
<td>BIO 011</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 012</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 014</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 016</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 017</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 017H</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 019</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 025</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 030</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 030L</td>
<td>1.0</td>
</tr>
<tr>
<td>BIO 032</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 047</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 048</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 048H</td>
<td>5.0</td>
</tr>
<tr>
<td>NTR 015</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 18.0-23.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Science in Human Biology

The Human Biology Associate in Science degree provides a solid foundation in the biological sciences for students who are seeking entry to nursing and related health occupations. Completion of this degree meets all Biology and Chemistry prerequisites for admission to the LVN and LVN-RN programs, and fulfills many of the lower-division requirements for a variety of baccalaureate degrees in Health Sciences. This degree is not intended for pre-medical, pre-dental, or pre-pharmacy students (see A.S. or AS-T in Biological Sciences instead).

Program Learning Outcomes:
Upon successful completion of the program, students will be able to:
• Students will describe the gross and microscopic structure of the major organs of the human body.
• Students will describe homeostatic control mechanisms of the different body systems, and how they relate to the maintenance of good health.
• Students will compare and contrast commensal, opportunistic, and pathological relationships between humans and microorganisms.

Career/Transfer Opportunities:
A solid background in human biology is required for many undergraduate majors and careers in the allied-health field.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 004</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 047</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 048</td>
<td>5.0</td>
</tr>
<tr>
<td>BIO 048H</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Select 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 003</td>
<td>3.0</td>
</tr>
<tr>
<td>ANT 001</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 011</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 012</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 014</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 017</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 017H</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 022</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM 001A</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 001AH</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 030A</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM 030B</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM 060</td>
<td>4.0</td>
</tr>
<tr>
<td>NTR 015</td>
<td>3.0</td>
</tr>
<tr>
<td>NTR 040</td>
<td>3.0</td>
</tr>
<tr>
<td>NTR 052</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 24.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Science in Business Administration for Transfer (AS-T)

The Associate in Science in Business Administration for Transfer (AS-T in Business Administration) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Business Administration. California Community College students who are awarded an Associate in Science in Business Administration for Transfer (AS-T in Business Administration) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Business Administration for Transfer (AS-T in Business Administration) offers a challenging and well-balanced distribution of business courses, specially selected to meet the requirements of transfer institutions. The curriculum provides essential knowledge and skills in the financial, management, and marketing facets of business. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, and business computing) through their choice of business electives.

Program Learning Outcomes:
- Students will analyze business situations involving legal issues and determine best course of action.
- Students will compare and contrast the role and function of systems and application software in business.

Career/Transfer Opportunities:
Career opportunities include the following: project supervisor, supply chain manager, business owner, operations manager, retail manager, finance executive, and human resource manager. Transfer opportunities include certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

To earn this degree, students must meet the following requirements:
1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0.
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 001A</td>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 001B</td>
<td>Managerial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN 001B</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

List A - Select one (1) course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 012</td>
<td>Calculus for Business and Social Sciences</td>
<td>4.0</td>
</tr>
</tbody>
</table>

List B - Select 6-8 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing AND</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 27.0-29.0

Completion of General Education Requirements as needed to reach 60 units.

Total Required Units: 60.0
Associate in Science in Business
The Associate in Science in Business is a two-year program designed for students who intend to seek employment directly after its completion. The curriculum provides essential knowledge and skills in the financial management, and marketing facets of business. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, and business computing) through their choice of business electives.

Program Learning Outcomes:
• Students will analyze business situations involving legal issues and determine best course of action.
• Students will analyze business situations and determine best course of action.

Career/Transfer Opportunities:
Career opportunities include the following: project coordinator, buyer, bank employee, retail manager, non-profit coordinator, human resource specialist, and sales representative.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required: Units
BUS 021 Introduction to Business Computing 3.0
BUS 021L Introduction to Business Computing Laboratory 1.0
BUS 028A Business Law I 3.0
BUS 051 Introduction to American Business 3.0
BUS 064B Business Math 4.0

Elective Courses (16 units): Units
BUS 010 Global Business 3.0
BUS 028B Business Law II 3.0
BUS 052 Fundamentals of Financial Investments 3.0
BUS 054 Small Business Start Up & Management 3.0
BUS 061 Business and Society 3.0
BUS 078B Business Communications 3.0
BUS 079 Human Relations Applied in Business 3.0

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

Required Units for the Major: 30.0

Completion of General Education Requirements as needed to reach 60 units.
Total Required Units: 60.0
Certificate of Achievement in Business Computing

The Certificate of Achievement in Business Computing is designed to prepare students with the necessary computing skills to work in business. This program requires successful completion of 16 or more units of coursework, as outlined below. Upon successful completion, the program is noted on the student’s college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in business computing. Students will learn the skills and knowledge necessary to work with operating systems, create spreadsheets, generate reports, and manage files.

Program Learning Outcomes:
- Students will apply information system terms and concepts.
- Students will demonstrate the ability to use a spreadsheet, word processing and presentation program.

Career/Transfer Opportunities:
Career opportunities include the following: office clerk, administrative assistant, help desk technician, and analyst.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021  Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L Introduction to Business Computing</td>
<td>1.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choose a minimum of 12 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 025  Introduction to Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 027  Starting an e-Business</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 082A  Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 083A  Business Presentations Using Powerpoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086  Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 045A  Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 046D  Introduction to Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 046E  Intermediate Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 062B  An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 063B  Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Required Units: 16.0
Certificate of Achievement in Entrepreneurship and Small Business

This certificate program will provide students with an opportunity to develop their entrepreneurial skills with an understanding of accounting, marketing, finance, leadership, business law, management and as they relate to business ownership. Graduates of this program will seek employment as business owners, freelancers, and consultants in areas such as the arts, accounting, hospitality, music, information technology and programming.

Program Learning Outcomes:
- Assess the feasibility of a business concept in the current local market along with its strengths and weaknesses.
- Develop a business plan with components from each of the core courses that demonstrates the importance of planning before launching a business venture.
- Illustrate the entrepreneurship fundamentals in the areas of finance, accounting, marketing, management, communications, mindset, and the legal environment.
- Build and manage teams of people with complementary skills.

Career/Transfer Opportunities:
Career Opportunities include the following: Business Owner, Art Freelancer, Music Freelancer, Financial Service Professional, Business Development Lead, Software Programmer and B2B Account Manager.

This program requires successful completion of 16 or more units of coursework, as outlined below. This certificate offers students a unique combination of courses that prepares students with the necessary skills required to be a business owner, freelancer or consultant.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses (Required):
- BUS 054 Small Business Startup and Management 3.0
- BUS 109 Business Law for Entrepreneurs 2.0
- BUS 111 Entrepreneurship Mindset 3.0
- BUS 112 Business Modeling 3.0

List A Select one (1) course:
- BUS 114 Entrepreneurship Finance OR 2.0
- ACC 060 Computerized Accounting: Quickbooks 3.0

List B – Select one (1) course:
- BUS 022 Principles of E-Business 3.0
- BUS 023 Social Media Marketing 3.0
- BUS 056A Marketing Principles 3.0
- BUS 084 Internet Marketing 3.0

Total Required Units: 16.0 – 17.0
Associate in Science in Early Childhood Education for Transfer (AS-T)
The Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Early Childhood Education. California Community College students who are awarded an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Students who complete this program will possess a working knowledge of child development in all domains, and will have the ability to develop and implement curriculum in early childhood education that is both developmentally and culturally appropriate. Students will understand the importance of the family and cultural connection to the developing child.

Program Learning Outcomes:
• 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.
• Students will 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.
• Students will achieve eligibility for certification of an Early Childhood Education Permit from the California State Department of Education through the completion of at least six units of early childhood development coursework.

Career/Transfer Opportunities:
Career opportunities include the following: lead teacher, program director, site supervisor, consultant, or parent educator. Completion of core coursework meets entry level educational requirements in early childhood education programs per California licensing policies. Students wishing to pursue higher level careers in early childhood programs, human development, child psychology, social work, and secondary education should see a counselor to determine the transfer requirements of specific four year colleges or universities.

To earn this degree, students must meet the following requirements:
1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Courses Required:  
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching in a Diverse Society</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation and Assessment of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health, Safety and Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008A</td>
<td>Practicum A</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*Must complete CHD 001, 002, 026 and 010 prior to enrolling in CHD 008A

Required Units for the Major: 24.5
Completion of General Education Requirements and electives as needed to reach 60 units.
Total Required Units: 60.0

Note: Completing course prior to transfer that satisfy the U.S. History, Constitution and American Ideals requirement as part of the CSU GE or IGETC is highly recommended.
Associate in Science in Early Childhood Education

The Associate in Science in Child Development is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. Courses are designed to meet entry-level requirements for employment and/or meet the requirements needed to obtain a California Child Development Permit and employment in a state licensed, private or publicly funded center-based child care program. Completion of specific coursework can also lead to employment in a program for children with special needs or an inclusion program. This program is designed to prepare students to compete for higher paying positions and to facilitate transfer to a four-year college or university.

Program Learning Outcomes:

- Students will apply child development theory to early care and education practice.
- Students will create individual and group curriculum that promotes physical, cognitive, and/or socio-emotional development in children in early childhood education programs.
- Students will create and implement curriculum tailored to specialized needs of children for the early care and education classroom.

Career/Transfer Opportunities:

Courses meet entry level educational requirements in early childhood programs per California licensing policies. Students wishing to pursue higher level careers in early childhood programs, human development, child psychology, social work, and secondary education should see a counselor to determine the transfer requirements of specific four-year colleges or universities.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation and Assessment of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health, Safety, and Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching in a Diverse Society</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008A</td>
<td>Practicum A</td>
<td>3.5</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant and Toddler Development</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus at least 6 units from the following elective courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the Young Child</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 005</td>
<td>Music and Movement</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Administration I: Programs in Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Administration II: Personnel and Leadership in Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art and Creative Development of Young Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
<td>1.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision in Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025</td>
<td>Inclusion Strategies and Curriculum in Early Childhood Education</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 36.5

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Units Required: 60.0
Certificate of Achievement: Associate Teacher

The Certificate of Achievement: Associate Teacher is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. The certificate is designed to prepare students to enter the workforce prepared with skills necessary to effectively work in the field. Courses meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. The program is designed to prepare students with coursework as required by California licensing policies. Course completion with practicum experience can lead to a California Child Development Permit and employment. Coursework may apply toward lower division preparation requirements for students interested in transferring to a four-year college or university. Please see a counselor for more information.

Program Learning Outcomes:
- Students will create and implement developmentally and culturally appropriate curriculum.
- Students will identify developmental milestones in the cognitive, emotional, social, and physical domains.
- Students will identify and explain the dominant theories and philosophies in early childhood education.

Career/Transfer Opportunities:
Completion of this certificate qualifies students to apply for the California Child Development Permit at the Associate Teacher level. Students completing the Certificate of Achievement in Associate Teaching can gain entry level positions as an assistant or associate teacher in private or publicly funded early childhood or afterschool programs. On-the-job training fulfills the requirement to attain a lead teaching position. Students planning to transfer to a four-year college or university and wishing to pursue careers in human development, child psychology, social work, and secondary education should see a counselor to develop an education plan for further requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008A</td>
<td>Practicum A</td>
<td>3.5</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation and Assessment of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health, Safety, and Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units Required: 21.5
Certificate of Achievement: Early Intervention Assistant

The Certificate of Achievement: Early Intervention Assistant is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. Courses are designed to meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. Coursework for the program leads to employment in a program for children with special needs or an inclusion program. This program is designed to prepare students to compete for higher paying positions when seeking employment in a program that cares for children with special needs. Please see a counselor for more information.

Program Learning Outcomes:
- Students will demonstrate effective verbal and written communication skills to actively collaborate with families in an ongoing and positive manner to support each child’s and families development.
- Students will recognize the typical and atypical child developmental milestones of children birth to age five.
- Students will explain the process of curriculum and environment development including adaptations and modifications for infants/toddlers and preschool children at high risk and/or with disabilities.
- Students will recognize a variety of disabilities by identifying the disability characteristics and warning signs and how the disability impacts the child and family development.

Career/Transfer Opportunities:
Students planning to transfer to a four-year college or university and wishing to pursue careers in special education, child psychology, social work, and other related field may be able to apply child development units toward lower division preparation requirements. See a counselor for additional information.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information:
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

<table>
<thead>
<tr>
<th>List A - Required Core Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001 Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002 Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010 Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016 Infant and Toddler Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020 The Child with Special Needs</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 024 Positive Guidance in Early Childhood</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025 Inclusion Strategies and Curriculum in Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>WRK 300CD Occupational Work Experience for Child Development</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>List B - Select one course from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 003 Language and Literacy for the Young Child</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004 Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015 Observation and Assessment of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 018 Parenting Issues for Teachers</td>
<td>1.0</td>
</tr>
<tr>
<td>CHD 017 Child Health, Safety and Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021 Children and Play</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 25.0-27.0
Certificate of Achievement:
Master Teacher
The Certificate of Achievement: Master Teacher is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. The program is designed to prepare students to enter the workforce prepared with skills necessary to effectively work in the field. Courses meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. The program is designed to prepare students with coursework as required by California licensing policies. Course completion with practicum experience can lead to a California Child Development Permit and employment. Coursework may apply toward lower division preparation requirements for students interested in transferring to a four-year college or university. Please see a counselor for more information.

Program Learning Outcomes:
• Students will complete appropriate preparation for the Master Teacher Child Development Permit from the State of California.
• Students will demonstrate specialized curriculum for the early childhood education classroom.
• Students will identify and explain health, safety and nutritional needs of children in early childhood programs.

Career/Transfer Opportunities:
Completion of this certificate qualifies students to apply for the California Child Development Permit at the Master Teacher level. Upon successful completion of this program students will have the opportunity to gain entry level positions as a lead teacher or be a master teacher in private or publicly funded early childhood and afterschool programs. On the job training fulfills the requirement to attain a lead teaching position. Students planning to transfer to a four-year college or university and wishing to pursue careers in human development, child psychology, social work, and secondary education should see a counselor to develop an education plan.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001  Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002  Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 003  Language and Literacy for the Young Child</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004  Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010  Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008A  Practicum A</td>
<td>3.5</td>
</tr>
<tr>
<td>CHD 015  Observation and Assessment of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017  Child Health, Safety, and Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 026  Introduction to Curriculum</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022  Adult Supervision in Early Childhood</td>
<td>2.0</td>
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</table>

<table>
<thead>
<tr>
<th>Plus two of the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 005  Movement and Melody</td>
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</tr>
<tr>
<td>CHD 006  Administration I: Programs in Early Childhood Education</td>
<td>3.0</td>
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<tr>
<td>CHD 007  Administration II: Personnel in Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 013  Teaching in a Diverse Society</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 014  Art and Creative Development of Young Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016  Infant and Toddler Development</td>
<td>3.0</td>
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<tr>
<td>CHD 021  Children and Play</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020  The Child with Special Needs</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 024  Positive Guidance in Early Childhood</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025  Inclusion Strategies and Curriculum in Early Childhood Education</td>
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</table>

Total Required Units: 35.5
COMMUNICATION STUDIES (COM)
commstudies.missioncollege.edu

ASSOCIATE IN ARTS FOR TRANSFER IN COMMUNICATION STUDIES (AA-T)

The Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Communication Studies. California Community College students who are awarded an Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) consists of lower division courses that provide fundamental skills for success in both personal and professional development. Students gain self-awareness and the ability to build bridges to diverse audiences. The broad-based transfer curriculum includes interpersonal, intercultural, and group communication as well as public communication, argumentation and debate, and speech team activities. The program is highly valued in both academic institutions and professional organizations.

Program Learning Outcomes:

• Students will identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts.
• Students will create and implement effective communication strategies to orally deliver a message appropriate to the context.
• Students will identify, analyze, and evaluate their own verbal and nonverbal messages as well as those of others in a variety of contexts.
• Students will research, analyze, and critically evaluate reference material to support the development of communication competence.

Career/Transfer Opportunities:

Career opportunities include the following: broadcasting, consumer affairs, public relations, advertising, education, marketing, government, human resources, law, community affairs, politics negotiations, journalism, customer service, recreation, management, and recruiting.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Course Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 001</td>
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</table>

List A - Select two (2) courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COM 004</td>
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<td>COM 008</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 020</td>
<td>3.0</td>
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</tbody>
</table>

List B - Select two (2) courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not used above</td>
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</tr>
<tr>
<td>COM 012</td>
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</tbody>
</table>

List C - Select one (1) course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANT 003</td>
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</tr>
<tr>
<td>PSY 001</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>3.0</td>
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<tr>
<td>ENG 001B</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG 001C</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 18.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Certificate of Proficiency in Communication Studies

The Certificate of Proficiency in Communication Studies is designed for students who successfully complete ten or more units of communication course work at Mission College. 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. This certificate will not only enhance the student's chances of being selected for a job, but it may also open doors both professionally and personally. Skills learned will increase understanding, ability to communicate with other people, and give the necessary material to build bridges with other people.

Program Learning Outcomes:

• Students will identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts.

• Students will create and implement effective communication strategies to orally deliver a message appropriate to the context.

• Students will identify, analyze, and evaluate their own verbal and nonverbal messages as well as those of others in a variety of contexts.

• Students will research, analyze, and critically evaluate reference material to support the development of communication competence.

Career/Transfer Opportunities:

Career opportunities include the following: broadcasting, consumer affairs, public relations, advertising, education, marketing, government, human resources, law, community affairs, politics negotiations, journalism, customer service, recreation, management, and recruiting.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

Core Curriculum Course - Select one (1) course:

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

Plus 7 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 004 Small Group Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 008 Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 012 Introduction to Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 015 Fundamentals of Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 019A Communication Activities</td>
<td>1.0</td>
</tr>
<tr>
<td>COM 001* Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COM 020* Argumentation and Debate</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Total Required Units: 10.0
Associate in Science in Office Administration

The Associate in Science in Office Administration is designed to prepare students to work in an office environment using computers and software packages. The program also prepares students to work in various levels of an office support professional such as an office assistant, business information worker, and executive secretary.

Program Learning Outcome:
- Students will gain skills needed to work in an office environment.

Career/Transfer Opportunities:
Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU 012 Careers and Lifestyles</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 010C Computer Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 013 Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 033A Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033B Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021 Intro to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 046D Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 062B An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 081B Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Plus 11-13 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 001A Financial Accounting</td>
</tr>
<tr>
<td>BUS 051 Introduction to American Business</td>
</tr>
<tr>
<td>BUS 118 Human Resource Management</td>
</tr>
<tr>
<td>CAP 046E Intermediate Microsoft PowerPoint</td>
</tr>
<tr>
<td>CAP 063B Intermediate Microsoft Excel</td>
</tr>
<tr>
<td>CAP 045A Introductory Microsoft Project</td>
</tr>
<tr>
<td>CAP 092A Fundamentals of Web 2.0 &amp; Cloud Technologies</td>
</tr>
<tr>
<td>CAP 097A Creating Web Pages - Course 1</td>
</tr>
</tbody>
</table>

Required Units for the Major: 31.0-33.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
MISSION COLLEGE CATALOG 2019-2020

COMPUTER APPLICATIONS (CAP)
missioncollege.edu/depts/computer-applications

Associate in Science in Office Information Systems

The Associate in Science in Office Information Systems is designed for students seeking employment in an automated business information environment. Courses will prepare students for possible management and supervisory positions within the business office environment.

Program Learning Outcome:
• Students will demonstrate ability to use computer skills in major software packages used in an office.

Career/Transfer Opportunities:
Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU 012</td>
<td>Careers and Lifestyles</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Intro to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 070</td>
<td>Using MS Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 092A</td>
<td>Fundamentals of Web 2.0 &amp; Cloud Technologies</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus 7 units from the following: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CAP 071E</td>
<td>Microsoft Outlook</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 097A</td>
<td>Creating Web Pages - Course 1</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 27.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

Department Chair: Pat Hudak
408-855-5361 | GC-217F
patrick.hudak@missioncollege.edu
Dean: Jeff Pallin
Certificate of Achievement: Microsoft Office

The Certificate of Achievement: Microsoft Office is designed to provide students with the basic skills to work with this popular application suite, which has become an integral part of many jobs.

Program Learning Outcome:
- Students will acquire the skills needed to use the software packages contained in Microsoft Office.

Career/Transfer Opportunities:
Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 033A Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033B Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 045A Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 045B Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CAP 046D Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 046E Intermediate PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 062B Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 063B Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CAP 071E Microsoft Outlook</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 081B Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 047 Visio for Visionaries</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Required Units: 18.0
Certificate of Achievement in Office Administration

The Certificate of Achievement in Office Administration is designed for students seeking to acquire skills to work in a business office environment using computers and software applications.

Program Learning Outcome:
- Students will demonstrate knowledge of basic computer skills necessary in an entry level administrative position.

Career/Transfer Opportunities:
Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
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<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078B Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COU 012 Careers and Lifestyles</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033A Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033B Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021 Intro to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 062B Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 063B Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Plus one (1) of the following courses:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus three (3) units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Required Units:** 22.0
Certificate of Achievement in Office Information Systems

The Certificate of Achievement in Office Information Systems is designed for students who plan to seek employment in an automated business setting. Students will learn to develop the skills and attitudes necessary to succeed on the job. This program prepares students for a variety of positions in the modern business office, and may also increase the student’s potential for advancement.

**Program Learning Outcomes:**
- Students will demonstrate knowledge of computer skills and application software.
- Students will demonstrate knowledge of other office skills.

**Career/Transfer Opportunities:**
Career opportunities include the following: executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

**Gainful Employment Disclosure Information**
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

### Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU 012</td>
<td>Careers and Lifestyles</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Intro to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 070</td>
<td>Using MS Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 092A</td>
<td>Fundamentals of Web 2.0 &amp; Cloud Technologies</td>
<td>2.0</td>
</tr>
<tr>
<td>CAP 092B</td>
<td>Google Apps for Personal Productivity</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Plus three (3) units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 118</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CAP 071E</td>
<td>Microsoft Outlook</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Required Units:** 26.0
Associate in Science in Computer Information Systems

The Associate in Science in Computer Information System is designed to provide students with knowledge and skills required for a variety of positions in the field of computer information technology. The program includes foundation courses in computer information systems and a wide range of skill-builder courses in current topics of technology.

Program Learning Outcomes:

- Students will analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037 Introduction to C Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 043 Software Development With Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 044 Introduction to Data Structures Using Java</td>
<td>4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plus two or more additional courses from the following electives (at least 8 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 040 C++ Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 065 C# .NET Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 086 Web Development with PHP and MySQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045 Linux Essentials I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046 Linux Essentials II (Shell Programming)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Units Required for the Major: 20.0-22.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Computer Information Systems

The Computer Information Systems Certificate of Achievement prepares students to work in the information systems field. Depending on the course track selected, students either gain a general ability in computer programming or specialize in programming for mobile devices, the Linux systems, database programming or web development.

Program Learning Outcomes:

- Students will analyze a problem, identify and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Course Requirements (Two courses): Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 043</td>
<td>Software Development With Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 037A</td>
<td>Introduction to C Programming OR</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 007</td>
<td>Python Programming</td>
<td>4.0</td>
</tr>
</tbody>
</table>

A minimum of 6 units from one of the following five combinations (tracks): Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 044</td>
<td>Introduction to Data Structures Using Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 039</td>
<td>Introduction to Computer Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 060</td>
<td>Mobile Apps Programming - iPhone AND</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 063</td>
<td>Mobile Apps Programming - Android</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 045</td>
<td>Linux Essentials I AND</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046</td>
<td>Linux Essentials II (Shell Programming)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 055</td>
<td>Introduction to Database and SQL AND</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 056</td>
<td>Database Essentials – PL/SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 088A</td>
<td>Introduction to Javascript for the Web AND</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 088B</td>
<td>Intermediate Javascript for the Web AND</td>
<td>2.0</td>
</tr>
<tr>
<td>CIS 086</td>
<td>Web Development with PHP and MySQL</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus one additional course from the tracks listed above, or one of the following courses (minimum 3 units): Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 040</td>
<td>C++ Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 044</td>
<td>Introduction to Data Structures Using Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 047</td>
<td>Linux System Administration I</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 048</td>
<td>Advanced Linux System Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 008</td>
<td>Advanced Python Programming</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Required Units: 17.0-20.0
Certificate of Proficiency in Computer Programming

The Certificate of Proficiency in Computer Programming is designed to provide students with programming knowledge and skills required for positions in the field of computer information systems. The program consists of programming courses in various languages and platforms.

Program Learning Outcomes:

- Students will analyze a problem, identify, and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 007</td>
<td>Python Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 008</td>
<td>Advanced Python Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 037A</td>
<td>Introduction to C Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 039</td>
<td>Introduction to Computer Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 040</td>
<td>C++ Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>Software Development With Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 044</td>
<td>Introduction to Data Structures Using Java</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 055</td>
<td>Introduction to Database and SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 056</td>
<td>Database Programming and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 060</td>
<td>Mobile Apps Programming – Iphone</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 063</td>
<td>Mobile Apps Programming – Android</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 086</td>
<td>Web Development with PHP and MySQL</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 12.0
Certificate of Proficiency in Linux System Administration

The Certificate of Proficiency in Linux System Administration is designed to provide students with knowledge and skills in Linux programming and Linux Systems administration. The program consists of courses in Linux operating systems, system scripting, and system administration.

Program Learning Outcomes:
- Students will demonstrate the ability to install, configure, and maintain Linux systems.
- Students will demonstrate the ability to anticipate, troubleshoot, and resolve issues that might impact the operation of a Linux based computer system.

Career/Transfer Opportunities:
Career opportunities include the following: systems analyst, Linux system administrator, and information technology systems specialist.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045</td>
<td>Linux Essentials I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046</td>
<td>Linux Essentials II (Shell Programming)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 047</td>
<td>Linux System Administration I</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 048</td>
<td>Advanced Linux System Administration</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 13.0
Associate in Science in Computer Network Technology

The Associate in Science in Computer Networking Technology prepares students to design, administer, maintain, and troubleshoot networks of different sizes. Students learn a diverse array of skills, including specification preparation, network management, network design, equipment and system sales, and software development. Laboratory courses provide students with hands-on experience to demonstrate the principles of enterprise networking. Courses provide learning opportunities for students new to the field, as well as for those who are experienced professionals. Specialized courses are also among the optional electives in this program, available to help students prepare for Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Microsoft Certified Information Technology Professional (MCITP), Server Administrator and Enterprise Administrator certification exams.

Program Learning Outcomes:
• Students will design and plan a network infrastructure to support specific user and business requirements.
• Students will implement enterprise networks with advanced routing and switching strategies.
• Students will manage and troubleshoot enterprise networks.

Career/Transfer Opportunities:
Career opportunities include the following: computer technician, system administrator, network technician, and network engineer.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 012</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 021</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 022</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Plus three or more additional courses from the following electives (at least 12 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 011</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 016</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 023</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 024</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 078</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 24.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Cisco Certified Network Administration (CCNA)
The Certificate of Achievement in Cisco Certified Network Administration (CCNA) is designed to provide the knowledge and skills needed to install, operate, and troubleshoot a small-to-medium size enterprise branch network, which includes connecting to multiple WANs, basic security measures, and wireless extension of the network. This program prepares students for the globally-recognized Cisco CCNA certification.

Program Learning Outcomes:
• Students will install, operate, and troubleshoot medium-sized routed and switched networks.
• Students will implement and troubleshoot various protocols to manage addressing, perform load balancing and authentication.
• Students will establish and troubleshoot connection to service provider over WAN.

Career/Transfer Opportunities:
Career opportunities include the following: computer technician, system administrator, network technician, network engineer.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:       Units
CIT 021 Introduction to Cisco Networks (Cisco-1) 4.0
CIT 022 Routing and Switching Essentials (Cisco-2) 4.0
CIT 023 Scaling Networks (Cisco-3) 4.0
CIT 024 Connecting Networks (Cisco-4) 4.0

Total Required Units: 16.0
**Associate in Arts in Economics for Transfer (AA-T)**

The Associate in Arts in Economics for Transfer (AA-T in Economics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Economics. California Community College students who are awarded an Associate in Arts in Economics for Transfer (AA-T in Economics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

**Program Learning Outcomes:**

- Students will apply general economic theories and models to describe economic phenomena.
- Students will analyze and make predictions about the impact of government intervention and changing market conditions on consumer and producer behavior and well-being.
- Students will generate constructive analysis and creative solutions to real world issues, by drawing upon relevant data and utilizing suitable economic theories.

**Career Opportunities:**

Career Opportunities include the following: economist, loan officer, systems analyst, project administrator, research assistant, sales engineer, state policy analyst, statistician, systems analyst, personal banker, insurance agent, stock broker, investment advisor, financial analyst, financial advisor, economic affairs officer, and many more.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better;
2. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0 and;
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

<table>
<thead>
<tr>
<th>Core Curriculum Course Required (16-17 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 001A Principles of Macroeconomics</td>
<td>4.0</td>
</tr>
<tr>
<td>ECN 001B Principles of Microeconomics</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 009 Integrated Statistics II OR</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 010 Elementary Statistics OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010H Elementary Statistics - Honors</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 012 Calculus for Business and Social Sciences OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 003A Analytic Geometry and Calculus I</td>
<td>5.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List A - Select one course (3-5 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 001A Financial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACC 001B Managerial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 021 Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 008 Finite Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 003B Analytic Geometry and Calculus II</td>
<td>5.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B - Select one course (3-5 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course not selected from List A</td>
<td></td>
</tr>
<tr>
<td>ECN 006 The Global Economy</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 004A Multivariable Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 004C Linear Algebra</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Units Required for the Major:** 22.0-26.0

Completion of General Education Requirements and electives as needed to reach 60 units.

**Total Required Units:** 60.0
Associate in Science in Engineering

Engineers design and create the future. They use the principles of math, science, and engineering to design and build new products or to develop large-scale systems such as a transportation network or a water treatment plant. Engineering problems usually involve teams of people, so engineers must work well with others and communicate effectively.

The Associate in Science in Engineering is designed to prepare students for transfer to engineering programs at four-year universities. Upon completion of the Associate in Science in Engineering, students will possess the knowledge and skills required for upper-division coursework in Engineering.

Program Learning Outcomes:
- Students will analyze and interpret experimental results and/or data to make engineering problem decisions.
- Students will use math, science, and engineering concepts to describe, formulate, and solve engineering problems.
- Students will communicate the results of design and/or analysis orally and through text and graphics.
- Students will work effectively in teams.

Career/Transfer Opportunities:
Career opportunities include the following: aerospace, architectural, bioengineering, biomedical, chemical, and civil, computer, electrical, environmental, industrial, manufacturing, materials, and nuclear. More career information can be found at tryengineering.org/become-an-engineer.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Complete 18 units from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 010</td>
<td>Introduction to Engineering</td>
<td>4.0</td>
</tr>
<tr>
<td>EGR 010H</td>
<td>Introduction to Engineering - Honors</td>
<td>4.0</td>
</tr>
<tr>
<td>EGR 023</td>
<td>Mechanics - Statics</td>
<td>3.0</td>
</tr>
<tr>
<td>EGR 024</td>
<td>Introduction to Circuit Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>EGR 024L</td>
<td>Introduction to Circuit Analysis Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>EGR 025</td>
<td>Engineering Graphics and Design</td>
<td>4.0</td>
</tr>
<tr>
<td>EGR 026</td>
<td>Engineering Materials</td>
<td>4.0</td>
</tr>
<tr>
<td>EGR 030</td>
<td>Introduction to Computing for Engineers</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY 004A</td>
<td>Engineering Physics-Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHY 004B</td>
<td>Engineering Physics-Electricity and Magnetism</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY 004C</td>
<td>Engineering Physics-Light and Heat</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY 004D</td>
<td>Engineering Physics-Atomic</td>
<td>2.0</td>
</tr>
<tr>
<td>MAT 005</td>
<td>Programming and Problem-Solving in MATLAB</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 18.0

A minimum of 11 units must be in engineering courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Arts in English for Transfer (AA-T)

The Associate in Arts in English for Transfer (AA-T in English) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in English. California Community College students who are awarded an Associate in Arts in English for Transfer (AA-T in English) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in English for Transfer (AA-T in English) provides students with a strong foundation in critical reading, writing, and thinking as well as literacy analysis and research methods. Students majoring in English enroll in survey courses, which expose them to a range of types and styles of literature, courses in ethnic literatures, and courses in special topics such as film and creative writing. Upon completion of the Associate in Arts in English for Transfer (AA-T in English), students will possess the knowledge and skills required for upper-division coursework in English. In addition, students will have gained preparation for careers in fields such as law, government, business, entertainment, advertising, public relations, writing, editing, and education.

Program Learning Outcomes:

- Students will write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in Standard English grammar and usage.
- Students will demonstrate critical thinking skills by analyzing and evaluating academic essays and literature.
- Students will formulate and clearly communicate their positions on diverse issues.
- Students will write a research paper that demonstrates the effective evaluation, integration, and documentation of sources.

Career/Transfer Opportunities:

Students will be eligible to major in English upon successful completion of the program. Possible career options for students completing the Associate in Arts in English for Transfer (AA-T in English) and transferring to a four-year institution include: advertising, business, civil service, editing, journalism, law, library science, management, marketing communication, politics, public relations, publishing, research, teaching, technical communications, or writing.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Required Units for the Major: 18.0-20.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Basic Writing Skills
Certificate of Competency
This certificate indicates that the student has completed two courses focused on writing improvement and has demonstrated the ability to use a variety of sentence types and rhetorical strategies.

Program Learning Outcome:
• Students will upon completion of the courses required for the Basic Writing Skills Certificate, students will assess into English 905 or above.

Career/Transfer Opportunities:
The ability to write accurate sentences and paragraphs is required in order to place into the credit English program, to successfully complete college-level coursework, to improve employment skills, and/or to reach personal goals.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

Program Requirements:
Students must successfully complete two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCB 901</td>
<td>Strategies to Improve Writing</td>
<td>0.0</td>
</tr>
<tr>
<td>NCB 902</td>
<td>Strategies to Improve Writing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Total Required Units: 0.0
Certificate of Proficiency in English as a Second Language

The Certificate of Proficiency in English as a Second Language at Mission College serves students who are non-native speakers of English as a second language. The program prepares students of all ages and backgrounds who want to improve English to earn a college degree, improve their employment opportunities, and participate in their local communities. The program provides students with the skills needed to achieve their academic, career, and lifelong-learning goals. Courses provide instruction in English as a second language at six different proficiency levels from high-beginning to advanced. The certificate is earned upon completion of the advanced level courses of ESL 970LS (Listening/Speaking), ESL 970GW (Grammar/Writing), and ESL 970RV (Reading/Vocabulary).

ESL Course Offerings

The English as a Second Language Department offers a total of 15 core and 10 elective lecture courses that span six levels of language proficiency, from high-beginning to advanced, to one level below transfer. These courses teach the English language skills of writing, reading, listening, speaking, grammar, and pronunciation.

Courses are usually offered twice a week, Monday/Wednesday or Tuesday/Thursday, in day or night sessions. Each course has a number of set ‘units’, ranging from three to five units. Each unit represents the number of hours in class time each week over the course of a 16-week semester. For example, a three unit course meets for an hour and a half twice a week. There are two online courses of Listening and Culture at the high-beginning and low-intermediate levels.

Many of our listening/speaking and pronunciation courses offer practice in our fully-equipped, state-of-the-art multimedia ESL Language Laboratory. There is an ESL Open Lab, where students can practice ESL language skills independently with the assistance from a lab instructor.

Program Learning Outcomes:

- Students will identify and use the grammatical elements of college-level Standard English to write an essay using academic vocabulary.
- Students will read a novel at the adult level and respond orally and in writing to fictional elements such as character, plot, and theme.
- Students will 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.
- Students will 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.
- Students will produce speech which is intelligible and accurately articulated.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

Career/Transfer Opportunities:

Many ESL students continue to study at Mission College in Career Technical Education, certificate programs and transfer majors. Popular courses of study are accounting, business, graphic arts and/or design, nurse assistant, child development hospitality management, and the flagship LVN to RN program.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 970LS</td>
<td>Advanced Listening and Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ESL 970GW</td>
<td>Advanced ESL Composition and Grammar</td>
<td>5.0</td>
</tr>
<tr>
<td>ESL 970RV</td>
<td>Advanced Reading and Vocabulary</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 11.0

Department Chair: Lora Glaser
408-855-5093 | SEC-246F
lora.glaser@missioncollege.edu
Dean: Valerie Jensen
Beginning ESL (Noncredit)
Certificate of Competency

This program in Beginning ESL equips students with the Basic English language skills they need in order to improve employability or to enter into an ESL credit program at the high beginning level. This includes listening, speaking, reading, and writing skills as well as test-taking skills and the computer skills needed to access course curricula.

Program Learning Outcomes:
• Students will respond adequately to spoken language appropriate for novice-mid to novice-high level learners and use common concrete vocabulary to speak about familiar topics.
• Students will read articles and short stories suitable for the level and will write simple sentences using common vocabulary.
• Students will demonstrate the reading, vocabulary, grammar, writing, listening, speaking and test taking skills necessary in order to successfully score an ESL 930 or higher placement on the college placement exam.

Career/Transfer Opportunities:
A familiarity with spoken and written English at the beginning level is required in order to improve employability or to enter into an ESL credit program at the high beginning level.

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.
Associate in Science in Fire Technology

Firefighting is a dynamic public safety profession that requires a wide and ever-changing range of knowledge and skills. Areas of necessary knowledge include safety, fire behavior and suppression, rescue, emergency medical service delivery and operations, hazardous materials, building construction, detection and signaling systems and the incident command system. This program focuses on preparing the student for their first career in the fire service. This program includes educational opportunities for those employed within the fire service, as well as those within volunteer fire agencies. Courses include those required for transfer to four-year colleges, those required to meet eligibility requirements for employment, and those required for incentive salary increases and promotions.

Program Learning Outcomes:

• Students will be able to engage in patient assessment considering patient pathophysiology and implement appropriate emergency medical care.
• Students will be able to identify and analyze building components, hazardous materials classifications and automated suppression systems.
• Students will be able to evaluate fire behavior and combustion and apply the appropriate fire suppression and rescue techniques.

Career/Transfer Opportunities:

Career opportunities include the following: firefighter, firefighter-EMT, emergency medical technician, fire investigator, fire prevention specialist, fire marshal, deputy fire marshal, fire officer, chief officer, hazardous materials, and public education.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 051</td>
<td>Fire Protection Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 052</td>
<td>Fire Behavior and Combustion</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 053</td>
<td>Fire Protection Equipment and Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 054</td>
<td>Building Construction for Fire</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 055</td>
<td>Fire Prevention Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 056</td>
<td>Hazardous Materials Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 000C</td>
<td>Intermediate Algebra</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Plus 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 039A</td>
<td>Fire Agility - Introduction</td>
<td>2.0</td>
</tr>
<tr>
<td>FPT 057</td>
<td>Rescue Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 060</td>
<td>Wildland Fire Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 061</td>
<td>Fundamentals of Fire Suppression</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician I Theory</td>
<td>6.0</td>
</tr>
<tr>
<td>FPT 065C</td>
<td>Emergency Medical Technician 1</td>
<td>0.5</td>
</tr>
<tr>
<td>FPT 065L</td>
<td>Emergency Medical Technician Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>FPT 180</td>
<td>Emergency Medical Technician-I Refresher</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 32.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Transfer Studies - CSU GE-B

The Certificate of Achievement in Transfer Studies – CSU GE-B is designed to provide students the knowledge, skills, experiences, and perspectives that will enable them to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning. These courses offer the opportunity for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, technology, lifelong learning and self-development, and physical and emotional health throughout a lifetime. The variety of different subjects provide a well-rounded or "liberal" education and develop the knowledge, skills, and attitudes that together help create an educated person.

Program Learning Outcomes:

• Students will engage in meaningful verbal and nonverbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.
• Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques, to the analysis of relevant questions, problems, or issues.
• Students will analyze the interconnectivity between social, political, economic, and ecological systems to effectively live and work in diverse communities.
• Students will apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Career/Transfer Opportunities:

This certificate is designed for those who intend to complete university general education requirements prior to transfer to a California State University (CSU) campus. Completion of the California State University General Education – Breadth (CSU GE-B) will permit a student to transfer from a California Community College to a CSU campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better. See pages 45-47 for approved CSU GE-B, Area D courses.

Total Required Units: 39.0 - 48.0

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.

Certificate of Achievement in Transfer Studies - IGETC

The Certificate of Achievement in Transfer Studies – IGETC is designed to provide students the knowledge, skills, experiences, and perspectives that will enable them to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning. These courses offer the opportunity for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, technology, lifelong learning and self-development, and physical and emotional health throughout a lifetime. The variety of different subjects provide a well-rounded or "liberal" education and develop the knowledge, skills, and attitudes that together help create an educated person.

Program Learning Outcomes:

• Students will engage in meaningful verbal and non-verbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.
• Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques, to the analysis of relevant questions, problems, or issues.
• 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 apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Career/Transfer Opportunities:

This certificate is designed for those who intend to complete university general education requirements prior to transfer to a California State University (CSU) or University of California (UC) campus. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College to a CSU or UC campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better. See IGETC course listing on pages 42-43

Total Required Units: 34.0 - 43.0

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.
Associate in Science in Graphic Arts

The pace and volume of content production continues to accelerate. This increasing demand for content promises to keep the graphic arts field expanding with a wealth of career and creative opportunities, both in the print field as well as in digital media. Opportunities range from electronic page layout, illustration, visual asset production, print production, image manipulation, and presswork, as well as production for the web and interactive media. This program emphasizes training in principles and techniques used in graphic art production for print and digital media, and students completing the program will be fluent in industry-standard software. This program differs from our graphic design programs in that it emphasizes software training while requiring fewer units of design-focused classes. However, graphic design principles are addressed in the core classes in this program. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will become proficient in software used in the print production environment and produce a long form project that is suitable for publication.
- Students will learn production techniques required in the production of digital media.
- Students will create original illustrations using Illustrator’s creative tools.

Career/Transfer Opportunities:
Career opportunities include the following: commercial art, print production, web production, graphic arts production, as well as print and electronic publishing.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 063</td>
<td>Introduction to Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 066</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 067</td>
<td>Advanced Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 068</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus additional course(s) from the following (total minimum of 23 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GDS 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 035</td>
<td>Beginning Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 011</td>
<td>The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 055A</td>
<td>Design Agency and Branding</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 045</td>
<td>Web Design with HTML and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CAP 046E</td>
<td>Intermediate Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>GDS 056</td>
<td>Advanced Presentation Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033C</td>
<td>Basic Design: Color</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 070</td>
<td>User Experience, Interface, and Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 080</td>
<td>Packaging Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 015</td>
<td>Photo-media and Social Change</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 23.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Graphic Arts

The pace and volume of content production continues to accelerate. This increasing demand for content promises to keep the graphic arts field expanding with a wealth of career and creative opportunities, both in the print field as well as in digital media. Opportunities range from electronic page layout, illustration, visual asset production, print production, image manipulation, and presswork, as well as production for the web and interactive media. This program emphasizes training in principles and techniques used in graphic art production for print and digital media, and students completing the program will be fluent in industry-standard software. This program differs from our graphic design programs in that it emphasizes software training while requiring fewer units of design-focused classes. However, graphic design principles are addressed in the core classes in this program. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:
- Students will become proficient in software used in the print production environment and produce a long form project that is suitable for publication.
- Students will learn production techniques required in the production of digital media.
- Students will create original illustrations using Illustrator's creative tools.

Career/Transfer Opportunities:
Career opportunities include the following: commercial art, print production, web production, graphic arts production, as well as print and electronic publishing.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:  
- GDS 062 Introduction to Adobe Illustrator 3.0
- GDS 063 Introduction to Adobe InDesign 3.0
- GDS 064 Introduction to Adobe Photoshop 3.0
- GDS 066 Advanced Adobe Illustrator 3.0
- GDS 067 Advanced Adobe InDesign: Portfolio 3.0
- GDS 068 Advanced Adobe Photoshop 3.0
- GDS 085 Professional Portfolio and Design 2.0

Plus an additional course(s) required from the following for a minimum of 23 units:
- GDS 060 Page Layout and Typography 3.0
- GDS 035 Beginning Graphic Design 3.0
- GDS 011 The History of Modern Design 3.0
- GDS 055A Design Agency and Branding 3.0
- GDS 045 Web Design with HTML and CSS 3.0
- CAP 046D Introduction to Microsoft PowerPoint 1.0
- CAP 046E Intermediate Microsoft PowerPoint 1.0
- GDS 056 Advanced Presentation Design 3.0
- ART 033A Basic Design: Two-Dimensional 3.0
- ART 033C Basic Design: Color 3.0
- GDS 070 User Experience, Interface, and Multimedia Design 3.0
- GDS 080 Packaging Design 3.0
- GDS 015 Photo-media and Social Change 3.0

Total Required Units: 23.0
Associate in Science in Graphic Design

The Associate in Science in Graphic Design provides opportunities for the student to develop fluency in contemporary graphic design issues and techniques. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to design techniques and principles to provide the basic skills necessary to enter many growing, professional fields. The student also learns software skills used in the production of graphic design deliverables for clients. Opportunities exist in advertising, print publishing, web publishing, mobile and desktop application design, and corporate communication. This program has more training and units related to graphic design than the graphic arts programs emphasizes. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

• Students will be proficient in creating graphic design deliverables.
• Students will be proficient in current software packages used in graphic design production.
• Students will produce communication materials for clients that are appropriate and effective.

Career/Transfer Opportunities:

Career opportunities include the following: graphic design, commercial art production, packaging design, visual design, interaction design, interface design, advertising, print design, web production, mobile design, marketing communication, display design, brand identity, logo design, and photo editing.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 064</td>
<td>Introduction to Adobe Photoshop OR</td>
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</tr>
<tr>
<td>GDS 068</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 035</td>
<td>Beginning Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing OR</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 062</td>
<td>Introduction to Adobe Illustrator OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 066</td>
<td>Advanced Adobe Illustrator OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 063</td>
<td>Introduction to Adobe InDesign OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 067</td>
<td>Advanced Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 045</td>
<td>Web Design with HTML and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 070</td>
<td>User Experience, Interface, and Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 055A</td>
<td>Design Agency and Branding</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus one additional course(s) required from the following to bring your total to a minimum of 32 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 011</td>
<td>The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031B</td>
<td>Intermediate Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 012</td>
<td>History of Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 015</td>
<td>Photo-media and Social Change</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 073</td>
<td>Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 046</td>
<td>Intermediate Web Design with Dreamweaver and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 080</td>
<td>Packaging Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 039A</td>
<td>3D Animation and Modeling Using Maya</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 074</td>
<td>Digital Video Production with Final Cut Pro</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 081</td>
<td>Motion Graphics with After Effects</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 064*</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 068*</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031A*</td>
<td>Beginning 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>GDS 062*</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 066*</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 063*</td>
<td>Introduction to Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 067*</td>
<td>Advanced Adobe InDesign</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*If not used as a Core Curriculum Course

Required Units for the Major: 32.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Certificate of Achievement in Digital Illustration

The Certificate of Achievement in Digital Illustration provides the basic skills for students interested in the field of digital illustration. Graduates of the program might seek employment as medical, book, magazine, or newspaper illustrators, create illustrative work for training, and promotion in a corporate environment, or create digital illustrations for digital media projects and/or the web. Students learn technical and creative skills used in the creation of illustrations using both raster based and vector based software tools, while working on projects such as product illustrations. Many illustrators work as freelancers, and this is a competitive field which requires skill, drive, and talent to succeed. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

• Students will identify and apply the fundamentals of vector art creation and manipulation.
• Students will create technical product illustrations using both the vector and raster tools in Adobe Photoshop.
• Students will create original illustrations using a combination of Illustrator’s creative tools, including various free-form drawing tools.

Career/Transfer Opportunities:

Career opportunities include the following: illustration, graphic arts production, advertising, web production, and fine art.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

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Core Curriculum Courses Required: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing OR</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031B</td>
<td>Intermediate Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 062</td>
<td>Introduction to Adobe Illustrator OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 066</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 068</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus additional course(s) required from the following to bring your total to a minimum of 17 units:

| Course Code | Course Title
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>GDS 035</td>
<td>Beginning Graphic Design</td>
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<tr>
<td>GDS 073</td>
<td>Digital Photography</td>
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<td>GDS 039A</td>
<td>3D Animation and Modeling Using Maya</td>
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<tr>
<td>ART 034B</td>
<td>Advanced Digital Art</td>
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<tr>
<td>ART 031A*</td>
<td>Beginning Drawing</td>
</tr>
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<td>ART 031B*</td>
<td>Intermediate Drawing</td>
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<tr>
<td>ART 034A*</td>
<td>Introduction to Digital Art</td>
</tr>
<tr>
<td>GDS 064*</td>
<td>Introduction to Adobe Photoshop</td>
</tr>
<tr>
<td>GDS 062*</td>
<td>Introduction to Adobe Illustrator</td>
</tr>
<tr>
<td>GDS 066*</td>
<td>Advanced Adobe Illustrator</td>
</tr>
</tbody>
</table>

*If not use as a Core Curriculum Course

Total Required Units: 17.0
Certificate of Achievement in Graphic Design

The Certificate of Achievement in Graphic Design provides opportunities for the student to develop fluency in contemporary graphic design issues and techniques. The emphasis of the program is on increasing the student’s creative problem-solving abilities along with an introduction to design techniques and principles to provide the basic skills necessary to enter many growing, professional fields. The student will also learn software skills used in the production of graphic design deliverables for clients. Opportunities exist in advertising, print publishing, web publishing, mobile and desktop application design, and corporate communication. This program has more training and units related to graphic design than the graphic arts programs emphasize. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:
- Students will be proficient in creating graphic design deliverables.
- Students will be proficient in current software packages used in graphic design production.
- Students will produce communication materials for clients that are appropriate and effective.

Career/Transfer Opportunities:
Career opportunities include the following: graphic design, commercial art production, packaging design, visual design, interaction design, interface design, advertising, print design, web production, mobile design, marketing communication, display design, brand identity, logo design, and photo editing.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
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<table>
<thead>
<tr>
<th>Core Curriculum Courses Required:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GDS 035 Beginning Graphic Design</td>
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</tr>
<tr>
<td>GDS 064 Introduction to Adobe Photoshop OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 068 Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031A Beginning Drawing OR</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 062 Introduction to Adobe Illustrator OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 066 Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 063 Introduction toAdobe InDesign OR</td>
<td>3.0</td>
</tr>
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<td>GDS 067 Advanced Adobe InDesign</td>
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<tr>
<td>GDS 045 Web Page Design XHTML and CSS</td>
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<tr>
<td>GDS 070 User Experience, Interface, and Multimedia Design</td>
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<tr>
<td>GDS 055A Design Agency and Branding</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 085 Professional Portfolio and Design</td>
<td>2.0</td>
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</tbody>
</table>

Plus one additional course required from the following to bring your total to a minimum of 32 units.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GDS 011 The History of Modern Design</td>
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</tr>
<tr>
<td>ART 031B Intermediate Drawing</td>
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</tr>
<tr>
<td>ART 033B Basic Design: Three-Dimensional</td>
<td>3.0</td>
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<tr>
<td>ART 034A Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 012 History of Photography</td>
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<tr>
<td>GDS 015 Photo-media and Social Change</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 073 Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 046 Intermediate Web Design with Dreamweaver and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 047 Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 080 Packaging Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 039A 3D Animation and Modeling Using Maya</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 074 Digital Video Production with Final Cut Pro</td>
<td>3.0</td>
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<td>GDS 081 Motion Graphics with After Effects</td>
<td>3.0</td>
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<tr>
<td>GDS 064* Introduction toAdobe Photoshop</td>
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<tr>
<td>GDS 068* AdvancedAdobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031A* Beginning Drawing</td>
<td>3.0</td>
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<tr>
<td>ART 033A* BasicDesign: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 062* Introduction toAdobe Illustrator</td>
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<tr>
<td>GDS 066* AdvancedAdobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 063* Introduction toAdobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 067* AdvancedAdobe InDesign</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*If not used as a Core Curriculum Course.

Total Required Units: 32.0
Certificate of Achievement: Web Developer

Businesses, schools, community groups and other organizations all need a presence on the web, and the need for skilled web developers continues with the increasing volume of online content. Web developers are critical to creating and maintaining this online content. This certificate focuses on the scripting and programming used on the web. A web developer may focus on the back end or server-side of web delivery to ensure that a website functions correctly and efficiently, or on the front end helping to create interactions for users. Possible careers include Front-end Web Developer or Back-end Web Developer. Upon successful completion of the certificate, students will be able to develop front end code for interactive websites using technologies and languages including HTML, CSS, and JavaScript, and apply current technologies in back end web development such as MySQL, PHP and CMS Systems. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:
• Students will develop front end code for interactive websites using technologies and languages including HTML, CSS, and JavaScript.
• Students will be able to identify, explain, and apply current technologies in back end web development such as MySQL, PHP and CMS Systems as applied to the creation of websites.

Career/Transfer Opportunities:
Career opportunities include the following: front-end web development, back-end web development, content management, web production, information architecture, application development, and mobile development.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required: Units
GDS 045  Web Design with HTML and CSS  3.0
GDS 046  Intermediate Web Design with Dreamweaver and CSS  3.0
GDS 089  Javascript 1  3.0
CIS 086  Web Development with PHP and MySQL  3.0

Select one (1) course from the following: Units
CIS 007  Python Programming OR 4.0
CIS 088  Advanced Javascript for Web Developers OR 4.0
GDS 047  Web Animation OR 3.0
GDS 049  Wordpress and Content Management Systems OR 3.0
GDS 051  Mobile Application and Web Development with Web Standards 3.0

Plus select additional courses (6-7 units) to complete the required minimum total of 22 semester units: Units
CIS 007*  Python Programming  4.0
CIS 088*  Advanced Javascript for Web Developers  4.0
CIS 082  Ruby and Ruby on Rails  4.0
CIS 043  Software Development With Java  4.0
CIS 055  Introduction to Database and SQL  3.0
CIS 044  Introduction to Data Structures Using Java  4.0
CIS 045  Linux Essentials I  3.0
CIS 047  Linux System Administration I  4.0
GDS 047*  Web Animation  3.0
GDS 049*  Wordpress and Content Management Systems  3.0
GDS 051*  Mobile Application and Web Development with Web Standards  3.0
CIS 056  Database Essentials - PL/SQL  3.0

Total Required Units: 22.0-23.0
Certificate of Achievement in Web Design

The Certificate of Achievement in Web Design is intended to provide the necessary basic technical and creative skills for those planning to enter this growing field of visual communication. The program will prepare students for positions in the web design field such as entry level web designers, user experience designers, content developers, and information architects. Other examples where students might find employment using their creative problem-solving and design skills might include website development, interaction design, and the creation of interactive media such as digital publications, marketing presentations, or interactive learning products. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication as applied to Interactive and Web Design, along with the basic coding skills and software skills used in web design and related fields. The certificate includes training in basic front-end coding. This program differs from the Web Development Certificate in its emphasis on the design and strategy aspects or web production, whereas the Web Development includes more training on back-end (server-side) coding. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:
- Students will be able to identify, explain, and apply advanced design principles such as typography, color and layout to the creation and evaluation of web designs.
- Students will be able to generate documents related to User Experience Design such as wireframes and personas.
- Students will apply the technical concepts and best practices used in web design and development at an intermediate level.

Career/Transfer Opportunities:
Career opportunities include the following: web design, user experience design, interaction design, web production, interface design, information architecture, visual design, application design, and mobile design.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

### Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 035</td>
<td>Beginning Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 070</td>
<td>User Experience, Interface, and Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 045</td>
<td>Web Design with XHTML and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 046</td>
<td>Intermediate Web Design with Dreamweaver and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select one (1) course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 047</td>
<td>Web Animation OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 04</td>
<td>Wordpress and Content Management Systems OR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 051</td>
<td>Mobile Application and Web Development with Web Standards</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus additional course(s) required from the following to bring your total to a minimum of 24 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS 089</td>
<td>Javascript 1</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 047*</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 049*</td>
<td>Wordpress and Content Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 051</td>
<td>Mobile Application and Web Development with Web Standards</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 088A</td>
<td>Introduction to Javascript for the Web</td>
<td>1.0</td>
</tr>
<tr>
<td>GDS 088B</td>
<td>Intermediate Javascript for the Web</td>
<td>2.0</td>
</tr>
<tr>
<td>GDS 055A</td>
<td>Design Agency and Branding</td>
<td>3.0</td>
</tr>
<tr>
<td>GDS 074</td>
<td>Digital Video Production with Final Cut Pro</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 092A</td>
<td>Introduction to Cloud Technologies and Social Media</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 086</td>
<td>Web Development with PHP and MySQL</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*This course may only be used as an elective to meet the requirements of the Certificate if not already used as a Core Curriculum Course.

Total Required Units: 24.0-26.0
Associate in Science in Community Health Worker

The Community Health Worker (CHW) Associate Degree provides the opportunity for the student to develop skills as frontline public health worker who is a trusted member of and/or close understanding of the community they serve. This relationship enables the CHW to serve as a liaison between health services and the community. Course requirements for the major can be completed in two or three semesters of study. Classroom theory is applied in a CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy degree requirements.

Program Learning Outcomes:
- Students will be able to identify the personal qualities, core competencies relating to work-setting skills, knowledge base, health promotion/education, and service coordination, researching and health coaching.
- Students will know the current community health care issues and community agencies and resources available for consumers today.
- Students will be able to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural back grounds, intellectual and emotional abilities.

Career/Transfer Opportunities:
A community health worker builds health understanding and self-sufficiency in individuals within the community through a range of activities such as: outreach, community education, informal counseling, social support and advocacy.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 001 Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 033A Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CAP 062B An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>PSY 012 Human Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 005 Introduction to Community Health Worker</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 006 Personal Health and Life Style</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 008 Chronic Disease Management and Community Wellness</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 010 Health Communication: Health Literacy, Health Coaching, and Motivational Interviewing</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 012 Community Health Worker Internship</td>
<td>3.0</td>
</tr>
</tbody>
</table>

AREAS OF EMPHASIS

CHW program with emphasis on Geriatric Care.
Complete the following courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 028 Care of the Geriatric Patient</td>
<td>1.0</td>
</tr>
<tr>
<td>HOC 004 First Aid and CPR</td>
<td>0.5</td>
</tr>
<tr>
<td>HOC 019A Nursing Assistant Fundamentals</td>
<td>4.0</td>
</tr>
<tr>
<td>HOC 019B Nursing Assistant Clinical Experience</td>
<td>2.0</td>
</tr>
<tr>
<td>HOC 019F Home Health Aide Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td>HOC 019G Home Health Aide Clinical</td>
<td>0.5</td>
</tr>
<tr>
<td>HOC 003 Emergency/Disaster Preparedness for Allied Health Professionals</td>
<td>0.5</td>
</tr>
</tbody>
</table>

-OR-

CHW program with Emphasis on Cognitive Disability-Mental Illness.
Take the following three courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 001 General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 030 Psychology of Addiction and Substance Abuse</td>
<td>3.0</td>
</tr>
<tr>
<td>HOC 023B Beg. Cognitive Disabilities - Mental Health Theory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

-OR-

CHW program with an Emphasis on Cognitive Disability-Developmental Disability.
Take the following course:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 023C Beg. Cognitive Disabilities - Developmental Disability Theory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 26.0-35.0
Completion of General Education Requirements and electives as needed to reach 60 units.
Total Required Units: 60.0
Associate in Science Registered Nursing (LVN to RN)
The Associate Degree (LVN-to-RN) Nursing curriculum is approved through the California Board of Registered Nursing (BRN) and is designed to prepare students to take the National Council Licensure Examination-Registered Nursing (NCLEX-RN). Upon successful completion of the NCLEX-RN examination, the student becomes a Registered Nurse (R.N.).

Program Learning Outcomes:
• Students will demonstrate skills required for entry level practice.
• Students will demonstrate the use of theoretical and clinical skills during the performance of patient care to prepare for employment.
• Students will successfully pass the courses required to meet eligibility requirements for licensure and/or certification examination.

Career/Transfer Opportunities:
Employment opportunities following the acquisition of the license include hospitals, clinics, home-care, and community centers.

Admission to the LVN-to-RN Program
The Nursing program is limited in the number of students it can admit each year. Applicants are cautioned that satisfaction of the prerequisite requirements qualifies them only for consideration for admission to the program. There is a selection procedure which assists us to select qualified applicants.

Prerequisite Requirements for Admission to the LVN-to-RN Program
1. High school graduate or equivalent
2. Proof of active LVN license (copy)
3. Minimum cumulative GPA of 2.5 for all college coursework
4. Satisfactory score on the Test of Essential Academic Skills (TEAS)
5. Completion of the LVN-to-RN Course prerequisites listed below (18 units):
   • Human Anatomy (one, 5-unit semester course or equivalent, e.g. BIO 047)
   • Human Physiology (one, 5-unit semester course or equivalent, e.g. BIO 048)
   • Microbiology (one, 5-unit semester course or equivalent, e.g. BIO 004)
   • English Composition (ENG 001A or equivalent with minimum grade of “C”)

NOTE: Applicants must have a minimum overall college GPA of 2.5 and no less than 2.5 GPA for Human Anatomy, Human Physiology, and Microbiology combined, with no grade less than a “C” for each course and no more than one repetition for any of the three courses.

LVN-RN Program Requirements following Admission
Following admission to the program, the following requirements must be met:
• A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable disease and ability to function in a hospital setting.
• Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella.
• Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
• Current Cardiopulmonary Resuscitation certification, CPR for Health Care Provider or CPR for Professional Rescuer.
• Criminal background check. If you have been convicted of any offense other than a minor traffic violation, you may not qualify to be licensed as a registered nurse. Each case is reviewed and determined by the California Board of Registered Nursing. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. ( www.rn.ca.gov)

LVN-to-RN Program Course Requirements
After completion of the Role Transition Courses (HOC 050 and 050A) the LVN-to-RN program consists of two additional semesters. Classroom instruction is offered concurrently with clinical experience. The Curriculum has been organized under the standards mandated by the State of California Board of Registered Nursing.

General Education course requirements mandated by the Board of Registered Nursing:* The following courses must be taken prior to the last semester of the LVN to RN program. These courses are necessary to be eligible to take the NCLEX to become an RN.
• General Psychology (PSY 001) or Human Psychology (PSY 012) or equivalent
• Public Speaking (COM 001 or equivalent)
• Intermediate Algebra (MAT 000C) or Statistics (MAT 010) or equivalent

Additional Mission College General Education course requirements:* The following courses are necessary for the Associate Degree and must be completed prior to graduation.
• U.S. History (HIS 017A) or American Government (POL 001) or equivalent
• Information competency (LIB 010) or equivalent
• Arts and Humanities (3 units)

* It is highly recommended that students complete all general-education coursework prior to entry into the LVN to RN program.
LVN-to-RN Thirty-Unit Option
The thirty-unit option allows the LVN to sit for the NCLEX-RN examination after completion of a maximum of thirty units of coursework in Health Occupations and related disciplines. Students who elect this option will not be a graduate of the Nursing program and will not receive a degree. The student will receive a license to practice only in the state of California after passing the NCLEX-RN examination. Practice outside the State of California may be limited. A conference with the Director of the LVN-to-RN program regarding the option is required before the student may elect this option as an education pathway.

This program is accredited by the California Board of Registered Nursing. For additional information visit: m.ca.gov/

<table>
<thead>
<tr>
<th>LVN-to-RN Program Coursework</th>
<th>24 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role Transition courses</strong></td>
<td></td>
</tr>
<tr>
<td>HOC 050</td>
<td>2.0 Units</td>
</tr>
<tr>
<td>HOC 050A</td>
<td>1.0 Units</td>
</tr>
<tr>
<td><strong>Semester 1</strong></td>
<td></td>
</tr>
<tr>
<td>HOC 051</td>
<td>2.0 Units</td>
</tr>
<tr>
<td>HOC 052</td>
<td>3.0 Units</td>
</tr>
<tr>
<td>HOC 053</td>
<td>1.0 Units</td>
</tr>
<tr>
<td>HOC 054</td>
<td>4.0 Units</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td></td>
</tr>
<tr>
<td>HOC 060</td>
<td>2.0 Units</td>
</tr>
<tr>
<td>HOC 061</td>
<td>3.0 Units</td>
</tr>
<tr>
<td>HOC 062</td>
<td>1.0 Units</td>
</tr>
<tr>
<td>HOC 064</td>
<td>5.0 Units</td>
</tr>
</tbody>
</table>

**Additional Requirements**

<table>
<thead>
<tr>
<th>LVN-to-RN Program Prerequisite Courses</th>
<th>18 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 004  Microbiology</td>
<td>5.0 Units</td>
</tr>
<tr>
<td>BIO 047  Human Anatomy</td>
<td>5.0 Units</td>
</tr>
<tr>
<td>BIO 048  Human Physiology</td>
<td>5.0 Units</td>
</tr>
<tr>
<td>ENG 001A  English Composition</td>
<td>3.0 Units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRN-mandated General Education Requirements</th>
<th>10-11 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 001  General Psychology OR</td>
<td>3.0 Units</td>
</tr>
<tr>
<td>PSY 012  Human Psychology AND</td>
<td>3.0 Units</td>
</tr>
<tr>
<td>MAT 000C  Intermediate Algebra OR</td>
<td>5.0 Units</td>
</tr>
<tr>
<td>MAT 010  Elementary Statistics AND</td>
<td>4.0 Units</td>
</tr>
<tr>
<td>COM 001  Public Speaking</td>
<td>3.0 Units</td>
</tr>
</tbody>
</table>

LVN Advanced-Placement Credit 12.0 Units

**Required Units for the Major:** 64.0-65.0

Completion of General Education and electives as needed to reach 72 units.

**Total Required Units:** 72.0
### Associate in Science in Psychiatric Technician

The licensed psychiatric technician is a member of the health care team and works under the direction of a psychiatrist, registered nurse or other mental health personnel. Students who desire to earn an Associate in Science in Psychiatric Technician must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week are spent in clinical simulation. Students must achieve a score of 75% or higher in all courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination. Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, including information session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

### Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as need.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

### Career/Transfer Opportunities:

Currently, skilled licensed psychiatric technicians are in high demand both locally and statewide. Career opportunities include the following: training developmentally disabled individuals in the community or developmental centers, and providing care for mentally ill people in the prison health system, private and municipal acute mental health facilities.

### To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

This program is accredited by the Board of Vocational Nursing and Psychiatric Technician. For additional information visit: bvnpt.ca.gov

### Major Requirements for the Psychiatric Technician Degree

Admission to the program is required prior to enrollment in these courses. Students are strongly encouraged to complete all General Education requirements for the Associate’s degree prior to beginning the required courses for the PT program.

#### Required Prerequisite Coursework and Certification

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
</tr>
<tr>
<td>HOC 020</td>
<td>Introduction to Professional Health Care</td>
</tr>
</tbody>
</table>

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENGL 908 or the equivalent, or be eligible for ENGL 001A, prior to enrolling in the program.

#### Semester I: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 022</td>
<td>Patient Nursing Care Fundamentals</td>
</tr>
<tr>
<td>HOC 023A</td>
<td>Beg. Medical-Surgical Nursing Theory</td>
</tr>
<tr>
<td>HOC 023B</td>
<td>Beg. Cognitive Disabilities - Mental Health Theory</td>
</tr>
<tr>
<td>HOC 023C</td>
<td>Beg. Cognitive Disabilities - Developmental Disability Theory</td>
</tr>
<tr>
<td>HOC 024</td>
<td>Pharmacology A</td>
</tr>
<tr>
<td>HOC 025B</td>
<td>Fundamentals Skills/Simulation Lab</td>
</tr>
<tr>
<td>HOC 026B</td>
<td>Beg. Clinical Practicum</td>
</tr>
<tr>
<td>HOC 027</td>
<td>Nursing Process and Communication</td>
</tr>
<tr>
<td>PSY 012 *</td>
<td>Human Growth and Development</td>
</tr>
</tbody>
</table>

#### Semester II: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 023A</td>
<td>Int. Medical/Surgical Nursing Theory</td>
</tr>
<tr>
<td>HOC 033C</td>
<td>Int. Cognitive Disabilities - Mental Health Theory</td>
</tr>
<tr>
<td>HOC 033D</td>
<td>Int. Cognitive Disabilities - Devel. Disability Theory</td>
</tr>
<tr>
<td>HOC 034</td>
<td>Pharmacology B</td>
</tr>
<tr>
<td>HOC 035B</td>
<td>Int. Skills/Simulation Lab</td>
</tr>
<tr>
<td>HOC 036B</td>
<td>Int. Clinical Practicum</td>
</tr>
<tr>
<td>PSY 001 *</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>

#### Semester III: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 023B</td>
<td>Beg. Cognitive Disabilities - Mental Health Theory</td>
</tr>
<tr>
<td>HOC 022</td>
<td>Patient Nursing Care Fundamentals</td>
</tr>
<tr>
<td>HOC 023A</td>
<td>Int. Medical/Surgical Nursing Theory</td>
</tr>
</tbody>
</table>

#### Required Units for the Major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
</tr>
<tr>
<td>HOC 020</td>
<td>Introduction to Professional Health Care</td>
</tr>
</tbody>
</table>

Total Required Units: 71.5

*It is highly recommended that these courses be completed prior to starting the program.

**Dean: Carol Ann Friedman**

**Department Chair: Marsha Oliver**

**408-855-5427 | GC-235C B**

**marsha.oliver@missioncollege.edu**

**HEALTH OCCUPATIONS**

nursing.missioncollege.edu

**Department Chair: Marsha Oliver**

**408-855-5427 | GC-235C B**

**marsha.oliver@missioncollege.edu**

**Dean: Carol Ann Friedman**

**HEALTH OCCUPATIONS**

nursing.missioncollege.edu
Associate in Science in Vocational Nursing

The licensed vocational nurse is a member of the health care team and works under the direction of a registered nurse or physician. Students who desire to earn an Associate in Science in Vocational Nursing must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week in clinical simulation. Students must achieve a score of 75% or higher in all core courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the national licensing examination (NCLEX-PN). Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, for information-session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. It is highly recommended that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the Psychiatric Technician licensure and pass the national examination.

Career/Transfer Opportunities:

The licensed vocational nurse is a member of the health care team who works under the supervision of a registered nurse or physician. Employment opportunities for the licensed vocational nurse following licensure include sub-acute and extended care facilities, convalescent and rehabilitation institutions, home health agencies, and ambulatory care clinics.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENGL 001A, prior to enrolling in the program.

This program is accredited by the Board of Vocational Nursing and Psychiatric Technician. For additional information visit: bvnpt.ca.gov

Required Prerequisite Coursework and Certification

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
<td>4.0</td>
</tr>
<tr>
<td>HOC 020</td>
<td>Introduction to Professional Health Care</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Major Requirements for the Vocational Nursing Degree

Admission to the program is required prior to enrollment in these courses. Students are strongly encouraged to complete all General Education requirements for the Associate's degree prior to beginning the required courses for the VN program.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>HOC 022</td>
<td>Patient Nursing Care Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
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<td>Beginning Medical-Surgical Nursing Theory</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>HOC 023B</td>
<td>Beginning Cognitive Disabilities - Mental Health</td>
<td></td>
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<tr>
<td></td>
<td>HOC 024</td>
<td>Pharmacology A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>HOC 025A</td>
<td>Fundamentals Skills/Simulation Lab</td>
<td>1.0</td>
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<tr>
<td></td>
<td>HOC 026A</td>
<td>Beginning Clinical Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>HOC 027</td>
<td>Nursing Process and Communication</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HOC 028 *</td>
<td>Care of the Geriatric Patient</td>
<td>1.0</td>
</tr>
<tr>
<td>Semester II</td>
<td>HOC 032</td>
<td>Care of Obstetrical and Neonatal Patients</td>
<td>2.0</td>
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<tr>
<td></td>
<td>HOC 033A</td>
<td>Intermediate Medical/Surgical Nursing Theory</td>
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<tr>
<td></td>
<td>HOC 033B</td>
<td>Intermediate Project-Based Medical/Surgical</td>
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<tr>
<td></td>
<td></td>
<td>Reasoning</td>
<td>1.5</td>
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<tr>
<td></td>
<td>HOC 034</td>
<td>Pharmacology B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>HOC 035A</td>
<td>Intermediate Nursing Skills/Simulation Lab</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>HOC 036A</td>
<td>Intermediate Clinical Practicum</td>
<td>5.0</td>
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<tr>
<td></td>
<td>NTR 015 *</td>
<td>Human Nutrition OR</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>NTR 040 *</td>
<td>Nutrition and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>Semester III</td>
<td>HOC 042</td>
<td>Care of the Pediatric Patient</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HOC 043A</td>
<td>Advanced Medical/Surgical Theory</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HOC 043B</td>
<td>Advanced Project-Based Medical Surgical Reasoning</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>HOC 044</td>
<td>Pharmacology C</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>HOC 045A</td>
<td>Advanced Skills/Simulation Lab</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>HOC 046A</td>
<td>Advanced Clinical Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>HOC 047</td>
<td>Leadership and Professional Practice</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>PSY 012 *</td>
<td>Human Growth and Development</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*It is highly recommended that these courses be completed prior to starting the program.

Required Units for the Major: 47.5

Completion of General Education Requirements and electives as needed to reach 65.5 units.

Total Required Units: 65.5
Certificate of Achievement in Community Health Worker

The Community Health Worker (CHW) Associate Degree provides the opportunity for the student to develop skills as frontline public health worker who is a trusted member of and/or close understanding of the community they serve. This relationship enables the CHW to serve as a liaison between health services and the community. Course requirements for the major can be completed in two or three semesters of study. Classroom theory is applied in a CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy degree requirements.

Program Learning Outcomes:

- Students will be able to identify the personal qualities, core competencies relating to work-setting skills, knowledge base, health promotion/education, and service coordination, researching and health coaching.
- Students will know the current community health care issues and community agencies and resources available for consumers today.
- Students will be able to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural back grounds, intellectual and emotional abilities.

Career/Transfer Opportunities:

A community health worker builds health understanding and self-sufficiency in individuals within the community through a range of activities such as: outreach, community education, informal counseling, social support and advocacy. Certificate requirements can be completed in two or three semesters of study. Classroom theory is applied in CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy certificate requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information:

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.
Certificate of Achievement: Psychiatric Technician

The licensed psychiatric technician is a member of the health care team and works under the direction of a psychiatrist, registered nurse or other mental health personnel. Students who desire to earn an Associate in Science in Psychiatric Technician must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week are spent in clinical simulation. Students must achieve a score of 75% or higher in all courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination. Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, including information session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

Career/Transfer Opportunities:

The licensed psychiatric technician is a member of the professional health services team who works with individuals who are mentally ill and/or developmentally disabled under the direction of a Psychiatrist, Registered Nurse or other mental health personnel. Currently, skilled licensed psychiatric technicians are in high demand both locally and statewide. Career opportunities include the following: training developmentally disabled individuals in the community or developmental centers and providing care for mentally ill people in the prison health system, private and municipal acute mental health facilities.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu. This program is accredited by the Board of Vocational Nursing and Psychiatric Technician. For additional information visit: bvnp.ca.gov

Required Prerequisite Coursework and Certification

<table>
<thead>
<tr>
<th>Units</th>
<th>Core Curriculum Courses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester I:</td>
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<td></td>
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</tr>
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</table>

| BIO 022 Anatomy & Physiology for Allied Health Workers | 4.0 |
| HOC 020 Introduction to Professional Health Care | 0.5 |
| Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENG 001A, prior to enrolling in the program. |

Students will successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.
Certificate of Achievement in Vocational Nursing

The licensed vocational nurse is a member of the health care team and works under the direction of a registered nurse or physician. The certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week in clinical simulation. Students must achieve a score of 75% or higher in all core courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the national licensing examination (NCLEX-PN). Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, for information-session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:
- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the Psychiatric Technician licensure and pass the national examination.

Career/Transfer Opportunities:
The licensed vocational nurse is a member of the health care team who works under the supervision of a registered nurse or physician. Employment opportunities for the licensed vocational nurse following licensure include sub-acute and extended care facilities, convalescent and rehabilitation institutions, home health agencies, and ambulatory care clinics.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information
In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

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Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENG 001A, prior to enrolling in the program.

### Major Requirements for the Vocational Nursing Degree

<table>
<thead>
<tr>
<th>Semester</th>
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</tr>
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<td>HOC 028 *</td>
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<td>HOC 032</td>
<td>Care of Obstetrical and Neonatal Patients</td>
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<td>NTR 040 *</td>
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<thead>
<tr>
<th>Semester III</th>
<th>Units</th>
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<tbody>
<tr>
<td>HOC 042</td>
<td>Care of the Pediatric Patient</td>
</tr>
<tr>
<td>HOC 043A</td>
<td>Advanced Medical/Surgical Theory</td>
</tr>
<tr>
<td>HOC 043B</td>
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</tr>
<tr>
<td>HOC 044</td>
<td>Pharmacology C</td>
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<td>PSY 012 *</td>
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</table>

**Total Required Units:** 47.5
Certificate of Proficiency in Home Health Aide

The Certificate of Proficiency in Home Health Aide provide students with clinical experiences in skilled nursing facilities, and home health care. Completion of the Nursing Assistant Certificate courses provide eligibility for the National Nurse Aide Assessment Program (NNAAP) examination for the Certified Nursing Assistant (CNA). CNAs who complete the Home Health Aide course work are eligible to receive a California Certificate as a Home Health Aide (HHA).

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written, and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed in the home setting.
- Students will identify personal and professional growth in daily clinical journals activities, with oral feedback from the instructor during post conference.

Career/Transfer Opportunities:

The Home Health Aide is a CNA is a member of the health care team who works under the supervision of the LVN, RN, or Physician. Employment opportunities for the Home Health Aide include private duty home care. Home health aides work primarily in homes and as a visiting care provider (ie: hospice care or public health aide).

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC 003 Emergency/Disaster Preparedness for Allied Health Professionals</td>
<td>0.5</td>
</tr>
<tr>
<td>HOC 019F Home Health Aide Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td>HOC 019G Home Health Aide Clinical</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Required Units: 2.5
Certificate of Proficiency: Nursing Assistant

HEALTH OCCUPATIONS PROGRAM ACCEPTANCE POLICY
Due to requirements from the California Department of Public Health, acceptance into the Nursing Assistant program will be dependent on the following:

Nursing Assistant Program:
- Attendance at an information session (dates will be posted online)
- Completion of the College Placement Exam (assesses English, reading, and math)
- Submission of an application for the CNA program by the specified deadline. Applications are available online at www.missioncollege.org/depts/health/index.html/nursing
- It is recommended that students have completed HOC 001 prior to applying for this program.

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

The Nursing Assistant Certificate of Proficiency prepares students for entry-level employment in the healthcare field. Nursing Assistants provide direct care to patients in residential, skilled nursing and hospice care facilities under the supervision of a licensed nurse. Completion of the Nursing Assistant courses provides eligibility for the National Nurse Aide Assessment Program (NNAAP) examination for the Certified Nursing Assistant (CNA).

Program Learning Outcomes:
- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will identify personal and professional growth through retrospection of nursing care.
- Students will complete all requirements for eligibility to apply for the Nursing Assistant Certification and pass the state examination.

Career/Transfer Opportunities:
The Certified Nursing Assistant is a member of the health care team who works under the LVN, RN or Physician. Employment opportunities for the Nursing Assistant include long-term care facilities, private duty, assisted living, adult day care facilities, pediatric sub-acute and mental health facilities. Home health aides work primarily in homes and as a visiting care provider (i.e.: hospice care or public health aide).

* Federal Financial aid may not apply to this certificate program. Consult Financial aid office for more information.
Associate in Arts in History for Transfer (AA-T)

The Associate in Arts in History for Transfer (AA-T in History) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in History. California Community College students who are awarded an Associate in Arts in History for Transfer (AA-T in History) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts for Transfer in History provides students the opportunity to cultivate a broad perspective on history. The program is designed to stimulate appreciation for, and understanding of historical and cultural trends, and knowledge of key figures and events. The program is also designed to facilitate learning in such a way to allow students to make connections to modern institutions and ideas, patterns of change and progress, and encourage an interest in the 21st century world. Students will also refine their cognitive and analytical faculties through studying historical works, researching historical subjects, and writing using primary and secondary sources. Critical thinking skills and historical understanding through these courses provide a framework for lifelong study in the history and the humanities areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

**Program Learning Outcomes:**

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

**Career/Transfer Opportunities:**

The program is intended for students who are considering transfer but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

**To earn this degree, students must meet the following requirements:**

1. Completion of the following major courses with grades of C or better
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

**Core Curriculum Courses Required:**

- HIS 017A: History of the United States to 1877 OR 3.0
- HIS 017AH: History of the United States to 1877 – Honors OR 3.0
- HIS 017B: History of the United States Since 1877 OR 3.0
- HIS 017BH: History of the United States Since 1877 – Honors OR 3.0

**List A: Select 2 courses (6 total units):**

- HIS 004A: History of Western Civilization OR 3.0
- HIS 004AH: History of Western Civilization – Honors OR 3.0
- HIS 015: World History to 1500 OR 3.0
- HIS 015H: World History to 1500 – Honors OR 3.0
- HIS 004B: History of Western Civilization OR 3.0
- HIS 004BH: History of Western Civilization - Honors OR 3.0
- HIS 016: World History Since 1500 OR 3.0
- HIS 016H: World History Since 1500 – Honors OR 3.0

**List B: Select one course from Area 1 and one course from Area 2 (6-8 total units):**

**Area 1 – Diversity:**

- HIS 004A: History of Western Civilization OR 3.0
- HIS 004AH: History of Western Civilization – Honors OR 3.0
- HIS 015: World History to 1500 OR 3.0
- HIS 015H: World History to 1500 – Honors OR 3.0
- HIS 004B: History of Western Civilization OR 3.0
- HIS 004BH: History of Western Civilization - Honors OR 3.0

**Area 2:**

- ANT 003: Introduction to Cultural Anthropology OR 3.0
- COM 012: Introduction to Intercultural Communication OR 3.0
- COU 055: Valuing Diversity OR 3.0
- GLB 001: Global Perspectives OR 3.0
- GLB 002: Global Issues OR 3.0
- HIS 020: History and Geography of California OR 3.0
- HUM 007: International Films OR 3.0
- POL 001: American Government OR 3.0
- POL 004: International Relations OR 3.0
- POL 007: International Films OR 3.0
- PSY 001: General Psychology OR 3.0
- SOC 001: Introduction to Sociology OR 3.0

**Required Units for the Major:**

- Total Required Units: 60.0
Associate in Science in Hospitality Management

The Associates of Science degree in Hospitality Management provides the marketable skills necessary for upward success in the hospitality and restaurant industry. Graduates learn hospitality theory as well as functional hands on skills necessary to supervise and manage successfully in this dynamic industry. The core classes should be taken in the recommended sequence.

Program Learning Outcomes:

- Students will be able to effectively motivate a diverse team toward efficient and effective workplace execution through the application of transformational management/leadership concepts.
- Students will reach sound operational conclusions and decisions based on an “audit trail” analysis of source documentation.
- Students will translate strategic objectives and summary business statements into effective daily operational practices.
- Students will conceptualize the functions of primary departments/ work stations within full-service food service, lodging and other hospitality operations.

Career/Transfer Opportunities:

Pathway to supervision and management in the commercial food service industry; resort and lodging management; event planning; management and leadership in managed services.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDR 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 051</td>
<td>Basic Food Preparation</td>
<td>5.0</td>
</tr>
<tr>
<td>FDR 051S</td>
<td>Introductory Catering Operations Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>INF 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 075</td>
<td>Menu Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 054</td>
<td>Hotel and Restaurant Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 055</td>
<td>Procurement for Foodservice Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 058</td>
<td>Food, Beverage and Labor Cost Controls</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 059</td>
<td>Hospitality Supervision and Leadership</td>
<td>4.0</td>
</tr>
<tr>
<td>FDR 060A</td>
<td>Food Service Facilities Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 052</td>
<td>Quantity Foods Operation</td>
<td>6.0</td>
</tr>
<tr>
<td>FDR 052S</td>
<td>Quantity Foods Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>FDR 053</td>
<td>Restaurant Operations</td>
<td>6.0</td>
</tr>
<tr>
<td>FDR 053S</td>
<td>Restaurant Operations Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>CAP</td>
<td>Any Computer Applications course(s) totaling one unit.</td>
<td>1.0</td>
</tr>
<tr>
<td>NTR 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>WRK 300HM</td>
<td>Occupational Work Experience for Hospitality Management</td>
<td>1.0 - 5.0</td>
</tr>
</tbody>
</table>

Optional Recommended Courses not included in core requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDR 072</td>
<td>Intermediate Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 073</td>
<td>Fundamentals of Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 074</td>
<td>Intermediate Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 078</td>
<td>Advanced Baking and Pastry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 079</td>
<td>Introduction to Food and Wine Pairing</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 081</td>
<td>Introduction to Wines and Spirits of the World</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 086</td>
<td>Beginning Bread Making</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 096</td>
<td>Healthy Cuisine</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 105</td>
<td>Catering Management and Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 106A</td>
<td>Food Trucks: Starting a Mobile Food Business</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 106B</td>
<td>Food Trucks: Mobile Food Operations</td>
<td>1.5</td>
</tr>
<tr>
<td>HMT 075</td>
<td>Housekeeping in Hotels, Motels and Institutions</td>
<td>3.0</td>
</tr>
<tr>
<td>HMT 076</td>
<td>Hotel and Motel Front Office Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 082</td>
<td>Introduction to Chocolate and Confectionary</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 49.5-53.5

* Five (5) units of Work Experience is composed of approximately 400 hours of hands-on experience in viable food service operations.

Completion of General Education Requirements and electives as needed to reach units.

Total Required Units: 71.5-74.5
Certificate of Achievement in Food Service and Restaurant Management

The Certificate of Achievement Food Service and Restaurant Management is designed to provide students with the foundation that will encourage them to engage effectively and immediately in a career ladder leading to entry-level supervisory and/or manager trainee positions within the food service and hospitality industries.

Program Learning Outcomes:

- Students will direct a diverse staff towards meeting the established operational objectives in hospitality organizations.
- Students will demonstrate proficiency in training employees to meet and exceed guest expectations of service, in any hospitality industry environment.
- Students will make profitable operational decisions based on the interrelationship of menu development, food purchasing, and cost control.
- Students will develop and analyze profit/loss statements that take into consideration the calculations of product, labor, and inventory.
- Students will clearly communicate the significance of the transactional nature of supervision and management using the common concepts, principles, and practices.

Career/Transfer Opportunities:

Career opportunities include the following: restaurant supervisor, front desk supervisor, kitchen manager, guest services supervisor, catering and social events manager, housekeeping supervisor, inventory supervisor, and attractions supervisor.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDR 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>INF 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 051</td>
<td>Basic Food Preparation</td>
<td>5.0</td>
</tr>
<tr>
<td>FDR 051S</td>
<td>Introductory Catering Operations Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>FDR 075</td>
<td>Menu Planning</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 054</td>
<td>Hotel and Restaurant Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 055</td>
<td>Procurement for Food Service Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 058</td>
<td>Food, Beverage and Labor Cost Controls</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 059</td>
<td>Hospitality Supervision and Leadership</td>
<td>4.0</td>
</tr>
<tr>
<td>FDR 060A</td>
<td>Food Service Facilities Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 052</td>
<td>Quantity Foods Operation</td>
<td>6.0</td>
</tr>
<tr>
<td>FDR 052S</td>
<td>Quantity Foods Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>FDR 053</td>
<td>Restaurant Operations</td>
<td>6.0</td>
</tr>
<tr>
<td>FDR 053S</td>
<td>Restaurant Operations Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>CAP</td>
<td>Any Computer Applications course(s)</td>
<td>1.0</td>
</tr>
<tr>
<td>WRK 300</td>
<td>HMOccupational Work Experience</td>
<td>1.0-5.0</td>
</tr>
</tbody>
</table>

Total Required Units: 46.5-50.5

Optional Recommended Courses not included in core requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDR 072</td>
<td>Intermediate Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 073</td>
<td>Fundamentals of Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 074</td>
<td>Intermediate Baking and Confectionery</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 078</td>
<td>Advanced Baking and Pastry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 079</td>
<td>Introduction to Food and Wine Pairing</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 081</td>
<td>Introduction to Wines and Spirits of the World</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 106A</td>
<td>Food Trucks: Starting a Mobile Food Business</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 106B</td>
<td>Food Trucks: Mobile Food Operations</td>
<td>1.5</td>
</tr>
<tr>
<td>HMT 075</td>
<td>Housekeeping in Hotels, Motels, and Institutions</td>
<td>3.0</td>
</tr>
<tr>
<td>HMT 076</td>
<td>Hotel and Motel Front Office Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDR 082</td>
<td>Introduction to Chocolate and Confectionary</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Required Units: 46.5-50.5
Certificate of Achievement in Fundamental Food Service Skills I

The Certificate of Achievement Fundamental Food Service Skills I can be completed in one semester. This program encourages students to compete successfully for skilled positions (beyond entry-level) within the food services industry. This sequence of courses provides a solid foundation in fundamental food preparation as well as common operational food service practices and in guest services. To complete in one semester the required core courses sequence must be followed.

Program Learning Outcomes:

- Students will identify the overall service objectives as they related to specific tasks.
- Students will apply basic hands-on food service skills, employing practical knowledge of fundamental practices.
- Students will demonstrate sanitation and safety practices and standards as they apply to food service and hospitality operations.

Career/Transfer Opportunities:

Career opportunities include the following: preparation cook, front desk agent, sales and marketing associate, associate event planner, lead cook, shift leader, and catering lead.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDR 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 051</td>
<td>Basic Food Preparation</td>
<td>5.0</td>
</tr>
<tr>
<td>INF 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>WRK 302*</td>
<td>Work Experience Occupational</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 075</td>
<td>Menu Planning OR</td>
<td>2.0</td>
</tr>
<tr>
<td>FDR 055</td>
<td>Procurement for Food Service Operations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Units: 13.0 - 14.0

NOTE: FDR 055 is a suitable substitute for FDR 075 should the student enroll during the Spring semester. This will still allow students to complete the certificate in one semester.

*The two (2) units of work experience are composed of 150 hours (minimum) of actual hands-on experience in various food service operations.
Associate in Arts in Kinesiology for Transfer (AA-T)

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Kinesiology. California Community College students who are awarded an Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) is designed to introduce the student to many facets of the science and study of movement. Kinesiology courses enhance skills and physical development in combatives, dance, individual and team sports, and fitness. Courses provide a foundation for understanding human anatomy and physiology. Students completing this program successfully will be able to demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and applying principles of anatomy and physiology in various contexts. Students who complete the Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) meet the lower-division requirements for transfer to a four-year program of study in Kinesiology.

Program Learning Outcomes:

• Students will demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and applying principles of anatomy and physiology in various contexts.

• Students will critically analyze movement and effectively communicate their analysis.

Career/Transfer Opportunities:

Students have the skills and knowledge to transfer to a four-year institution (with the completion of a the Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology), and pursue a career in the following areas: coach, teacher, athletic trainer, sports management, sports medicine, dance therapy, and choreography.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BIO 047</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>BIO 048</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>KIN 078</td>
<td>Introduction to Kinesiology</td>
</tr>
</tbody>
</table>

Movement Based Courses: Select three (3) courses from three (3) different movement based areas for a minimum of three (3) units: Combatives, Dance, Fitness, Individual Sports, Team Sports.

Combatives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>KIN 050A</td>
<td>Tai Chi - Introduction</td>
</tr>
<tr>
<td>KIN 050B</td>
<td>Tai Chi - Beginning</td>
</tr>
<tr>
<td>KIN 051A</td>
<td>Aikido - Introduction</td>
</tr>
<tr>
<td>KIN 051B</td>
<td>Aikido - Beginning</td>
</tr>
<tr>
<td>KIN 053A</td>
<td>Karate - Introduction</td>
</tr>
<tr>
<td>KIN 053B</td>
<td>Karate - Beginning</td>
</tr>
<tr>
<td>KIN 055A</td>
<td>Self-Defense - Introduction</td>
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Dance:

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>KIN 040A</td>
<td>Modern Dance - Introduction</td>
</tr>
<tr>
<td>KIN 041A</td>
<td>Ballet - Introduction</td>
</tr>
<tr>
<td>KIN 041B</td>
<td>Ballet - Beginning</td>
</tr>
<tr>
<td>KIN 041C</td>
<td>Ballet - Intermediate</td>
</tr>
<tr>
<td>KIN 041D</td>
<td>Ballet - Advanced</td>
</tr>
<tr>
<td>KIN 042A</td>
<td>Jazz Dance - Introduction</td>
</tr>
<tr>
<td>KIN 042B</td>
<td>Jazz Dance - Beginning</td>
</tr>
<tr>
<td>KIN 046A</td>
<td>Ballroom Dancing - Introduction</td>
</tr>
<tr>
<td>KIN 046C</td>
<td>Ballroom Dance - Intermediate</td>
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<tr>
<td>KIN 046B</td>
<td>Ballroom Dancing - Beginning</td>
</tr>
<tr>
<td>KIN 046D</td>
<td>Ballroom Dance - Advanced</td>
</tr>
<tr>
<td>KIN 047A</td>
<td>Hip Hop - Introduction</td>
</tr>
<tr>
<td>KIN 047B</td>
<td>Hip Hop - Beginning</td>
</tr>
<tr>
<td>KIN 048A</td>
<td>Latin Dance/Salsa - Introduction</td>
</tr>
<tr>
<td>KIN 048B</td>
<td>Latin Dance/Salsa - Beginning</td>
</tr>
</tbody>
</table>

Fitness:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>KIN 030A</td>
<td>Pilates Matwork - Introduction</td>
</tr>
<tr>
<td>KIN 030B</td>
<td>Pilates Matwork - Beginning</td>
</tr>
<tr>
<td>KIN 031A</td>
<td>Step Aerobics - Introduction</td>
</tr>
<tr>
<td>KIN 031B</td>
<td>Step Aerobics - Beginning</td>
</tr>
<tr>
<td>KIN 032A</td>
<td>Aerobics-Introduction</td>
</tr>
<tr>
<td>KIN 032B</td>
<td>Aerobics- Beginning</td>
</tr>
<tr>
<td>KIN 033A</td>
<td>Kickboxing Fitness- Introduction</td>
</tr>
<tr>
<td>KIN 033B</td>
<td>Kickboxing Fitness - Beginning</td>
</tr>
<tr>
<td>KIN 035A</td>
<td>Weight Training - Introduction</td>
</tr>
<tr>
<td>KIN 035B</td>
<td>Weight Training - Beginning</td>
</tr>
<tr>
<td>KIN 035C</td>
<td>Weight Training - Intermediate</td>
</tr>
<tr>
<td>KIN 037A</td>
<td>Cardio-Cross Training - Introduction</td>
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</tbody>
</table>
Associate in Arts in Kinesiology for Transfer (AA-T) Continued

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>KIN 037B</td>
<td>Cardio-Cross Training - Beginning</td>
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</tr>
<tr>
<td>KIN 038A</td>
<td>Lower Body Conditioning Introduction</td>
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</tr>
<tr>
<td>KIN 038B</td>
<td>Lower Body Conditioning Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 038C</td>
<td>Lower Body Conditioning - Intermediate</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 038D</td>
<td>Lower Body Conditioning Advanced</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 061A</td>
<td>Hatha Yoga - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 061B</td>
<td>Hatha Yoga - Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 061C</td>
<td>Hatha Yoga - Intermediate</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 063A</td>
<td>Hiking - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 063B</td>
<td>Hiking - Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 021A</td>
<td>Tennis - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 021B</td>
<td>Tennis - Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 021C</td>
<td>Tennis - Intermediate</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 021D</td>
<td>Tennis - Advanced</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 021E</td>
<td>Tennis - Tournament</td>
<td>2.0</td>
</tr>
<tr>
<td>KIN 021F</td>
<td>Tennis - Doubles Strategies and Play</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN 023A</td>
<td>Archery: Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 020A</td>
<td>Badminton - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 020B</td>
<td>Badminton: Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 020C</td>
<td>Badminton - Intermediate</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 014A</td>
<td>Volleyball - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 014B</td>
<td>Volleyball - Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 015A</td>
<td>Basketball - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 015B</td>
<td>Basketbball - Beginning</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 019A</td>
<td>Soccer - Introduction</td>
<td>1.0</td>
</tr>
<tr>
<td>KIN 019B</td>
<td>Soccer - Beginning</td>
<td>1.0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 011</td>
<td>Human Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM 001A</td>
<td>General Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>CHM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY 002A</td>
<td>General Physics - Mechanics and Thermodynamics</td>
<td>5.0</td>
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</tbody>
</table>

Required Units for the Major: 24.0-27.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Arts in Liberal Arts

To earn this degree, students must meet the following requirements:

Choose 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 (CSU GE-B); or
C. Intersegmental General Education Transfer Curriculum (IGETC)

Complete a minimum of 18 units in one of the four Areas of Emphasis:

• Arts and Humanities
• Communication in the English Language and Critical Thinking
• Natural Science and Mathematics
• Social and Behavioral Sciences

For all options, complete necessary Mission College Graduation and Proficiency requirements.

Associate in Arts in Liberal Arts: Arts and Humanities

The Associate in Arts in Liberal Arts with an emphasis in Arts and Humanities provides students the opportunity to cultivate intellect, imagination, sensibility and sensitivity. Students will respond subjectively as well as objectively to aesthetic experiences and will develop an understanding of the integrity of both emotional and intellectual responses. Students will also refine their affective, cognitive, and physical faculties through studying great works of the human imagination. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in the arts and humanities areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

• Students will explain or demonstrate the connections between language, communication, and culture.
• Students will create, critique or analyze key elements of artistic expression by individuals or cultures.
• Students will interpret art forms and analyze humanistic texts in their historical and social contexts.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area C. Include courses from at least two different disciplines.

These courses emphasize the study of cultural, literary, and humanistic activities as well as 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.

See pages 45-47 for approved CSU GE-B, Area C courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Arts in Liberal Arts: Communication in the English Language and Critical Thinking

The Associate in Arts in Liberal Arts with an emphasis in Communication in the English Language and Critical Thinking provides students the opportunity to develop knowledge and understanding of the form, content, context, and effectiveness of communication. Students will develop proficiency in oral and written communication in English, examining communication from the rhetorical perspective and practicing reasoning and advocacy, organization, and accuracy. Students will practice the discovery, critical evaluation, and reporting of information, as well as reading, writing, and listening effectively. Students will also will understand logic and its relation to language; elementary inductive and deductive processes, including an understanding of the formal and informal fallacies of language and thought; and the ability to distinguish matters of fact from issues of judgment or opinion. Critical thinking skills and self-understanding through these courses provide a framework for lifelong learning in written and oral communication and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:
- Students will comprehend and analyze written and oral information effectively.
- Students will use language as a tool for logical thought, clear and precise expression, and critical evaluation of communication.

Career/Transfer Opportunities:
The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area A. Include courses from at least two different disciplines.

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.

See pages 45-47 for approved CSU GE-B, Area A courses.
Completion of General Education Requirements and electives as needed

Total Required Units: 60.0
Associate in Arts in Liberal Arts: Natural Science and Mathematics

The Associate in Arts in Liberal Arts with an emphasis in Natural Science and Mathematics provides students the opportunity to develop knowledge of scientific theories, concepts, and data about both living and nonliving systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry. In addition, students shall develop skills and understanding beyond the level of intermediate algebra. Students will not just practice computational skills, but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning. Critical thinking skills and self-understanding through these courses provide a framework for lifelong learning in the math and science areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied towards an interdisciplinary degree.

Program Learning Outcomes:

• Students will solve problems using quantitative information in verbal, numeric, graphic, and symbolic form.
• Students will apply scientific and/or mathematical processes and theories to address real-world applications.
• Students will understand how findings and ideas in science can be applied to explain phenomena and events and influence the larger society.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area B list. At least one mathematics course and one science course must be included.

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.

See pages 45-47 for approved CSU GE-B, Area B courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
LIBERAL ARTS

Department Chair: Rebecca Tran
408-855-5034 | SEC 139
rebecca.tran@missioncollege.edu
Dean: Richard Alfaro

Associate in Arts in Liberal Arts:
Social and Behavioral Sciences

The Associate in Arts in Liberal Arts with an emphasis in Social and Behavioral Sciences provides students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in liberal arts. Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

• Students will evaluate and critique the interactions between individuals and the societies and/or social subgroups of which they are a part.
• Students will think critically about ways people have acted in response to their societies.
• Students will apply the principles, methodologies, value systems, ethics, and thought processes employed in human inquiry.

Career/Transfer Opportunities:
The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area D list. Include courses from at least two different disciplines. These courses emphasize the perspectives, 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.

See pages 45-47 for approved CSU GE-B, Area D courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
Associate in Science in Mathematics for Transfer (AS-T)
The Associate in Science in Mathematics for Transfer (AS-T in Mathematics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Mathematics. California Community College students who are awarded an Associate in Arts in Mathematics for Transfer (AS-T in Mathematics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Mathematics is a multifaceted subject of great beauty and application. Mathematics courses provides the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem solving and computational skills necessary for success in any field of study.

Program Learning Outcomes:
- Students will solve mathematical problems using techniques appropriate to the course content and level of study.
- Students will solve applied problems using mathematical methods appropriate to the course content and level of study.
- Students will apply technology, including calculators and/or computers to problems.

Career/Transfer Opportunities:
Career opportunities include the following: teaching, education, researcher, computer programming, and statistical analysis.

To earn this degree, students must meet the following requirements:
1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 003A</td>
<td>Analytic Geometry and Calculus I OR 5.0</td>
</tr>
<tr>
<td>MAT 003AH</td>
<td>Analytic Geometry and Calculus I - Honors 5.0</td>
</tr>
<tr>
<td>MAT 003B</td>
<td>Analytic Geometry and Calculus II 5.0</td>
</tr>
<tr>
<td>MAT 004A</td>
<td>Multivariable Calculus 4.0</td>
</tr>
</tbody>
</table>

List A - Select one (1) course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 004B</td>
<td>Differential Equations 4.0</td>
</tr>
<tr>
<td>MAT 004C</td>
<td>Linear Algebra 4.0</td>
</tr>
</tbody>
</table>

List B - Select one (1) course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course not selected from List A</td>
<td></td>
</tr>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics OR 4.0</td>
</tr>
<tr>
<td>MAT 010H</td>
<td>Elementary Statistics- Honors 4.0</td>
</tr>
<tr>
<td>MAT 019</td>
<td>Discrete Mathematics 4.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 22.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0
ASSOCIATE IN SCIENCE IN MATHEMATICS

Mathematics is a multifaceted subject of great beauty and application. Mathematics courses provide the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem solving and computational skills necessary for success in any field of study.

Program Learning Outcomes:
- Students will solve mathematical problems involving algebra, trigonometry, calculus and/or statistics.
- Students will solve applied problems by employing mathematical concepts to formulate and solve representative mathematical models.
- Students will apply appropriate technology to analyze and solve problems.

Career/Transfer Opportunities:
Career opportunities include the following: teaching, education, researcher, computer programming, and statistical analysis.

To earn this degree, students must meet the following requirements:
1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 003A</td>
<td>Analytic Geometry and Calculus I OR</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 003AH</td>
<td>Analytic Geometry and Calculus I – Honors</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 003B</td>
<td>Analytic Geometry and Calculus II</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 004A</td>
<td>Multivariable Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 004B</td>
<td>Differential Equations OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 004C</td>
<td>Linear Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010H</td>
<td>Elementary Statistics – Honors</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Required Units: 60.0

Required Units for the Major: 29.0-31.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Note: Many MAT courses will require internet access as well as purchase and use of MAT computer software.
Certificate of Proficiency in Digital Music

This Certificate is designed to provide a foundation in digital music production for students with backgrounds in music, music technology, and/or multimedia design. The curriculum is based on recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, and 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 prepares 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.

Program Learning Outcomes:

- Students will be able to operate the MIDI and audio functions of a Digital Audio Workstation (DAW).
- Students will be able to construct an original piece of music using a Digital Audio Workstation (DAW).
- Students will be able to apply music theory and knowledge of significant pieces of various genre to the creative process.

Career/Transfer Opportunities:

Career opportunities include the following: music producer, recording engineer/mixer, assistant engineer, production assistant, studio manager/owner, sound technician, acoustic consultant, audio engineer for video, digital remastering engineer, live sound engineer, recording equipment manufacturer’s representative, customer service, mastering engineer (post-production engineer), interactive and mixed media specialist, recording mixer (film and video), record company staff, recording room setup worker, studio designer, studio technician/maintenance, music editor, music/sound programmer, sound designer, DJ/remixer, and audio developer.

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.
Associate in Science in Physics for Transfer (AS-T)

The Associate in Science in Physics for Transfer (AS-T in Physics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Physics. California Community College students who are awarded an Associate in Science in Physics for Transfer (AS-T in Physics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Physics for Transfer (AS-T in Physics) provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the program guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Physics or a related field. Upon completion of the program, students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Program Learning Outcomes:

• Students will apply the scientific method to investigate physics problems by collecting and quantitatively analyzing data.
• Students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Career/Transfer Opportunities:

Career opportunities include the following: astronomer, architect, chemist, geologist, engineer, physicist, physical scientist, meteorologist and oceanographer.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C (or P) or better.
2. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Associate in Arts in Political Science for Transfer (AA-T)

The Associate in Arts in Political Science for Transfer (AA-T in Political Science) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Spanish. California Community College students who are awarded an Associate in Arts in Political Science for Transfer (AA-T in Political Science) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Political Science for Transfer is designed to involve students in the examination of the structure of government and the political systems in our and other nations. The curriculum covers the interaction and responsibilities of citizens and social institutions in those systems. This program offers insights into these events on the local, state, national and international levels and these insights also encourage involvement of the citizenry.

Students completing this program successfully will be able to identify and explain the sources of and reasons for democratic government. Students will also be able to classify and explain the various kinds of governments other nations have. In addition, students will be able to define and trace the historical development of the modern international system.

Program Learning Outcomes:

- Students will be able to identify and describe major political institutions.
- Students will be able to analyze the exercise of power.
- Students will be able to apply theories and concepts of Political Science to real world events and situations.

Career/Transfer Opportunities:

Career opportunities include the following: attorney, city planner, lobbyist, civics teacher, journalist, researcher, social worker, public administrator, political analyst, and media specialists.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 001</td>
<td>American Government OR</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 001H</td>
<td>American Government – Honors</td>
<td>3.0</td>
</tr>
</tbody>
</table>

List A: Select three (3) courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 002</td>
<td>Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 003</td>
<td>Introduction to Social and Political Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 00</td>
<td>4International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 005</td>
<td>Political Science Research Methodology OR</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 009</td>
<td>Integrated Statistics II OR</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010H</td>
<td>Elementary Statistics - Honors OR</td>
<td>4.0</td>
</tr>
<tr>
<td>SOC 016</td>
<td>Introduction to Statistics in Social and Behavioral Sciences</td>
<td>3.0</td>
</tr>
</tbody>
</table>

List B: Select two (2) from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 006</td>
<td>Politics of Race, Class and Gender</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 007</td>
<td>International Films</td>
<td>3.0</td>
</tr>
<tr>
<td>POL 020</td>
<td>Controversial Legal Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>GLB 001</td>
<td>Global Perspectives</td>
<td>3.0</td>
</tr>
<tr>
<td>GLB 002</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>GLB 004</td>
<td>The Developing World</td>
<td>3.0</td>
</tr>
<tr>
<td>GEO 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>GEO 006</td>
<td>World Regional Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN 001A</td>
<td>Principles of Macroeconomics</td>
<td>4.0</td>
</tr>
<tr>
<td>ECN 001B</td>
<td>Principles of Microeconomics</td>
<td>4.0</td>
</tr>
<tr>
<td>ECN 006</td>
<td>The Global Economy</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028</td>
<td>ABusiness Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>ANT 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 18.0-21.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Associate in Arts in Psychology for Transfer (AA-T)

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Psychology. California Community College students who are awarded an Associate in Arts in Psychology for Transfer degree (AA-T in Psychology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Psychology concerns itself with the study of human and animal behavior. The program provides students both pure science and the practical application of science to matters of everyday life. The Associate in Arts in Psychology for Transfer (AA-T in Psychology), is designed for students to learn to examine psychological processes from multiple perspectives and to apply psychological principles and methods to personal and social issues in ways that promote self-understanding, personal development, and effective interpersonal relationships as members of a diverse society. Students who complete the Associate in Arts in Psychology for Transfer (AA-T in Psychology) meet the lower-division requirements for transfer to a four-year program of study in Psychology.

Program Learning Outcomes:

• Students will design and demonstrate an exercise showing how psychosocial factors influence behavior.
• Students will explain the effects of genetic and environmental factors on personality and behavior.
• Students will describe how an appreciation of cultural relativity and human diversity might enrich the understanding of psychology.
• Students will identify research models and relate the findings of research to life situations.
• Students will develop critical thinking exemplified in their uses of psychological techniques in analyzing, comparing and contrasting human behavior.

Career/Transfer Opportunities:

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) encourages students to pursue professions with a psychological concentration and forwards the critical understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).
## Associate in Science in Administration of Justice for Transfer (AS-T)

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Administration of Justice. California Community College students who are awarded an Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) is an innovative social science program that emphasizes critical thinking about corrections, crime and delinquency, legal studies, and working with diverse communities. This multidisciplinary program explores the connections between law, crime, and justice. The program develops the high level of academic, personal, and professional competence demanded in a wide range of agencies. Students who successfully complete this program meet the lower-division requirements for seamless transfer to a CSU program of study in Corrections, Criminal law, Criminology, and Justice Studies.

### Program Learning Outcomes:
- Students will describe the history, development, structure and function of American police, courts, and correctional institutions.
- Students will apply major criminological theories to the analysis of crime and criminality.
- Students will identify the innovative programs designed for specific Correctional Institutions and describe their impact on the corrections client and society at large.
- Students will identify and explain key issues that pose potential conflict between diverse communities and the courts, police, and corrections.
- Students will critically analyze various components of our system of criminal law.

### Career/Transfer Opportunities:
Career opportunities include the following: law enforcement, social work, security, and corrections.

### To earn this degree, students must meet the following requirements:
1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

### Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 050</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 054</td>
<td>Concepts of Criminal Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### List A - Complete the following two (2) courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 060</td>
<td>Community and Justice System</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 058</td>
<td>Introduction to Corrections</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### List B - Choose any two (2) of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 009</td>
<td>Integrated Statistics II OR</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 010</td>
<td>Elementary Statistics OR</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 010H</td>
<td>Elementary Statistics - Honors OR</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 001</td>
<td>General Psychology OR</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 001H</td>
<td>General Psychology – Honors</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology OR</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001H</td>
<td>Introduction to Sociology – Honors</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 016</td>
<td>Introduction to Statistics in Social and Behavioral Sciences</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 047</td>
<td>Sociology of Criminology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Required Units for the Major:

- 18.0-20.0

Completion of General Education Requirements and electives as needed to reach 60 units.

### Total Required Units:

- 60.0

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
Associate in Arts in Sociology for Transfer (AA-T)

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Sociology. California Community College students who are awarded an Associate in Arts in Sociology for Transfer (AA-T in Sociology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences. The required courses offer a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

Program Learning Outcomes:
- Students will utilize the basic principles of sociology to analyze the behavior of people functioning in social groups
- Students will compare and contrast group dynamics in formal and informal social groups
- Students will explain formal and informal rules of social behavior.
- Students will relate social customs and social interactions within specific groups to analysis of how global perspectives affect United States Society.

Career/Transfer Opportunities:
Career opportunities include the following: sociologist, social worker, instructor, foster care worker, probation officer, urban planner, demography analyst, employment counselor, advocate for endangered children, advocate for disabled adults, and advocate for disadvantaged elderly.

To earn this degree, students must meet the following requirements:
1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).
Associate in Arts in Spanish for Transfer (AA-T)

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Spanish. California Community College students who are awarded an Associate in Arts in Spanish for Transfer (AA-T in Spanish) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Spanish department offers courses that serve as a basis for broad liberal education, for advanced degrees and further study in languages, linguistics, English Literature, as preparation for a teaching credential, and as supplementary preparation for many professional fields including: emergency services, the legal and medical professions, social work, business, hospitality, information technology, foreign service, public relations, journalism, translation, and interpretation. Training in the Spanish language is widely considered essential preparation for teachers in California’s public schools.

Program Learning Outcomes:

- Students will demonstrate comprehension by responding appropriately to written and spoken expressions of the target language according to the level of study.
- Students will speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language.
- Students will express ideas clearly and accurately in writing according to the level of study.
- Students will develop and demonstrate ability to value diverse cultural aspects and global awareness.
- Students will customize the mode of communication appropriate to the specific audience.

Career/Transfer Opportunities:

Spanish is the language of the majority of Western hemisphere countries and is also the fastest growing language in California. Students planning to work in the health industry, foreign service, hospitality, education, law or public service, information technology, agriculture, construction, knowledge of Spanish is an invaluable asset. A degree in Spanish is an excellent way to expand career opportunities.

To earn this degree, students must meet the following requirements:

1. Completion of the following major courses with grades of C or better.
2. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
3. Certified completion of either the California State University General Education Breadth pattern (CSUGE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 001</td>
<td>First Semester Spanish (Elementary Spanish)</td>
<td>5.0</td>
</tr>
<tr>
<td>SPA 002</td>
<td>Second Semester Spanish (Elementary Level)</td>
<td>5.0</td>
</tr>
<tr>
<td>SPA 003</td>
<td>Third Semester Spanish OR</td>
<td>5.0</td>
</tr>
<tr>
<td>SPA 049A</td>
<td>Spanish for Heritage or Native Speakers</td>
<td>3.0</td>
</tr>
<tr>
<td>SPA 004</td>
<td>Fourth Semester Spanish</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Select one (1) courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 050A</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPA 050B</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 016A</td>
<td>Hispanic Roots &amp; Culture</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Required Units for the Major: 19.0-23.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

Note: Completing courses that satisfy CSU’s U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.
ACCOUNTING (ACC)

ACC 001A  FINANCIAL ACCOUNTING  4.0 UNITS
Total Lecture: 72 hours
Advisory: Students should have basic arithmetic skills
Acceptable for credit: University of California, California State University
This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Included are issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. This course may be offered via distance learning. This course is approved for credit by exam. Grade only. C-ID # ACCT 110.

ACC 001B  MANAGERIAL ACCOUNTING  4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: University of California, California State University
This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. The focus is on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Included are issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course may be offered via distance learning. Grade only. C-ID # ACCT 120.

ACC 021A  BASIC ACCOUNTING I  2.0 UNITS
Total Lecture: 36 hours
This is a 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 an understanding of essential concepts and procedures which other courses cover more quickly or require as Prerequisite:s; 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 course. This course includes basic accounting concepts, transaction analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may be offered via distance learning. Pass/No Pass Option.

ACC 022  BASIC ACCOUNTING PRINCIPLES AND PROCEDURES  5.0 UNITS
Total Lecture: 90 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 for those who need a review or who have had difficulty in other introductory accounting classes. This course introduces the student to: what a business is, assets and claims on assets, in-depth event (transaction) 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. Following the emphasis on basic concepts, the course completes the full accounting cycle with 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 be offered via distance learning. Pass/No Pass Option.

ACC 033  FORECASTING FINANCIAL STATEMENTS USING EXCEL  1.5 UNITS
Total Lecture: 27 hours
Prerequisite: ACC 001A
Acceptable for credit: California State University
The course covers financial forecasting models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models to project an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may be offered via distance learning. Pass/No Pass Option.

ACC 034  BUSINESS FINANCIAL PLANNING USING EXCEL  1.5 UNITS
Total Lecture: 27 hours
Prerequisite: ACC 001A (Note: ACC 033 is not a Prerequisite)
Acceptable for credit: California State University
The course covers financial planning and analysis models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models for loan amortization, break even analysis, lease versus buy decisions, capital budgeting and project selection, and net present value using the time value of money. This course may be offered via distance learning. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Acceptable for Credit</th>
<th>Grade Only/Pass/No Pass Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 040</td>
<td>INTRODUCTION TO PERSONAL FINANCIAL PLANNING</td>
<td>1.0</td>
<td>This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets are introduced, and students prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process is stressed. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 041</td>
<td>INSURANCE PLANNING</td>
<td>1.0</td>
<td>This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance are studied. Students prepare their own personal insurance plans. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 042</td>
<td>INVESTMENT PLANNING</td>
<td>1.0</td>
<td>This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 043</td>
<td>TAX PLANNING</td>
<td>1.0</td>
<td>This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 044</td>
<td>RETIREMENT PLANNING</td>
<td>1.0</td>
<td>This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 045</td>
<td>ESTATE PLANNING</td>
<td>1.0</td>
<td>This course covers estate planning techniques and terminology such as wills, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, are also discussed. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: MAT 903</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 051A</td>
<td>TAXATION OF INDIVIDUALS</td>
<td>4.0</td>
<td>This course covers Federal and California income tax laws and preparation as related to individuals and small business entities. Topics include income tax theory, law, and preparation of common tax forms for individuals. This course may be offered via distance learning. Grade Only.</td>
<td>Prerequisite: ACC 001A. Advisory: MAT 903</td>
<td>California State University</td>
<td>Grade Only</td>
</tr>
<tr>
<td>ACC 051B</td>
<td>TAXATION OF BUSINESS ENTITIES</td>
<td>3.0</td>
<td>The course, through problems and case studies, develops a basic understanding of the taxation principles applied to partnerships, corporations, estates and trusts with an emphasis on tax research and written communication skills. This course may be offered via distance learning. Grade only.</td>
<td>Prerequisite: ACC 001A. Advisory: MAT 903</td>
<td>California State University</td>
<td>Grade Only</td>
</tr>
<tr>
<td>ACC 052</td>
<td>PAYROLL AND BUSINESS TAX ACCOUNTING</td>
<td>3.0</td>
<td>This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. This course may be offered via distance learning. Grade only.</td>
<td>Prerequisite: ACC 001A. Advisory: MAT 903</td>
<td>California State University</td>
<td>Grade Only</td>
</tr>
<tr>
<td>ACC 053A</td>
<td>VOLUNTEER INCOME TAX ASSISTANCE (VITA) I</td>
<td>3.0</td>
<td>This is the first course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course covers Federal and California tax theories and laws appropriate for the current tax year. Students apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the IRS VITA Basic and Intermediate exams, the students are able to assist low-income individuals and families with tax return preparation through the VITA program for the current year. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td>Advisory: ACC 051A and MAT 903 Advisory: MAT 903.</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
<tr>
<td>ACC 053B</td>
<td>VOLUNTEER INCOME TAX ASSISTANCE (VITA) II</td>
<td>1.0</td>
<td>This is the second course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053A to apply their tax knowledge by assisting low-income individuals and families with their tax preparation through the VITA program for the current year. In this course, students learn to research current tax issues, use the TaxWise software to accurately prepare individual federal and state income tax returns within the scope of the VITA program. Students also learn how to work within a cooperative and quality controlled environment and develop their communication skills through taxpayer interviews and explanation of tax return results. Pass/No Pass Only.</td>
<td>Prerequisite: ACC 053A. Advisory: MAT 903, ACC 051A</td>
<td>California State University</td>
<td>Pass/No Pass Only</td>
</tr>
</tbody>
</table>

All degree applicable courses carry an advisory of eligibility for ENG 001A or ENG 001AX and REA 054.
ACC 053C  VOLUNTEER INCOME TAX ASSISTANCE (VITA) III  1.0 UNITS
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: ACC 053B
Advisory: MAT 903, ACC 051A
Acceptable for credit: California State University
This is the third course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053B to work on advanced tax situations and take part in running the tax center for the current year. In this course, students cover advanced tax topics and develop the skills necessary in running a tax center including site organization, quality control procedures, and providing guidance to both taxpayers and tax preparers. Pass/No Pass Option.

ACC 057A  COST ACCOUNTING  4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001B
Acceptable for credit: California State University
The course provides a thorough presentation of cost accounting terminology and concepts, and develops a basic facility in cost accounting techniques and systems. Emphasis is placed on the use of cost accounting data rather than data accumulation. The course covers job order costing, process costing, standard costing, activity-based costing, budgeting, flexible budgeting, cost volume profit analysis, incremental and relevant costing, product pricing, the balanced scorecard, capital budgeting, and management accounting ethics. This course may be offered via distance learning. Grade only.

ACC 058A  INTERMEDIATE ACCOUNTING I  4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course is a review of fundamental accounting processes, 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. This course may be offered via distance learning. Grade only.

ACC 058B  INTERMEDIATE ACCOUNTING II  4.0 UNITS
Total Lecture: 72 hours
Advisory: ACC 058A and MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course provides a comprehensive study of liabilities, formation and correction of earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. This course may be offered via distance learning. Grade only.

ACC 059A  FINANCIAL AUDITING  4.0 UNITS
Total Lecture: 72 hours
Advisory: ACC 058A and ACC 058B
Prerequisite: ACC 001A
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. This course may be offered via distance learning. Grade only.

ACC 060  COMPUTERIZED ACCOUNTING: QUICKBOOKS   3.0 UNITS
Total Lecture: 54 hours
Advisory: It is recommended that students have completed, or be concurrently enrolled in ACC 001A or have previous accounting experience.
Acceptable for credit: California State University
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. It is recommended that students have either completed, or are concurrently enrolled in, ACC 001A or have practical accounting experience. This course may be offered via distance learning. Pass/No Pass Option.

ACC 070  ETHICS IN ACCOUNTING  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course involves the study of ethical problems which arise within the contexts of accounting and corporate management. Topics include major ethical theories and the professional code of conduct for accountants, auditors, and tax preparers. The focus is on ethical issues in corporate case studies such as Enron, Worldcom, Sunbeam, and Madoff. This course may be offered via distance learning. Grade only.

ACC 073  ACCOUNTING INFORMATION SYSTEMS   4.0 UNITS
Total Lecture: 72 hours
Prerequisite: ACC 001A
Acceptable for credit: California State University
Using SAP, an enterprise resource system (ERP) adopted by the majority of Fortune 1000 companies, students will gain valuable and practical skills in Accounting Information Systems, common business processes, basic database designs, and system controls. The skills built will be useful for individuals planning to take additional higher level business, accounting, and/or information systems classes; seeking careers in the accounting/finance department of organizations; or interested in becoming an auditor, analyst, or consultant. Grade only.

ALLIED HEALTH (AHL)

AHL 001A  HEALTH OCCUPATIONS BOOTCAMP  2.0 UNITS
Total Lecture: 36 hours
Advisory: Basic arithmetic skills
This course is designed to assist the potential Health Occupations student with their preparation for and success in a Health Occupations program. The course includes topics such as development of study skills, time management, stress management, test-taking strategies, mathematics for dosage calculation, critical thinking/critical reasoning skills and introduction to the nursing process. This course is approved for credit by exam. Grade only.

AHL 012  EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS   0.5 UNIT
Total Lecture: 9 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.
**ANTHROPOLOGY (ANT)**

**ANT 001**  PHYSICAL ANTHROPOLOGY    3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course introduces the concepts, methods of inquiry, and scientific explanation for biological evolution and its application to humans. It examines the evolution of human biology and behavior, theories of human origins, principle of evolution, genetics, human variation, bio-cultural adaptations, prehistoric humans, and primate behavior. The scientific method serves as the foundation for this course. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

**ANT 003**  INTRODUCTION TO CULTURAL ANTHROPOLOGY    3.0 UNITS
Total Lecture: 54 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 be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

**ANT 055**  MAGIC, WITCHCRAFT, AND RELIGION    3.0 UNITS
Total Lecture: 54 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. CSUGE: D; IGETC: 4.

**ART (ART)**

**ART 001A**  SURVEY OF WESTERN ART I    3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a chronological survey of painting, sculpture and architecture in Western civilization from Prehistoric through Medieval times. Works of art are viewed within their historical, religious, political, and social context. A museum field trip is required. Pass/No Pass Option. C-ID # ARTH 110. CSUGE: C1; IGETC: 3A.

**ART 001B**  SURVEY OF WESTERN ART II    3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a chronological survey of western painting, sculpture and architecture from the Renaissance to Modern times. Works of art are viewed within their historical, religious, political, and social context. The course consists of illustrated lectures and discussion. A museum field trip is required. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

**ART 001D**  ART OF THE 20TH CENTURY    3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a general survey of painting, sculpture, and architecture in the Western World, from the Impressionists to the present day, emphasizing the evolution of style and content. The course consists of illustrated lectures and discussion. A museum field trip is required. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

**ARB (ARB)**

**ARB 001**  FIRST SEMESTER ARABIC    5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Arabic 001 is a first-semester introductory course that introduces fundamental concepts of standard Arabic. Comprehension of both written and spoken Arabic is covered, as well as related cultural topics. This course is designed for the beginner. All four language skills (listening, speaking, reading, and writing) are introduced in a cultural context. Pass/No Pass Option. CSUGE: C2; IGETC: 6A.

**ARB 002**  SECOND SEMESTER ARABIC    5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Arabic 002 is the 2nd-semester course which continues to develop the fundamental concepts of Arabic 001, while emphasizing listening and reading comprehension, grammar and oral production and writing skills in standard Arabic. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.

**APPRENTICESHIPS**

PLEASE REFER TO COURSES IN THE FOLLOWING APPRENTICESHIPS FOUND ALPHABETICALLY IN THE CATALOG.

**HVAC (HVC)**

**PLUMBING (PLM)**

**TRANSPORTATION (TRN)**
ART 004 ART APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course offers a study of the themes and purposes, elements of style and principles of design, techniques and media, and terminology of the visual arts as a form of communication. Works of art from many different time periods and cultures are discussed and analyzed. The course consists of illustrated lectures and discussions. A museum field trip is required. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

ART 007 SURVEY OF ASIAN ART 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a general survey of the painting, sculpture, architecture and minor arts from prehistoric times to the present day in India, China, Korea, Japan, and Southeast Asia, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option. C-ID # ARTS 100. CSUGE: C1; IGETC: 3A.

ART 011 THE HISTORY OF MODERN DESIGN 3.0 UNITS
Total Lecture: 54 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 develop an understanding of the evolution and role of the Modern Movement in society. The students 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 are introduced to outstanding Twentieth Century design figures and their work. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

ART 031A BEGINNING DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This is a beginning drawing course for students with no previous drawing experience. Students work from observation, directed toward realistic rendering of objects through line, shading, pictorial composition and perspective. This course is approved for credit by exam. Pass/No Pass Option. C-ID # ARTS 110. CSUGE: C1.

ART 031B INTERMEDIATE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
This is an intermediate course for students with previous college-level drawing experience. This course emphasizes refinement of drawing skills and in-depth concentration on composition and color. Pass/No Pass Option. C-ID # ARTS 205.

ART 033A BASIC DESIGN: TWO-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of two-dimensional design and composition. Materials Fee. This course is approved for credit by exam. Pass/No Pass Option. C-ID # ARTS 100. CSUGE: C1.

ART 033B BASIC DESIGN: THREE-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to three-dimensional problems, and contemporary attitudes in design. Materials Fee. Pass/No Pass Option. C-ID # ARTS 105.

ART 033C BASIC DESIGN: COLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of color. This course is approved for credit by exam. Pass/No Pass Option. C-ID # ARTS 270.

ART 034A INTRODUCTION TO DIGITAL ART 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 031A
Acceptable for credit: University of California, California State University
This course is an introductory computer art course. The course introduces students to microcomputers and visual design software. Applications that manipulate flat images and 3D space are explored. This course introduces the student to basic design elements and principles. Linear perspective is covered, and projects that focus on line, shape, form, the illusion of deep space, and color are pursued. Students learn the basic procedures needed to use computers and related peripheral devices. Pass/No Pass Option. CSUGE: C1.

ART 034B ADVANCED DIGITAL ART 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 034A
Acceptable for credit: University of California, California State University
This is an advanced course combining computer graphics and fine arts image processing. The course utilizes micro-computers to create and manipulate images. It introduces the student to advanced concepts and principles. Specific projects are executed related to unity, variety, rhythm/pattern, color, movement, balance, computer particle animation and 3D modeling techniques. Students learn techniques for file management and data backup and recovery, and peripheral devices as creative tools for the artist. This course is approved for credit by exam. Pass/No Pass Option.

ART 035A LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
This course is a fundamental study of the human figure as the main subject matter of drawings and its use as a means of artistic expression. Pass/No Pass Option. C-ID # ARTS 200. CSUGE: C1.

ART 035B LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035A
Acceptable for credit: University of California, California State University
This course is an introductory computer art course. The course introduces students to microcomputers and visual design software. Applications that manipulate flat images and 3D space are explored. This course introduces the student to basic design elements and principles. Linear perspective is covered, and projects that focus on line, shape, form, the illusion of deep space, and color are pursued. Students learn the basic procedures needed to use computers and related peripheral devices. Pass/No Pass Option.

ART 035C LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035B
Acceptable for credit: University of California, California State University
This course is a high intermediate study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. Pass/No Pass Option.

ART 035D LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035C
Acceptable for credit: University of California, California State University
This course is a high intermediate study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. Pass/No Pass Option.
**ART 039A  SURVEY OF PRINTMAKING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Course covers various techniques and media used in fine art printmaking. It explores the use of the etching press as well as other transfer tools used in making the printed image. In addition, the course explores the development of printing plates, i.e., intaglio, monotype, collograph and others. Media includes both water-based inks as well as the more traditional oil based inks and paints. This course is approved for credit by exam. Pass/No Pass Option.

**ART 047A  WATERCOLOR  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to painting using various waterbase media, with a focus on color mixing, composition, and content. This course is approved for credit by exam. Pass/No Pass Option.

**ART 047B  WATERCOLOR  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047A
Acceptable for credit: University of California, California State University
This course provides continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student's artistic direction. This course is approved for credit by exam. Pass/No Pass Option.

**ART 047C  WATERCOLOR  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047B
Acceptable for credit: University of California, California State University
This course is high intermediate level painting with various water base media. This course is approved for credit by exam. Pass/No Pass Option.

**ART 047D  WATERCOLOR  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047C
Acceptable for credit: University of California, California State University
This course is advanced level painting with various waterbase media. This course is approved for credit by exam. Pass/No Pass Option.

**ART 048A  AIRBRUSH PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A or ART 033C
Acceptable for credit: University of California, California State University
This course is an introduction to the airbrush as a painting tool. Students explore water-based media, principles of color, transparency, masking techniques, and composition. This course is approved for credit by exam. Pass/No Pass Option.

**ART 048B  AIRBRUSH PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048A
Acceptable for credit: University of California, California State University
This course is low intermediate studio practice which focuses on strengthening the basic skills learned in ART 048A. This course is approved for credit by exam. Pass/No Pass Option.

**ART 048C  AIRBRUSH PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048B
Acceptable for credit: University of California, California State University
This course is high intermediate studio practice which focuses on a continued progression of intermediate techniques and portfolio development. This course is approved for credit by exam. Pass/No Pass Option.

**ART 048D  AIRBRUSH PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048C
Acceptable for credit: University of California, California State University
This course is advanced studio practice which focuses on advanced techniques and portfolio development. This course is approved for credit by exam. Pass/No Pass Option.

**ART 049A  PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to traditional and contemporary painting techniques and media. This course is approved for credit by exam. Pass/No Pass Option. C-ID # ARTS 210.

**ART 049B  PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 049A
Acceptable for credit: University of California, California State University
This course is a low intermediate studio practice which focuses on strengthening the basic skills learned in ART 049A. Emphasis is placed upon self-expression, composition, and color theory. This course is approved for credit by exam. Pass/No Pass Option.

**ART 049C  PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 049B
Acceptable for credit: University of California, California State University
This course is a high intermediate studio practice which focuses on mixed media, self-expression, composition, and content. This course is approved for credit by exam. Pass/No Pass Option.

**ART 049D  PAINTING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 049C
Acceptable for credit: University of California, California State University
This course is an advanced studio practice which focuses on developing individual style and direction in painting. Pass/No Pass Option.

**ART 065A  CERAMICS - HANDBUILDING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introductory course in ceramic hand-building techniques. Students learn the physical properties of clay and other ceramics materials, ceramic decorative techniques, 2-dimensional and 3-dimensional design, and use this knowledge to express themselves creatively. Materials Fee. Pass/No Pass Option.

**ART 065B  CERAMICS - HANDBUILDING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065A
Acceptable for credit: University of California, California State University
This course is an advanced course in ceramics/hand-building techniques, firing kilns, clay body construction, and ceramic development of projects directed toward individualized self-expression. Topics also include advance decoration and an in-depth study of two and three dimensional ceramic design. Materials Fee. Pass/No Pass Option.

**ART 065C  CERAMICS - HANDBUILDING  3.0 UNITS**
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065B
Acceptable for credit: University of California, California State University
This course focuses on different aspects of ceramics providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.
ART 065D CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065C
Acceptable for credit: University of California, California State University
This course introduces students to those basic skills and techniques of handbuilding needed to create a variety of ceramic forms. Students develop aesthetic awareness of three-dimensional design. Materials Fee. Pass/No Pass Option.

ART 067B CERAMICS-POTTER’S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067A
Acceptable for credit: University of California, California State University
This course introduces students to those basic skills and techniques of the potter’s wheel needed to create a variety of ceramic forms. Instruction includes clay and glaze formulation, construction, and stacking and firing of ceramic kilns. Students develop aesthetic awareness of three-dimensional design. Materials Fee. Pass/No Pass Option.

ART 075A METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
This course is a studio course which introduces students to the elements of design and metalsmithing 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. Pass/No Pass Option.

ART 075B METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
This course is a studio course in which students continue to apply the elements of design and metal-smithing techniques to the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Materials Fee. Pass/No Pass Option.

ART 075C METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 075B
Acceptable for credit: California State University
ART 075C is an advanced course in metalsmithing that provides students with an opportunity to build on skills learned in previous course levels and explore new techniques. Topics may include advanced techniques in jewelry casting, metal sculpture construction, and color on metal. Pass/No Pass Option.

ART 075D METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 075C
Acceptable for credit: California State University
This course 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. Pass/No Pass Option.

ART 078A FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078A
Acceptable for credit: California State University
This course introduces more advanced techniques and design skills in furniture construction. The students develop individual and/or group projects under the direction of the instructor, focusing on special aspects of furniture and woodworking. Materials Fee. Pass/No Pass Option.

ART 078B FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078B
Acceptable for credit: California State University
This course introduces more advanced techniques and design skills in furniture construction. The students develop individual and/or group projects under the direction of the instructor, focusing on special aspects of furniture and woodworking. Materials Fee. Pass/No Pass Option.

ART 078C FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078C
Acceptable for credit: California State University
ART 078C is an advanced woodworking class which involves furniture construction techniques and equipment not covered in previous levels. Topics include advanced cabinetry techniques and complex joinery. Pass/No Pass Option.

ART 078D FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078D
Acceptable for credit: California State University
ART 078D is an advanced course in woodworking and furniture design. Fourth in the series, this course allows students to work independently to continue to refine previously mastered design and technical skills, and to prepare for careers in the industry. Pass/No Pass Option.

ART 085A SCULPTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 085A
Acceptable for credit: University of California, California State University
This course 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. Pass/No Pass Option.
ART 085B  SCULPTURE  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 085A
Acceptable for credit: University of California, California State University
This course 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. Pass/No Pass Option.

ART 085C  SCULPTURE  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 085B
Acceptable for credit: University of California, California State University
This course is an advanced course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C focuses on different aspects of course content with supervised participatory experience. Materials Fee. Pass/No Pass Option.

ART 085D  SCULPTURE  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 085C
Acceptable for credit: University of California, California State University
This course focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

ART 088A  METAL SCULPTURE CASTING  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 085A or ART 033B
Acceptable for credit: California State University
This course 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. Pass/No Pass Option.

ART 088B  METAL SCULPTURE CASTING  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 088A
Acceptable for credit: California State University
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. Pass/No Pass Option.

ART 088C  METAL SCULPTURE CASTING  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 088B
Acceptable for credit: California State University
This course 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. Pass/No Pass Option.

ART 088D  METAL SCULPTURE CASTING  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 088C
Acceptable for credit: California State University
This course 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. Pass/No Pass Option.

ART 091  DIRECTED STUDIES  1.0 UNITS
Total Lab: 54 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. This course is approved for credit by exam. Pass/No Pass Option.

AST 001  ASTRONOMY  3.0 UNITS
Total Lecture: 54 hours
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. CSUGE: B1; IGETC: 5A.

AST 003  ASTRONOMY WITH LAB  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 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 laboratory portion of the course includes practical experience with the methods of astronomy using computers and other equipment. Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.

AST 003H  ASTRONOMY WITH LAB – HONORS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
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 laboratory portion of the course includes practical experience with the methods of astronomy using computers and other equipment. Students cannot get credit for both AST 003 and AST 003H. Enrollment in the Honors Transfer Project is required. Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.

AST 004  ASTROBIOLOGY - LIFE IN THE UNIVERSE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for Credit: California State University, University of California
This course applies the disciplines of astrophysics, biology, chemistry, geology, and planetary science to the possibility of life in the Universe outside of the Earth. Students study the astronomical, geological and physical environmental factors that determine habitability. Students further consider the chemical basis for life, the origin and evolution of life on Earth, the constraints of life on Earth, and the markers of life that may be seen in other places in the solar system as well as outside of the solar system. Pass/No Pass Option.

BIO 001A  GENERAL BIOLOGY: CELLS  5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001A and BIO 010 or BIO 111, and MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
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, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade only. C-ID # BIOL 130S, BIOL 135S. CSUGE: B2, B3; IGETC: 5B, 5C.
BIO 010 INTRODUCTION TO BIOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introductory course in biology designed for non-science majors. It reinforces biological principles presented in BIO 010 using laboratory and field exercises. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.  

BIO 010L INTRODUCTION TO BIOLOGY LAB 1.0 UNIT
Total Lab: 54 hours
Prerequisite or Corequisite BIO 010
Acceptable for credit: University of California, California State University
This is an introductory general biology laboratory course designed for non-science majors. It reinforces biological principles presented in BIO 010 using laboratory and field exercises. Pass/No Pass Option. CSUGE: B3; IGETC: 5C.

BIO 011 HUMAN BIOLOGY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
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 are covered, including the scientific method, cells, genetics, evolution, ecology and basic anatomy and physiology of humans. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: B2; IGETC: 5B, 5C.

BIO 012 EMERGING INFECTIOUS DISEASES 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to infectious diseases and the microbes that cause them. Recent outbreaks of human diseases are explored, as well as interrelationships between infectious disease agents, human biology, and the environment. Clinical approaches and surveillance methods to detect, investigate, and monitor emerging pathogens and bioterrorism agents are discussed. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

BIO 014 INTRODUCTORY NEUROSCIENCE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the organization and functions of the nervous system. The physiology of the brain and senses are discussed. Emotions, sleep, language, attention, memory, and a survey of nervous system disorders are explored. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

BIO 016 MARINE BIOLOGY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 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. Materials Fee. Pass/No Pass Option. CSUGE: B2; B3; IGETC: 5B, 5C.

BIO 017 GENETICS AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a broad survey of genetics, with a focus on the societal impacts of topics in genetics such as human genetic disease, biotechnology, reproductive technologies, and evolution. It is designed for the general education student. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.
BIO 019  OCEANS: LIFE IN THE SEA  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This non-majors course surveys the biological principles of marine science. It provides an overview of the ocean environment and examines the diversity of marine life, basic ecological principles and major marine ecosystems. The relationship between humans and the ocean is emphasized, with a focus on conservation biology and sustainability. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

BIO 022  ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 003
Acceptable for credit: California State University
This course introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in the clinical setting. Laboratory work includes dissection of preserved materials. This course is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. Grade only. C-ID # BUS 140.

BIO 025  ENVIRONMENTAL BIOLOGY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a scientific examination of the ecological interrelationships between humans and the environment. By understanding general ecological principles and major ecosystems on earth, we can evaluate how the human population impacts our planet by its growth and resource use, and what the implications are for ecosystems, biodiversity, as well as human health and welfare. Topics include: human population growth, food and water supplies, pollution, global climate change, energy use and sustainable development. Grade only. CSUGE: B2, B3.

BIO 030  TROPICAL ECOLOGY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The amazing diversity of life in the tropics is the subject of this introductory level class. Students explore rainforest inhabitants and their relationships, and learn about their value and conservation. This lecture course may be taken with or without BIO 030L, Tropical Ecology Lab. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2.

BIO 030L  TROPICAL ECOLOGY
FIELD STUDIES  1.0 UNIT
Total Arranged Lab: 54 hours
Acceptable for credit: University of California, California State University
In this introductory level class, students carry out research methods that ecologists use to observe and investigate tropical ecosystems. This lab course may be taken with or without BIO 030L, Tropical Ecology Lab. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B2.

BIO 032  CALIFORNIA PLANTS AND ANIMALS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This field course explores the ecology of California flora and fauna through the study of plants and animals in terrestrial and aquatic ecosystems, with a primary focus on the San Francisco Bay region. The role of abiotic and biotic factors in communities is emphasized. Students examine the natural history of common plants and animals in different ecosystems, as well as their adaptations to the environment. Native American uses of flora and fauna are discussed. Laboratory and field investigations are conducted using the scientific method and environmental sampling techniques. Selected regional conservation issues and endangered species are discussed. Recommended for non-science majors to fulfill laboratory science requirement (4-units). Pass/No Pass Option. CSUGE: B2, B3; IGETC: 5B, 5C.

BIO 047  HUMAN ANATOMY  5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Concurrent enrollment in BIO 047S is recommended for all students.
Prerequisite: BIO 011 or BIO 022
Acceptable for credit: University of California, California State University
This course provides 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, for example, examination of models, histological specimens, animal material, and human cadavers. Grade only. C-ID # BIOL 110B. CSUGE: B2, B3; IGETC: 5B, 5C.

BUS 010  GLOBAL BUSINESS  3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 003
Acceptable for credit: California State University
This course provides an overview of global business including international management, finance, law, global strategy and marketing. Emphasis is on the firm in the global competitive context, decisions to enter markets, how to compete in global markets, and how to develop and implement a global strategy. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 021  INTRODUCTION TO BUSINESS COMPUTING  3.0 UNITS
Total Lecture: 54 hours
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. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 140.
BUS 021L INTRODUCTION TO BUSINESS COMPUTING LAB 1.0 UNIT
Total Lab: 54 hours
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. This course is approved for credit by exam. Pass/No Pass Option.

BUS 022 PRINCIPLES OF E-BUSINESS 3.0 UNIT
Total Lecture: 54 hours
Advisory: BUS 051
Acceptable for credit: California State University
This class challenges students to explore the realities and implications of e-commerce from a marketer's perspective, including an examination of Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets. The course introduces students to a wide range of electronic commerce issues for marketers and serves as a foundation for continual learning in the dynamic e-commerce environment. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 023 SOCIAL MEDIA MARKETING 3.0 UNIT
Total Lecture: 54 hours
Advisory: BUS 056A
Acceptable for credit: California State University
Social media (such as Twitter, Facebook, blogging, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 028A BUSINESS LAW I 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides an introduction to the laws in the United States with an emphasis on matters relating to the conduct of business and commerce. Specific topics covered include an overview of law making, governmental regulation, dispute resolution, courts and the court system, court cases and procedures, agency relationships, employment law, business formation and contracts. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 125.

BUS 037 FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 UNITS
Total Lecture: 54 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.

BUS 038 APPLIED PROJECT MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
In this course, students apply project management skills to real-life project situations. Students 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.

BUS 040 PROFESSIONAL SELLING 3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 056A
Acceptable for credit: California State University
This course is a study of sales principles and strategies. Topics include advanced sales techniques, high impact questioning methodologies, closing techniques and managing objections, account and territory planning and management, resource planning and management. The course explores in detail the "selling cycle". Students taking this course will explore how to succeed in sales. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 041 BEGINNING BUSINESS ANALYTICS 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: BUS 021
Prerequisites: MAT 010 OR MAT 009 AND BUS 021L OR CAP 063B
Acceptable for credit: California State University
This introductory course focuses on the fast-growing field of Business Analytics. The course will use SAP's Predictive Analysis tools in helping students to become data literate and proficient in data environments of social media tracking, web analytics, customer and marketing information. Data analytic solutions explored will involve hands-on experience using real-world business case studies. Data Analytics has become a highly sought-after skill in business, engineering, economics, government services, science, health care and other fields. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 051 INTRODUCTION TO AMERICAN BUSINESS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
In this survey course students learn about the business landscape and begin planning their career in business. The course helps direct students towards career paths and a major which best reflects their own personal aptitudes, interests, and skills. 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. C-ID # BUS 110.

BUS 052 FUNDAMENTALS OF FINANCIAL INVESTING 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course provides students with the fundamentals to make sound financial investment decisions. Study involves the investment environment, the risks and returns objectives consistent with different types of financial investments, and the establishment of investment individual's characteristics, capacities and restrictions. Other topics include the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects 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. C-ID # BUS 115.

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers 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. This course may also be offered via distance learning. Pass/No Pass Option.
BUS 056A  MARKETING PRINCIPLES  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course gives students an overall understanding of marketing functions and their society. The course covers the fundamentals of marketing, including: product planning and development; buyer behavior; pricing strategies; marketing channels; and methods of marketing research. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option.

BUS 061  BUSINESS AND SOCIETY  3.0 UNITS
Total Lecture: 54 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. This includes a critical and comparative examination of business ethics, business and government in a global society, managing environmental issues and societal challenges, and the 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. CSUGE: D.

BUS 064B  BUSINESS MATH  4.0 UNITS
(replaces BUS 064)
Total Lecture: 72 hours
Advisory: MAT 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.

BUS 074  SUPPLY CHAIN MANAGEMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the basic principles of supply chain management that covers traditional supply chain topics such as procurement, inventory management, operations, quality management, logistics and transportation. Also discussed are issues related to sustainability, humanitarian logistics, ethical business practices and supply chain analytics in the context of evolving supply chains around the world. Students discover how business processes, performance metrics and modern supply chain IT tools aid in the management and growth of effective and efficient supply chains. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 078B  BUSINESS COMMUNICATIONS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment. Topics covered include communication theory, business writing style and oral communication. Various forms of written communication are covered such as letters, email, memorandums, and reports. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 115.

BUS 084  INTERNET MARKETING  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization’s marketing strategies in this dynamic environment. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 102  LEADERSHIP  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course guides students in developing life-long learning skills for leadership that apply to any organizational level in a wide variety of business environments. Both historical and cutting-edge leadership theory and practice are explored. Topics discussed include visioning, inspiring, motivating as well as the effective use of power. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today’s workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ACCT 110.

BUS 104  PROJECT RISK MANAGEMENT  3.00 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for Credit: California State University
This course is designed for personnel who will make project-related decisions in the presence of undefined conditions. Students will understand how to handle change and risk and how they can be mitigated. Also, in this course, students will learn and apply proactive approaches to threats and opportunities based on an understanding of the risk management process. This course may be offered via distance learning. Pass/No Pass Option.

BUS 105  AGILE PROJECT MANAGEMENT  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: BUS 037
Acceptable for credit: California State University
The Agile Project Management course is designed for business students, project team members, product owners and project leaders looking to understand and apply the Agile approach and practices to new product development, software development and knowledge work projects. This course teaches management of projects using agile methods with a detailed focus on SCRUM and Kanban. Students will explore SCRUM roles, artifacts, events, and processes thereby learning how products can be delivered economically and how customers are brought in the loop of product development. Students will learn Kanban and how this flowed-based method is used to achieve efficient and smooth work management improving time-to-market. Even if you are currently using other project management methodologies, you will discover how Agile methods can make your projects more successful. This course may be offered via distance learning. Pass/No Pass Option.

BUS 107  SOFT SKILLS FOR PROJECT MANAGERS  2.0 UNITS
Total Lecture: 36 hours
This course is designed for students who want to build their soft skills. Soft skills, sometimes known as “people skills,” can provide an edge to project managers who have learned to use them well. This course will concentrate on the three pillars of Soft skills, Leadership, Communication and Collaboration. In this course we take a deep dive into these critical skills. Topic include, leading teams, coaching, mentoring, negotiating skills, motivating people, decision making and influencing, reading body language, team dynamics, conflict, power, and organizational behavior. Since, project managers typically spend over 80% of their time interacting with people – these skills are critical to successful project managers. This course is part of the new certificate for Project Management. This course may be offered via distance learning. Pass/No Pass Option.
BUS 108  PMP & CAPM EXAM PREP  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: BUS 037
This course will prepare students for the for CAPM® (Certificate Associate in Project Management) or PMP® (Project Management Professional) exams. Also, students will receive substantial Project Management Education (PDUs) hours. This course emphasizes PMBOK Guide® (Project Management Body of Knowledge) and is structured around the ten knowledge areas, and it is focused on exactly what is necessary to pass the exam. The Project Management Professional (PMP®) certification is the profession’s most globally recognized and respected certification credential based on the Project Management Institute (PMI®) well-known Project Management Body of Knowledge (PMBOK®). This course may be offered via distance learning. Pass/No Pass Option.

BUS 109  BUSINESS LAW ENTREPRENEURS  2.0 UNITS
Total Lecture: 36 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course provides students from variety backgrounds to understand legal attributes of entrepreneurship. The course materials are a diverse mixture of different topical areas in law. These areas include commercial law, law of torts, business structure, employment and contract law, the legal framework of finance, intellectual property and laws governing the sale of a business. The students will be able to identify the specific legal issue that an entrepreneur needs to understand at various stages. This course may be offered via distance learning. Pass/No Pass Option.

BUS 110  THE ENTREPRENEURIAL MINDSET  3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course is constructed for students to learn about the principles contained in the entrepreneurial mindset and the unlimited opportunities it can provide. So, what is an entrepreneurial mindset? An entrepreneurial mindset is a specific set of beliefs, knowledge, and thought processes that drives entrepreneurial behavior (The Learning Initiative 2018). This course also takes the approach that anyone (not just those who want to start businesses) can benefit from understanding and applying an entrepreneurial mindset to any situation. This course may be offered via distance learning. Pass/No Pass Option.

BUS 111  BUSINESS MODELING  3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course covers practical business model techniques used by leading companies in different industries. The business model describes the foundation used of how companies create, deliver and capture value. The students will learn about the nine building blocks in creating and implementing a business model. These blocks include Customer Segments, Value Propositions, Channels, Customer Relationship, Revenue Streams, Key Resources, Key Activities, Key Partnerships and Cost Structure. Further the students shall understand disruptive innovation as a sensation and strategy in today's business environment. Lastly, students will develop their own business model and understand the importance of sustainable. This course may be offered via distance learning. Pass/No Pass Option.

BUS 112  ENTREPRENEURSHIP FINANCE  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: CAP 062B or BUS 021L or equivalent
Advisory: BUS 054
Acceptable for credit: California State University
This course introduces financial thinking, tools, and techniques adapted to the area of entrepreneurship. Students will be introduced to the theories, knowledge, and financial tools an entrepreneur needs to start, build, and harvest a profitable venture. Students will learn how and where to obtain the financing necessary to launch and develop the venture. Discipline financial management practices are vital to a venture’s operation. This course may be offered via distance learning. Pass/No Pass Option.

BUS 114  OPERATIONS MANAGEMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the field of operations management and addresses the design and management of the activities and resources that a firm uses to produce and deliver its products or services. Topics covered include product design, applied forecasting, aggregate planning, scheduling, total quality management, statistical process control, inventory management, facility layout operations planning, and lean/JIT business processes. Concepts are illustrated by using abundant real world case studies, articles, illustrations, problems and cases. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 125.

BUS 117  HUMAN RESOURCE MANAGEMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed as an overview of the Human Resource functions and the employment of human resources to achieve organizational strategic goals by working with and through people. Topics include HR legal environment, recruitment and selection, training and development, compensation and benefits, performance appraisals, workforce diversity, downsizing, outsourcing, contracting, and HR systems. This course offers a balance of practical and applied material in case study analysis. This course may be offered via distance learning. Pass/No Pass Option.

CHEMISTRY (CHM)

Note: Completion of CHM 1A, 1B is equivalent to San Jose State University sequence of CHM 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.

CHM 001A  GENERAL CHEMISTRY  5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHM 002 or high school chemistry with a B or better and MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
Acceptable for credit: University of California, California State University
Chemistry 001A is the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine or other professional programs in the health sciences. Topics include atomic structure, theories of chemical bonding, nomenclature, stoichiometry, thermochemistry, gas laws, and the properties of solids, liquids, gases, and solutions. This course may also be offered via distance learning. Grade only. C-ID # CHEM 110, C-ID 120S. CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 001AH  GENERAL CHEMISTRY I - HONORS  5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHM 002 or high school chemistry with a B or better and MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
Acceptable for credit: University of California, California State University
Chemistry 001AH is the honors version of the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include atomic structure, stoichiometry, chemical bonding, thermochemistry, chemical reactivity, and the properties of solids, liquids, gases, and solutions. Students cannot get credit for both CHM 001A and CHM 001AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade only. C-ID # CHEM 120S. CSUGE: B1, B3; IGETC: 5A, 5C.
CHM 001B GENERAL CHEMISTRY 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001A
Acceptable for credit: University of California, California State University
This course is a continuation of CHM 001A (General Chemistry I) and is intended for majors in chemistry, biological sciences, engineering, and professional programs in medicine and pharmacy. Topics include organic compounds, chemical kinetics, chemical equilibria, acid-bases, buffers, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. This course may also be offered via distance learning. Grade only. C-ID # CHEM 120S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 001BH GENERAL CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001A
Acceptable for credit: University of California, California State University
Chemistry 001BH is the honors version of the second of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include organic compounds, chemical kinetics, chemical equilibria, acid-bases, buffers, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. Students cannot get credit for both CHM 001B and CHM 001BH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade only. C-ID # CHEM 120S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 002 INTRODUCTORY CHEMISTRY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
Acceptable for credit: University of California, California State University
Chemistry 002 is designed specifically to prepare students for Chemistry 001A (general chemistry). 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. Grade only. C-ID # CHEM 101.
CSUGE: B1; IGETC: 5A.

CHM 002L INTRODUCTORY CHEMISTRY LABORATORY 1.0 UNIT
Total Lab: 54 hours
Prerequisite or Corequisite: CHM 002
Acceptable for credit: University of California, California State University
This course is a laboratory component to accompany CHM 002: Introductory Chemistry. Grade only. C-ID # CHEM 101.
CSUGE: B3; IGETC: 5C.

CHM 012A ORGANIC CHEMISTRY I 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001B
Acceptable for credit: University of California, California State University
Chemistry 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-pharmacy, pre-dentistry, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHM 012A and CHM 012AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade Only. C-ID # CHEM 160S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 012AH ORGANIC CHEMISTRY I - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001B or CHM 001BH
Acceptable for credit: University of California, California State University
Chemistry 012AH is the honors course for 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-pharmacy, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHM 012A and CHM 012AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade Only. C-ID # CHEM 160S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 012B ORGANIC CHEMISTRY II 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001A
Acceptable for credit: University of California, California State University
Chemistry 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-pharmacy, pre-dentistry, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. This course may be offered via distance learning. Grade only. C-ID # CHEM 160S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 012BH · ORGANIC CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 012A or CHM 012AH
Acceptable for credit: University of California, California State University
Chemistry 012BH is the honors course for 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-pharmacy, pre-dentistry, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHM 012B and CHM 012BH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade Only. C-ID # CHEM 160S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 030A FUNDAMENTALS OF CHEMISTRY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MAT 903, MAT 903M, high school algebra 1 with a C or better, or equivalent
Acceptable for credit: University of California, California State University
Chemistry 030A is an introductory chemistry course designed for nursing and allied-health majors. Topics include dimensional analysis, inorganic nomenclature, atomic and molecular structure, bonding, chemical reactions, gas laws, solutions, acids-bases, oxidation-reduction, equilibrium and electrolyte systems. This course is not recommended for students majoring in biology or chemistry or for those seeking entry to professional programs in medicine or pharmacy. This course may also be offered via distance learning. Grade only. C-ID # CHEM 160S.
CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 060 SURVEY OF GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MAT 903, MAT 903M, high school algebra 1 with a C or better, or equivalent
Acceptable for credit: California State University
Topics include atomic structure, chemical bonding, and acid-base chemistry; organic chemistry nomenclature, functional groups, stereochemistry, and classes of organic reactions; an introduction to the structure and function of biological macromolecules (carbohydrates, lipids, DNA/RNA, and proteins) and an overview of metabolism. This course may be offered via distance learning. Grade Only. CSUGE: B1, B3.
CHD 001 CHILD GROWTH DEVELOPMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course is a study of typical and atypical child growth and development in all domains from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors within the family cultural context. Students observe children using investigative research methods, evaluate differences and analyze characteristics of development at various stages. This course may also be offered via distance learning. Grade only. C-ID # CDEV 100. CSUGE: D.

CHD 002 CHILD, FAMILY, AND COMMUNITY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This class focuses on the relationship among children, families, and the community. Variations in family structure, cultural patterns, and the nature of parent child relationships are examined. Emphasis is on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers, and the media is examined. Current issues and problems facing families today are discussed. Agencies and resources which offer services or provide support to families are introduced. This course fulfills requirements as a core course for Title 22 licensing and the Child Development Permit. Grade only. C-ID # CDEV 110. CSUGE: D, E.

CHD 003 LANGUAGE AND LITERACY FOR THE YOUNG CHILD 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed to give students an opportunity to learn about the development of language in children and to learn about which experiences and techniques are needed to enable children to further that development. Students learn how to promote oral language abilities through activities offered by books, poetry, dramatic play, and group discussions. Pass/No Pass Option.

CHD 004 COGNITIVE EXPERIENCES FOR CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will examine the cognitive development in children by reviewing the theories, research and curriculum experiences that will enhance the child’s thinking or understanding of the child’s physical and social world. The implications of Piaget’s theory for curriculum design and the role of the teacher and the environment in cognitive development will also be examined. Observation of children will be required. Grade only.

CHD 005 MUSIC AND MOVEMENT 3.0 UNITS
Total Lecture: 54 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 learn how to assess musical and movement experiences and to design activities that promote the child’s development. Students gain skills in determining how these musical experiences help with the pre-reading period, cognitive development, social-emotional development and sensory and creative expressions. Observation of children is required. Students develop a resource file of songs and music which they can use for curriculum design and lesson plans. Grade Only.

CHD 006 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 001, CHD 002, and CHD 010
Acceptable for credit: California State University
This course is an introduction to the administration procedures in early care and education programs. Topics include licensing requirements, administrative structures and governance, budgeting, program operation and quality improvement techniques. This course fulfills State of California licensing requirements and partially fulfills requirements for Program Director or Site Supervisor Permits. Grade only.

CHD 007 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 006
Acceptable for credit: California State University, California State University
This course is an in-depth study of effective application of personnel management and leadership procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children’s center. The course includes staff-administrator relationships, staff development and in-service training, and focuses on effective problem solving techniques, decision making models, meetings, performance appraisals, and assessment of individual leadership styles. This course fulfills requirements for the State of California licensing policies and procedures Title 22. This course also fulfills the requirements for the Site Supervisor and Program Director Child Development Permit. This course may also be offered via distance learning. Grade only.

CHD 008A PRACTICUM A 3.5 UNITS
Total Lecture: 27 hours, Arranged Lab: 96 Hours
Prerequisite: CHD 001, CHD 002, CHD 010, CHD 015, CHD 026
Acceptable for credit: California State University
This course introduces 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. Students work under the supervision of a practicum supervisor at the Mission College Child Development Center. Grade only. C-ID # ECE 210.

CHD 010 PRINCIPLES AND PRACTICES IN EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is a survey course that explores the issues and methodology of Early Childhood Education from a diverse perspective including: career options, historical roots, developmentally appropriate practices with children, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. Students become familiar with the nomenclature of the field and practices promoting advocacy, professionalism and ethical behavior. This course may be offered via distance learning. Grade only. C-ID # ECE 120.
CHD 013  TEACHING IN A DIVERSE SOCIETY  3.0 UNITS
Total Lecture: 54 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 young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias 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, stereotypes and bias, social and educational access, media and schooling. Grade only. C-ID # ECE 230. CSUGE: D, E.

CHD 014  ART AND CREATIVE DEVELOPMENT OF YOUNG CHILDREN  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on creative art experiences for the child. Students explore the factors that affect the development of creativity, artistic expression, and aesthetics in children. Developmentally appropriate art experiences are explored with the emphasis on process rather than product. The role of the teacher and the importance of environment are discussed. Understanding and analyzing children’s art and its importance for the child’s overall development is studied. Students design creative art experiences to further the child’s creative expression. Observation of children is required. Pass/No Pass Option.

CHD 015  OBSERVATION AND ASSESSMENT OF CHILDREN  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 001, CHD 002
Acceptable for credit: California State University
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Students will track development and assess one child through the course of the semester. Weekly observations are required. Grade only. C-ID # ECE 200.

CHD 016  INFANT AND TODDLER DEVELOPMENT  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from years 0-3. It is an extension of CHD 001, Child Growth and Development, continuing the exploration of the development of the very young child in physical, cognitive, language, social, and emotional growth and development. Students learn to apply theoretical frameworks to interpret behavior and interactions between heredity and environment. The role of family and relationships in development is emphasized. This course meets the Infant-Toddler state licensing requirement. Observation of children is required. Grade only.

CHD 017  CHILD HEALTH, SAFETY AND NUTRITION  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the laws, regulations, standards, policies and procedures of health, safety and nutrition in early childhood programs. The key components that ensure physical health, mental health and safety for both children and staff are identified along with the importance of collaboration with families and health professionals. The practice of integrating these concepts into everyday planning and program development with children is studied. This course may also be offered via distance learning. Grade only. CSUGE: E.

CHD 018  PARENTING ISSUES FOR TEACHERS  1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give teachers or caregivers the skills to help parents develop positive attitudes, behavior and skills in their parent-child relationship. Students learn how to conduct parent/family meetings, parent/family conferences, and make other parent/family contacts. This course is approved for credit by exam. Grade only.

CHD 020  THE CHILD WITH SPECIAL NEEDS  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed for students who are considering a career or certificate in special education or who desire to work with children with special needs and their families. An overview of atypical development, a variety of disabilities and the impact a child with disabilities has on families is covered. Educational, historical, societal and developmental issues, special education laws, the identification and referral process, the development and implementation of an IFSP and an IEP, methods of intervention, and case management are explored. Observation of children and conversations with family members and community agencies are required. Grade only.

CHD 021  CHILDREN AND PLAY  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses 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 in order to plan and implement developmentally appropriate experiences for young children in a group setting. Creating an inclusive play curricula and developing and implementing special techniques for children with special needs are discussed. Grade only.

CHD 022  ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM  2.0 UNITS
Total Lecture: 36 hours
Advisory: CHD 001 and CHD 010
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments, including the 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 partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. This course may also be offered via distance learning. Grade only.

CHD 024  POSITIVE GUIDANCE IN EARLY CHILDHOOD  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course takes a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes stressors, child temperament, and disabilities. Positive guidance strategies, prevention techniques, supportive relationships, classroom management, observation, and intervention plans are discussed. Grade only.
CHD 025  INCLUSION STRATEGIES AND CURRICULUM IN EARLY CHILDHOOD EDUCATION  3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 020
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered include using observation and assessments and implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Curriculum modification strategies for children with disabilities are discussed with the goal of meeting their unique developmental needs in inclusive and natural environments. Specific attention is aimed at the role of the teacher as a professional working with families, collaborating with interdisciplinary teams, and creating cultural competence. Grade only.

CHD 026  INTRODUCTION TO CURRICULUM  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 001
Acceptable for credit: California State University
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. C-ID # ECE 130.

CHINESE (CHI)

CHI 001  FIRST SEMESTER CHINESE  5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: A6.

CHI 002  SECOND SEMESTER CHINESE  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: CHI 001
Acceptable for credit: University of California, California State University
Chinese 002 is a continuation of Chinese 001 and is an elementary level course. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: B6, A6.

CITIZENSHIP PREPARATION

PLEASE REFER TO NON CREDIT IMMIGRANT EDUCATION FOUND ALPHABETICALLY IN THE CATALOG.
COM 019A COMMUNICATION ACTIVITIES 1.0 UNIT
Total Arranged Lab: 54 hours
Acceptable for credit: California State University
In this course students participate in a variety of speech communication activities at a beginning level. These may include training to be a Peer Mentor and/or Teaching Assistant for our Public Speaking lab and classes, leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, and judging high school competitions. Students are required to meet one-on-one with the instructor regularly to conduct and assess activities. Pass/No Pass Option.

COM 020 ARGUMENTATION AND DEBATE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A
Acceptable for credit: University of California, California State University
This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Satisfies the 3 unit General Education oral communication requirement. Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

COM 020H ARGUMENTATION AND DEBATE - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for Credit: California State University, University of California
This honors course provides an introduction to rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Students cannot receive credit for both COM 020 and COM 020H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

COM 025 MASS COMMUNICATION AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A
Acceptable for credit: University of California, California State University
This course is a survey of the mass media, including the history of the development of each of the covered media and an examination of the impact of each on the institutions and individuals in our society. Theories of mass communications as they apply to each of the covered media are explored. The ethical and legal implications of media in society and an exploration of the impact of media on perceptions, power, culture, class, and gender are examined. Covered media include radio, television, magazines, newspapers, books, film, and the Internet. Grade only. CSUGE: D; IGETC: 4.

COMMUNITY HEALTH (CHL)

CHL 010 COMMUNITY HEALTH PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills.
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. CSUGE: E.

COMPUTER APPLICATIONS (CAP)

CAP 010A LEARNING THE KEYBOARD 1.0 UNIT
Total Lab: 54 hours
This course is designed for anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 010B COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 UNIT
Total Lab: 54 hours
Advisory: CAP 010A or CAP 011
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. This course may also be offered via distance learning. Pass/No Pass Only.

CAP 013 TEN-KEY NUMERIC KEYPAD 1.0 UNIT
Total Lab: 54 hours
This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CAP 010A or CAP 010C. This course may also be offered via distance learning. Pass/No Pass Only.

CAP 033A WORD PROCESSING - COURSE 1 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 010A or CAP 011 and CAP 031B
Acceptable for credit: California State University
This course teaches word processing applications using Microsoft Word. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus, and other basic word processing skills. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 033B WORD PROCESSING - COURSE 2 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A AND CAP 010A
Acceptable for credit: California State University
Students develop an in-depth knowledge of Word in order to prepare documents. This course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. This course may also be offered via distance learning. Pass/No Pass Option.
**CAP 045A**  
**INTRODUCTORY MICROSOFT PROJECT**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 070  
Acceptable for credit: California State University  
This course covers the basic concepts of project management and the essential components of Microsoft Project. Students utilize Microsoft Project to create and link tasks, set up and assign resources, and modify the work calendar to plan and manage a project. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 045B**  
**INTERMEDIATE MICROSOFT PROJECT**  
2.0 UNITS  
Total Lecture: 36 hours  
Advisory: CAP 045A, Eligibility for ENG 001A and REA 054  
Acceptable for credit: California State University  
This course covers more advanced concepts of project management and advanced features of Microsoft Project. Students work with the project management tools of Microsoft Project to analyze schedules, solve resource problems, and monitor the progress of a project. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 046D**  
**INTRODUCTION TO MICROSOFT POWERPOINT**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 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 may also be offered via distance learning. Pass/No Pass Option.

**CAP 046E**  
**INTERMEDIATE MICROSOFT POWERPOINT**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 010A and CAP 046D  
Acceptable for credit: California State University  
This course covers advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and web pages. They learn to customize a slideshow and other advanced features. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 047**  
**VISIO FOR VISIONARIES**  
2.0 UNITS  
Total Lecture: 36 hours  
Advisory: CAP 010A CAP 046D and CAP 070  
Acceptable for credit: California State University  
Visualize your world more with Microsoft Visio. Students learn how to use MS Visio to create organization charts, flow charts, floor and landscaping plans, and network and data diagrams. Students also learn to enhance shapes, design graphics and create visual reports. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 062B**  
**AN INTRODUCTION TO MICROSOFT EXCEL**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 052  
Acceptable for credit: California State University  
This is an introduction to Microsoft Excel. The course covers basic formulas, functions, charts, and formatting. Students create 3-D charts, use loan amortization functions, and set up print options. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 063B**  
**INTERMEDIATE MICROSOFT EXCEL**  
2.0 UNITS  
Total Lecture: 36 hours  
Advisory: CAP 062B  
Acceptable for credit: California State University  
This course is the second in a series of Excel courses designed to help students learn Excel features that are used in business decisions. Students apply What-IF Analysis such as scenario tables, goal seek, and solver. Students also utilize advanced functions such as VLOOKUP, NestedIF’s, Pivot tables and Pivot charts, macros and more. This course is designed for students who are computer literate and have a previous working knowledge of Excel formulas, functions, and charts. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 070**  
**USING MS WINDOWS**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 070  
Acceptable for credit: California State University  
Microsoft Windows is still the most widely used Operating System in the world. This course introduces students to the current version of the Windows operating system and helps students acquire fundamental computer skills including file management, Internet connectivity & security, network file sharing, backups, troubleshooting, and customizing/personalizing Windows settings. Pass/No Pass Only.

**CAP 071E**  
**MICROSOFT OUTLOOK**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 070  
Students learn the basic features of Microsoft Outlook, a desktop information management system. Students learn how to manage email with rules and folders, enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks, and manage contacts and contact groups. Computer literacy and keyboarding skills are recommended. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 081B**  
**INTRODUCTION TO MICROSOFT ACCESS**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 010A and CAP 070  
Acceptable for credit: California State University  
Microsoft Access is part of the Microsoft Office suite of products and is 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. This course may also be offered via distance learning. Pass/No Pass Option.

**CAP 088A**  
**INTRODUCTION TO JAVASCRIPT FOR THE WEB**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CAP 097A  
Acceptable for credit: California State University  
This is an introductory course on Javascript programming for the web. Students learn to program interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. This course is cross-listed as GDS 088A. This course may also be offered via distance learning. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>COURSES</th>
<th>CAP 092A</th>
<th>INTRODUCTION TO CLOUD TECHNOLOGIES AND SOCIAL MEDIA</th>
<th>2.0 UNITS</th>
<th>Total Lecture: 36 hours</th>
<th>Advisory: CAP 010A</th>
<th>Acceptable for credit: California State University</th>
<th>This course is designed for anyone who wants to learn more about Web 2.0 and cloud technologies. This course provides an introduction to Web 2.0 applications, such as social networking sites (SNS), video-sharing sites, wikis, blogs and mashups. Students utilize Web 2.0 applications to facilitate interactive information sharing and collaboration via the Internet. This course may be offered via distance learning. Pass/No Pass Option.</th>
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<tbody>
<tr>
<td>CAP 092B</td>
<td>GOOGLE APPS FOR PERSONAL PRODUCTIVITY</td>
<td>2.0 UNITS</td>
<td>Total Lecture: 36 hours</td>
<td>Advisory: CAP 010A or CAP 037A</td>
<td>Acceptable for credit: California State University</td>
<td>This course introduces students to Google Drive and Google applications. Students learn to use GMail, Google Calendar, Document, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. Students also identify opportunities to utilize Google apps to communicate and collaborate within a virtual-social network. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>CAP 097A</td>
<td>CREATING WEB PAGES - COURSE I</td>
<td>1.0 UNIT</td>
<td>Total Lecture: 18 hours</td>
<td>Advisory: CAP 010A, CAP 070 and CAP 120</td>
<td>Acceptable for credit: California State University</td>
<td>This course provides the first step in creating a web page for personal and professional use. Students acquire basic HTML formatting skills and learn to add color, graphics, lists, and tables to their website. The final project is the creation and publication of a personal or business web page using HTML and/or content management systems. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>COMPUTER INFORMATION SYSTEMS (CIS)</td>
<td>NOTE: Maximum credit that can be transferred to UC is a total of six CIS courses.</td>
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<tr>
<td>CIS 001</td>
<td>INTRODUCTION TO COMPUTER SCIENCE AND TECHNOLOGY</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This course is an introduction to the concepts of computer science and information technology. It covers computer architecture, the Internet and networking, and basic programming and data manipulation. Students develop a practical, realistic understanding of computer science and information technology. This course is recommended for students in any major who want to learn about computers and programming. Pass/No Pass Option.</td>
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<tr>
<td>CIS 007</td>
<td>PYTHON PROGRAMMING</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This is an introductory course in programming using Python. No prior programming experience required. Students learn to design, code, and execute programs using the Python programming language. This class covers basic programming skills such as data types, control structure, algorithm development, and program design with functions. It also includes lists, object-oriented programming and GUI programming concepts and topics. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # COMP 152.</td>
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<tr>
<td>CIS 008</td>
<td>ADVANCED PYTHON PROGRAMMING</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Advisory: CIS 007</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This is an advanced course in Python programming that covers features of the language and its libraries. Students learn about parallel programming using threads and processes, network programming (client-side and server-side), database programming and persistence, text processing and regular expressions, and HTML and XML parsing. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>CIS 033</td>
<td>ROBOTICS AND EMBEDDED SYSTEMS</td>
<td>4.00 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Advisory: CIS 037A and CIS 039</td>
<td>Acceptable for Credit: California State University</td>
<td>This course is an introduction to microcontrollers and interfacing. It covers the basic hardware components such as LEDs, switches, motors and sensors needed to build a robot and introduce the components needed for the drone hardware. In addition, it includes programming of the microcontroller. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>CIS 035</td>
<td>INTRODUCTION TO DRONES AND UNMANNED AERIAL VEHICLES</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Acceptable for credit: California State University</td>
<td>This course is an introduction to unmanned aerial vehicles (UAV). It covers the basic rules and regulations of flying a commercial drone and its applications. It also covers the components of a drone system, maintenance, applications, simulations, and hands-on training on how to fly and control a drone in different environments. Pass/No Pass Option.</td>
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<tr>
<td>CIS 037A</td>
<td>INTRODUCTION TO C PROGRAMMING</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This course is an introduction to the concepts and methods of computer programming using C language. The course covers data types, expressions, control structures, functions, sequential files, arrays, pointers, strings, string library and ADTs. It also covers low level programming elements such as memory manipulations, pass-by reference pointers, structs and bit level manipulation. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>CIS 039</td>
<td>INTRODUCTION TO COMPUTER SYSTEMS</td>
<td>3.0 UNITS</td>
<td>Total Lecture: 45 hours, Total Lab: 27 hours</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This course provides a solid introduction to computer systems and machine language programming. Students learn the inner working of computer systems, instruction sets, assembly language programming, and data representation. Students also learn how to understand the code that a compiler generates, the memory layout and hierarchy, and the details of linking and loading. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # COMP 142.</td>
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<tr>
<td>CIS 040</td>
<td>C++ PROGRAMMING</td>
<td>4.0 UNITS</td>
<td>Total Lecture: 54 hours, Total Lab: 54 hours</td>
<td>Advisory: CIS 037A</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>This is an introductory course in programming using C++. Students learn to design, code, and execute programs using the C++ programming language. This class includes control structures, functions, object-oriented programming concepts and topics. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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</table>
CIS 043 SOFTWARE DEVELOPMENT WITH JAVA 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming with an emphasis on OOP, (Object-Oriented Programming). Java programming language concepts include data types, selection, loops, arrays objects and classes. This course also includes GUI (graphical user interface), Graphics, files and exception handling. This course may be offered via distance learning. Pass/No Pass Option. C-ID # COMP 122.

CIS 044 INTRODUCTION TO DATA STRUCTURES USING JAVA 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 043 and MAT 003A
Acceptable for credit: University of California, California State University
This course is an advanced course in Java Programming Language. It covers basic data structures such as stacks, lists, dynamic arrays, trees, and the algorithms of their implementation. Other topics introduced are the definition and terminology of graphs, internal and external sorting, merging, searching, Hashing, Big-O notation, and Standard collection of Classes. This course may be offered via distance learning. Pass/No Pass Option.

CIS 045 LINUX ESSENTIALS I 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Acceptable for credit: California State University
This is an introductory course in the Linux operating system. Students learn the basic Linux commands and utilities, including files, editors and shell scripting. This course may be offered via distance learning. This course may be offered via distance learning. Pass/No Pass Option.

CIS 046 LINUX ESSENTIALS II (SHELL PROGRAMMING) 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CIS 045
Acceptable for credit: California State University
This course builds upon CIS 045, Linux Essentials I, to cover shell and scripting in depth. Students learn to program in Bourne Again Shell, including variables, expressions, control structure, files and subroutines. This course also includes networking and Internet scripting. This course may be offered via distance learning. Pass/No Pass Option.

CIS 047 LINUX SYSTEM ADMINISTRATION I 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This is an introductory course in Linux system administration. Students learn hands-on skills for Linux administration, including system initialization, file system management, user and services administration, and network configuration. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ITIS 155.

CIS 048 ADVANCED LINUX SYSTEM ADMINISTRATION 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CIS 047
Acceptable for credit: California State University
This is an advanced course in the Linux system administration series. Students learn to set-up and configure Linux based servers and networks. The course covers file systems, file sharing, mail server, LDAP, DNS, firewall, web server and network security. This course may be offered via distance learning. Pass/No Pass Option.

CIS 055 INTRODUCTION TO DATABASE AND SQL 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CAP 070
Acceptable for credit: California State University
This course covers the concepts of relational databases and SQL query language. Students learn to create tables, insert data, update data and retrieve records in a database. This course introduces students to widely used database systems such as Oracle, Microsoft SQL server, and MySQL. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 056 DATABASE PROGRAMMING AND MANAGEMENT 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CAP 084A
Acceptable for credit: California State University
This course is an introduction to database programming and management. It builds upon the basic database and SQL course to cover stored procedures, functions, packages, and database triggers. This course may be offered via distance learning. Pass/No Pass Option.

CIS 060 MOBILE APPS PROGRAMMING - IPHONE 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 007, CIS 043
Acceptable for credit: California State University
This course is an introduction to programming iPhone and iPad applications in Cocoa using an object-oriented paradigm. Students learn to develop simple to more advanced applications using Swift, Model-View-Control framework, graphical-user interface, classes, methods, and messages. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 063 MOBILE APPS PROGRAMMING - ANDROID 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 043
Acceptable for credit: California State University
This course is an introduction to programming applications for the Android operating system. Students learn to develop simple to more advanced applications using the latest Java technologies and the Android SDK. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 086 WEB DEVELOPMENT WITH PHP AND MYSQL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CAP 097A, CIS 037A
Acceptable for credit: California State University
This is an introductory course on web server side programming using PHP and MySQL. This course covers basic PHP programming elements including variables, strings, arrays, files and forms processing. It covers MySQL database basics and how to create a database driven web application. This course may be offered via distance learning. Pass/No Pass Option.

CIS 088 ADVANCED JAVASCRIPT FOR WEB DEVELOPERS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CAP 088B, CAP 097A or GDS 045
Acceptable for credit: California State University
This is an advanced course on JavaScript. It covers the following advanced topics: IIFEs, Regular expressions, JSON, XML, REST, HTML5 Canvas, jQuery, MVC, single page applications, Angular, client-server interaction, Node.js and Ajax. This course may also be offered via distance learning. Pass/No Pass Option.
CIT 011  INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE (A+)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, mobile devices such as tablets and smartphones, client side virtualization, and the responsibilities of an IT professional. It helps students prepare for entry-level career opportunities in ICT and the CompTIA A+ certification. It also provides a learning pathway to Cisco CCNA. Hands-on lab activities are an essential element of the course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment. The use of Packet Tracer supports alignment with the new CompTIA A+ certification objectives. This course may also be offered via distance learning. Pass/No Pass Option.

CIT 012  INTRODUCTION TO NETWORKING (NETWORK+)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course introduces the fundamental building blocks that form the modern network, such as protocols, media, topologies and hardware. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security and troubleshooting. This course helps students prepare for entry-level career opportunities in ICT and the CompTIA Network+ certification. It also provides a learning pathway to Cisco CCNA. This course may also be offered via distance learning. Pass/No Pass Option.

CIT 016  CYBERSECURITY AND ETHICAL HACKING  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is an introduction to IT security and ethical hacking using the latest operating systems, security techniques, and wireless standards. It also covers the fundamentals of system security, network infrastructure, access control, assessments and audits, cryptography, and organizational security. Students gain hands-on experience with various ethical hacking methods and techniques. This course may also be offered via distance learning. Pass/No Pass Option.

CIT 021  INTRODUCTION TO CISCO NETWORKS (CISCO-1)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is the first of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP/IP 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 in IPv4 and IPv6 environments, 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. This course is approved for credit by exam. Pass/No Pass Option.

CIT 022  ROUTING AND SWITCHING ESSENTIALS (CISCO-2)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 021
Acceptable for credit: California State University
This course is the second of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students participate in procedural labs, and then present 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. This course is approved for credit by exam. Pass/No Pass Option.

CIT 023  SCALING NETWORKS (CISCO-3)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 022
Acceptable for credit: California State University
This course is the third of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option.

CIT 024  CONNECTING NETWORKS (CISCO-4)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 023
Acceptable for credit: California State University
This course is the fourth of four courses leading to the CCNA Routing and Switching 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. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option.

CIT 078  MICROSOFT SERVER ESSENTIALS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIT 011
Acceptable for credit: California State University
This course focuses primarily on the installation, storage, “compute features and functionality” and the “networking features and functionality” available in Windows Server 2016. It covers general installation tasks and considerations and the installation and configuration of Nano Server, in addition to the creation and management of images for deployment. It also covers local and server
storage solutions, including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions. The course also covers Hyper-V and containers, along with the maintenance and monitoring of servers in physical and compute environments, DNS, DHCP, and IPAM implementations, in addition to remote access solutions, such as VPN and Direct Access. It also covers DFS and BranchCache solutions, high performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ITIS 155.

COUNSELING (COU)

COU 000A  ORIENTATION TO MISSION COLLEGE 0.5 UNIT
Total Lecture: 9 hours
This course provides new students with basic information needed to attend college. It includes an orientation to Mission College programs and services, assessment information, registration procedures, an overview of general education requirements, and educational planning. This course may be offered via distance learning. Pass/No Pass Only.

COU 005  STRATEGIES FOR SUCCESS 3.0 UNITS
Total Lecture: 54 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 following topics: 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 lifelong success in academic, professional and personal development. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: E.

COU 007  UNIVERSITY TRANSFER PLANNING 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: University of California, 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.

COU 007H  UNIVERSITY TRANSFER PLANNING- HONORS 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: University of California, California State University
This honors course provides in-depth information and assistance with the transfer process to four-year colleges/universities. Lower division major and general education requirements, college/university selection, admission procedures, statewide transfer policies, application deadlines, financial aid and scholarship information are covered. Students have the opportunity to broaden their perspectives by examining the changes in the education policies and regulations that impact society and may influence their transfer planning and admission to a university. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. Students cannot get credit for both COU 007 and COU 007H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Pass/No Pass Option.

COU 012  CAREERS AND LIFESTYLES 3.0 UNITS
Total Lecture: 54 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 identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options. Lifestyles and personal satisfaction are discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques are reviewed. Materials fee required. This course may also be offered via distance learning. Pass/No Pass Option.

COU 012A  CAREERS AND LIFESTYLES 1.0 UNIT
Total Lecture: 18 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 identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options. Materials fee required. This course may be offered via distance learning. Pass/No Pass Option.

COU 012C  CAREERS AND LIFESTYLES 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
This course assists students in the area of job search skills. Students learn to market themselves using resume writing and interview skills, and to identify different types of skills and how they relate to job requirements. Occupational trends are examined. This course may also be offered via distance learning. This course may be offered via distance learning. Pass/No Pass Option.

COU 017  TRANSFER SUCCESS AND LIFE TRANSITIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Through the context of transferring from a community college to a university, this course introduces students to appropriate life skills that can help them achieve greater success in their educational, personal, and professional lives. The course is designed specifically for students interested in successfully navigating the process of transferring to a college or university. Topics include: self-awareness; goal setting; motivation; learning styles; critical thinking; decision making; degree options; university systems and transfer programs; education planning; time management and procrastination; money management and financial aid; effective communication; unique transitional considerations for transfer students; and maintaining a healthy lifestyle. Pass/No Pass Option. CSUGE: E.

COU 023  BECOMING A MASTER STUDENT- ATHLETE 2.0 UNITS
Total Lecture: 36 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 following topics: the role of education in life, college systems, 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.
COU 051A PERSONAL GROWTH: INCREASING SELF-ESTEEM 1.0 UNIT
Total Lecture: 18 hours
This course assists 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 their ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are self-esteem, developing and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. Pass/No Pass Option.

COU 055 VALUING DIVERSITY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This 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. CSUGE: D, E.

ECN 001A PRINCIPLES OF MACROECONOMICS 4.00 UNITS
ECN 001A (replaces ECN 001A/001AL)
Total Lecture: 54 hours, Total Lab: 54 hours
Advisors: MAT 000C
Prerequisite: MAT 903, MAT 903M, high school algebra 1 with a C or better, or equivalent
Acceptable for credit: University of California, California State University
This course is an introduction to macroeconomic analysis. Topics include aggregate measures of economic activity, such as gross domestic product, unemployment, and inflation; market systems; macroeconomic models and their equilibria; effects of fiscal and monetary policy; economic growth; evolution of economic thought; and international economics. The course also includes an online lab component that reinforces concepts learned through deeper learning and applications, and offers additional practice with solving problems in economics. This course may be offered via distance learning. This course is approved for credit by exam. Grade only. C-ID# ECON 202. CSUGE: D, IGETC: 4.

ECN 006 THE GLOBAL ECONOMY 3.0 UNITS
Total Lecture: 54 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 are presented to expand insight into the increasing economic interdependence of nations. This course is cross-listed as GLB 006 and SOC 006. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: D, IGETC: 4.
EGR 024  INTRODUCTION TO CIRCUIT ANALYSIS  3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 004A
Prerequisite: MAT 003B and PHY 004B
Acceptable for credit: University of California, California State University
This is an introductory course in the analysis of electric circuits. The emphasis is on analysis and setting up equations arising from the applications of Kirchoff’s Laws, Ohm’s Law, and Thevenin’s & Norton’s Theorems, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, transient responses, dependent sources, and operational amplifiers. This course is primarily for engineering transfer students. Grade only.

EGR 024L  INTRODUCTION TO CIRCUIT ANALYSIS LAB  1.0 UNIT
Total Lab: 54 hours
Advisory: MAT 003B, PHY 004B
Corequisite: EGR 024
Acceptable for credit: University of California, California State University
Introduction to Circuit Analysis Lab. This course is an introduction to the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Construction and measurement of basic operational amplifier circuits. This course is primarily for engineering transfer students. Grade only.

EGR 025  ENGINEERING GRAPHICS AND DESIGN  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MAT 000D or MAT 002 or MAT 003A or MAT 003AH
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. C-ID#150

EGR 026  ENGINEERING MATERIALS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CHM 001A, MAT 003B, PHY 004A
Acceptable for credit: University of California, California State University
This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. This course may be offered via distance learning. Grade only. C-ID # ENGR 140B, C-ID#140B

EGR 030  INTRODUCTION TO COMPUTING FOR ENGINEERS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 003A and CIS 002
Acceptable for credit: University of California, California State University
This course introduces software development using a high level language such as C or C++. Engineering problems are solved through software programming techniques and by interfacing software to hardware circuits. A microcontroller system such as Arduino is used. Pass/No Pass Option. C-ID # ENGR 220.

ENGLISH (ENG)
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 go directly to the Testing Center or call 408-855-5099.

ENG 001A  ENGLISH COMPOSITION  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ESL 980 or ENG 908 or ENG 905AC or completion of the Mission College Placement Assistance Tool prior to registration.
Acceptable for credit: University of California, California State University
This course emphasizes the techniques of English composition with emphasis on the process of learning to write clearly and effectively and to read analytically. English 001A fulfills the English requirement for the Associate degree; this is a baccalaureate course. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ENGL 100. CSUGE: A2; IGETC: 1A.

ENG 001AX INTENSIVE ENGLISH COMPOSITION  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: ESL 980 or ENG 908 or ENG 905AC or completion of the Mission College Placement Assistance Tool prior to registration.
Acceptable for credit: University of California, California State University
This course introduces the techniques of collegiate English composition with emphasis on clear, effective writing and analytical reading. Students will learn to think critically about their own writing and will receive extensive support throughout the writing process. Areas of support will include close reading, textual analysis, finding and correctly incorporating credible, relevant source material, and acclimating to a college academic environment. English 1AX fulfills the English requirement for the Associate degree. This course also satisfies the composition requirement for baccalaureate degrees. This course may be offered via distance learning. Grade Only. CSUGE: A2; IGETC: 1A.

ENG 001B  ENGLISH COMPOSITION AND LITERATURE  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A OR ENG 001AX
Acceptable for credit: University of California, California State University
This course emphasizes the techniques of English composition with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. This course may be offered via distance learning. Grade only. C-ID # ENGL 120. CSUGE: A3, C2; IGETC: 1B.

ENG 001C  CLEAR THINKING IN WRITING  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A OR ENG 001AX
Acceptable for credit: University of California, California State University
This course continues an emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. This course may be offered via distance learning. Grade only. C-ID # ENGL 105. CSUGE: A3; IGETC: 1B.

ENG 001D  BUSINESS REPORTS AND RESOLUTIONS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A OR ENG 001AX
Acceptable for credit: University of California, California State University
This course continues an emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. This course may be offered via distance learning. Grade only. C-ID # ENGL 105. CSUGE: A3; IGETC: 1B.
ENG 005A  ENGLISH LITERATURE THROUGH 18TH CENTURY  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A OR ENG 001AX
Acceptable for credit: University of California, California State University
This course is a survey of English literature that begins with Anglo-Saxon writings and the epic “Beowulf” and extends through the works of the eighteenth century ending with the writings of Samuel Johnson. Pass/No Pass Option. C-ID # ENGL 160. CSUGE: C2; IGETC: 3B.

ENG 005B  ENGLISH LITERATURE FROM 19TH CENTURY TO PRESENT  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001AX OR ENG 001A
Acceptable for credit: University of California, California State University
This course is a chronological survey of the second half of English literature, beginning with the Romantic Period of the nineteenth century and continuing to the present. Pass/No Pass Option. C-ID # ENGL 165. CSUGE: C2; IGETC: 3B.

ENG 006B  SURVEY OF WORLD LITERATURE  3.0 UNITS
Total Lecture: 54 hours
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, minority, and ethnic literature from around the world. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ENGL 145. CSUGE: C2; IGETC: 3B.

ENG 007A  AMERICAN LITERATURE TO 1865  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001AX OR ENG 001A
Acceptable for credit: University of California, California State University
This course covers major American writers and literary traditions through 1865. It begins with Native American works and ends with the work of Walt Whitman. Pass/No Pass Option. C-ID # ENGL 130. CSUGE: C2; IGETC: 3B.

ENG 007B  AMERICAN LITERATURE 1865 TO PRESENT  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001AX OR ENG 001A
Acceptable for credit: California State University, University of California
This course covers major American writers and literary traditions from 1865 to the present. Pass/No Pass Option. C-ID # ENGL 135. CSUGE: C2; IGETC: 3B.

ENG 013  CHICANA/O-LATINA/O LITERATURE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for Credit: University of California, California State University
This course provides an introduction to authors, topics, and movements in Chicana/o and Latina/o literature from the 19th century to the present. Readings cover a variety of literary forms: novels, short stories, poems, drama, autobiography, and/or essays. In examining these works, particular attention is given to topics such as the similarities and differences in the experiences among Latino/a groups in the United States; the construction of identity in terms of race, gender, sexuality, and class; bilingualism and code-switching; and the relationship of the artist to his or her community. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

ENG 015  INTRODUCTION TO FILM ANALYSIS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form is covered in this course. Exemplary motion pictures are viewed and examined with special attention to film technique, thematic content, and aesthetic values. Pass/No Pass Option. C-ID # ENGL 135. CSUGE: C2; IGETC: 3B.

ENG 043  CLASSICAL MYTHOLOGY  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
Classical Mythology is 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. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

ENG 048  INTRODUCTION TO SHAKESPEARE  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
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. CSUGE: C2; IGETC: 3B.

ENG 070  CREATIVE WRITING  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Creative Writing focuses on imaginative writing, specifically on fiction, poetry, creative nonfiction and drama. Students learn and practice various strategies associated with these genres, read and workshop each other’s writing, and read/analyze the work of professional writers. Other activities may include attending literary events, hearing visiting writers, and making book presentations. Pass/No Pass Option. C-ID # ENGL 200. CSUGE: C2.

ENG 900  WRITING SKILLS LAB  0.5 UNIT
Total Lab: 27 hours
English 900 is required for any student taking English 903 or 905. It is also advised for students wanting extra help in any English course. This course provides instruction designed to help students improve their writing by having them practice the steps of the writing process and apply writing strategies. Any student may enroll in the course. In order to receive credit, students must complete the required coursework. Pass/No Pass Only. Non-degree applicable course.

ENG 905  ENGLISH FUNDAMENTALS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: Completion of the Placement Assistance Tool
Concentration is on the writing and revision process, academic essays and introduction to research skills. The course qualifies students for English 001A. This course may be offered via distance learning. Pass/No Pass Only. Non-degree applicable course.

ENG 905AC  ACCELERATED ESSAY WRITING  6.0 UNITS
Total Lecture: 108 hours
Prerequisite: Completion of the Placement Assistance Tool
Concentration is on the writing and revision process, academic essays and introduction to research skills. The course qualifies students for English 001A. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.
ENGLISH COURSE PROGRESSION

Students should complete the Placement Tool for guidance on the appropriate courses based on their education goals: web.wvm.edu/placement-tool-mc/

PREPARATION CLASSES:
Gain Skills to Prepare for Transfer-Level Courses

TRANSFERABLE COURSES

Counselor advice prior to section enrollment is recommended for proper transfer requirement
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

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 go directly to the Testing Center or call 408-855-5099.

ESL 930EC ESL FOR CHILD CARE PART I 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: An appropriate score on the ESL Placement Test.
This high-beginning course develops oral and written communication skills in standard English within the context of child care and parenting. Students practice skills useful for communicating with and about children on topics including day-to-day care, health and safety. Pass/No Pass Option, Non-degree applicable course.

ESL 930GW HIGH BEGINNING GRAMMAR AND WRITING 3.5 UNITS
Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930GW and ESL 930LS is recommended.
Prerequisite: A qualifying score on ESL placement test.
In this course, students develop basic writing and grammar skills of standard written English. Students practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes laboratory work to facilitate skill development. Pass/No Pass Option, Non-degree applicable course.

ESL 930LC HIGH BEGINNING LANGUAGE AND CULTURE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Appropriate placement by multiple measures.
This is the first of a two course sequence designed to help the high-beginning student develop strategies for communicating in the English language. Although some strategies for speaking are included, the emphasis is on developing skills in listening, reading, vocabulary and writing. Topics of American culture are covered. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

ESL 930LS HIGH BEGINNING LISTENING AND SPEAKING 3.5 UNITS
Total Lecture: 54 hours Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930GW and ESL 930RV
Prerequisite: ESL 920 or a qualifying score on ESL placement test.
In this course students receive guidance and extensive practice in listening and speaking at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologs, and dialogs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes one and a half hours of laboratory work weekly to facilitate skill development. Pass/No Pass Option, Non-degree applicable course.

ESL 930PL BASIC PRONUNCIATION AND LISTENING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: a qualifying score in the ESL Placement Test
Advisory: ESL 930LS
High-beginning level students receive guidance and extensive practice 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. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

ESL 930RV HIGH BEGINNING READING AND VOCABULARY 3.5 UNITS
Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: ESL 930GW, ESL 930LS
Prerequisite: Qualifying score on ESL placement test or ESL 920
Students receive guidance and extensive practice in reading and comprehending stories and articles written in simplified English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes laboratory work to facilitate skill development. Pass/No Pass Option, Non-degree applicable course.

ESL 940EC ESL FOR CHILD CARE PART II 3.0 UNITS
Total Lecture: 54 hours
Advisory: ESL 930ECC, ESL 930GW, ESL 930LS and ESL 930RV
This low-intermediate course develops oral and written English language skills useful for child care and parenting. Students practice skills to communicate with and about young children at different stages of development. Pass/No Pass Option, Non-degree applicable course.

ESL 940GW LOW INTERMEDIATE GRAMMAR AND WRITING 3.0 UNITS
Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940RV and ESL 940LS is recommended.
Prerequisite: A qualifying score on the ESL placement test or ESL 930GW
This course develops basic writing and grammar skills of standard written English at the low intermediate level. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, present, past and future verb tenses, articles, prepositions, spelling and punctuation. Pass/No Pass Option, Non-degree applicable course.

ESL 940LC LOW INTERMEDIATE LANGUAGE AND CULTURE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ESL 930LC OR appropriate placement by multiple measure.
This is the second semester of a one-year course. It is designed to help the low-intermediate student develop and strengthen strategies for communicating in the English language. Although strategies for speaking are covered, the emphasis is on developing skills in listening, writing, and reading. Topics of American culture are covered. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

ESL 940LS LOW INTERMEDIATE LISTENING AND SPEAKING 3.5 UNITS
Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test
This course continues the development of listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions, of high-frequency vocabulary in context, and of main ideas and details in conversations and lectures. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of
of basic English pronunciation patterns of stress and intonation. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. This course may also be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

**ESL 940RV LOW INTERMEDIATE READING AND VOCABULARY 3.0 UNITS**

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940GW and ESL 940LS is recommended.
Prerequisite: ESL 940EC

This course develops English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of children and reflecting on their development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. Pass/No Pass Option, Non-degree applicable course.

**ESL 950GW INTERMEDIATE GRAMMAR AND WRITING 5.0 UNITS**

Total Lecture: 90 hours
Advisory: ESL 940LS
Prerequisite: ESL 940RV

This intermediate level course develops students’ writing and grammar competency through the study of targeted intermediate grammar structures and written materials. Students focus on writing a variety of sentences (compound, complex, and compound/complex) by utilizing adverb, adjective, and noun clauses, and half sentences, phrases, and participles. This course may also be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

**ESL 950EC ESL FOR CHILD DEVELOPMENT: INTRODUCTION 3.0 UNITS**

Total Lecture: 54 hours
Advisory: Qualifying score (at the ESL 950 level) on the ESL placement test, or ESL 930EC and ESL 940EC

This course develops English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of children and reflecting on their development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. Pass/No Pass Option, Non-degree applicable course.

**ESL 950PL INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 UNITS**

Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: ESL 930PL

Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogues and paragraphs and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing and linking as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

**ESL 950RV INTERMEDIATE READING AND VOCABULARY 3.0 UNITS**

Total Lecture: 54 hours
Advisory: ESL 940LS
Prerequisite: ESL 940RV and ESL 940GW or a qualifying score on the ESL placement test.

This intermediate level course develops students’ reading skills through the study of a variety of fiction and nonfiction reading materials. The course focuses on reading skills such as comprehending main ideas and details in intermediate level readings, the acquisition and use of new vocabulary, and the strategies to understand and interpret content. Pass/No Pass Option. Non-degree applicable course.

**ESL 956GR INTERMEDIATE TO ADVANCE GRAMMAR REVIEW 2.0 UNITS**

Total Lecture: 36 hours

In this intensive intermediate-to-advanced level ESL course students review and refine grammatical structures to develop sentence variety and accuracy in standard written and spoken English. The course focuses on the study and practice of complex sentences in various tenses, varied placement of sentence elements, and error correction. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

**ESL 960EC ESL FOR CHILD DEVELOPMENT: DOMAINS 3.0 UNITS**

Total Lecture: 54 hours
Advisory: Qualifying score (at the ESL 960 level) on the ESL placement test; or ESL 930EC, ESL 940EC, ESL 950EC.

This course is the continuation of ESL 950ECD. Students develop English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of and reflection on children’s development. This course focuses on the topics of children’s socio-emotional, motor, cognitive, as well as language and literacy, development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. Pass/No Pass Option, Non-degree applicable course.

**ESL 960GW HIGH INTERMEDIATE GRAMMAR AND WRITING 5.0 UNITS**

Total Lecture: 90 hours
Advisory: ESL 950LS
Prerequisite: A qualifying score on the ESL Placement Test; or ESL 950RW and ESL 950G ; or ESL 950RV and ESL 950GW

This course develops students’ knowledge of grammar in order to analyze, understand, write, and edit English sentences and paragraphs at a high-intermediate level. The course focuses on comprehensible simple, compound, and complex sentences with a high level of grammatical accuracy and word choice. Focus is also on various rhetorical styles in cohesive, well-organized, and grammatically correct paragraphs on abstract as well as concrete topics. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

ESL 960LS HIGH INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 960G and ESL 960RW.
Prerequisite: ESL 950LS 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 conversation 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, Non-degree applicable course.

ESL 960RV HIGH INTERMEDIATE READING AND VOCABULARY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: A qualifying score on the ESL placement test or ESL 950RW and ESL 950G or ESL 950RV and ESL 950G.
Advisory: ESL 950LS and ESL 960GW
In this course students develop reading comprehension strategies, vocabulary acquisition techniques, and analytical reading skills. Using a variety of fiction and non-fiction texts, students learn to recognize main ideas and supporting details, distinguish between fact and opinion, and infer meaning. Students also learn techniques for summarizing short texts. Students increase their academic vocabulary by using context clues, stems and affixes, and practice with the Academic Word List. In addition, they become familiar with the denotations and connotations of words. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

ESL 960AM ACCENT MODIFICATION 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.
Advisory: ESL 960PL
Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

ESL 970GW ADVANCED ESL COMPOSITION AND GRAMMAR 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: Qualifying score on the ESL placement test; or ESL 960G and ESL 960RW; or ESL 960GW and ESL 960RV.
This course continues developing skills in writing expository paragraphs and introduces the structure of the essay in standard academic written form. The focus is on a review of the paragraph skills attained in ESL 960RW (control of topic sentences and development of paragraphs which express a variety of rhetorical styles). Students expand paragraphs into essays and learn to edit their work effectively. Throughout the course, students review grammar and sentence structure focusing on the identification and correction of errors most typical of the non-native student. Pass/No Pass Option, Non-degree applicable course.

ESL 970LS ADVANCED LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 970GW and ESL 970RV.
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, news broadcasts, TV and film dialogue and song lyrics. Students are exposed to various speaking styles. Students are exposed to academic and idiomatic forms of English. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas. Pass/No Pass Option, Non-degree applicable course.

ESL 970RV ADVANCED READING AND VOCABULARY 3.0 UNITS
Total Lecture: 54 hours
Advisory: ESL 960LS and ESL 970GW
Prerequisite: Qualifying score on the ESL placement test; or ESL 960RV and ESL 960GW, or ESL 960G and ESL 960RW.
Students will continue developing academic vocabulary using context clues, stems and affixes, and dictionary skills. Reading skills focus on inferencing, identifying bias, fact vs. opinion, main idea, paraphrasing, and summarizing. A novel and a library project are required. Pass/No Pass Option, Non-degree applicable course.

ESL 980 EFFECTIVE WRITING FOR ADVANCED ESL STUDENTS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: ESL 970RV and ESL 970GW; or ESL 970G and ESL 970RW; or Qualifying score on the ESL placement test. ESL 970LS or Corequisite: ESL 970LS
This course is for students whose native language is not English. Students write academic essays and a short research paper. Emphasis is on the writing process, academic essay writing, and introductory research skills. The course also provides intensive practice with the sentence patterns, grammatical structures, and academic vocabulary necessary to produce clear, accurate prose. Pass/No Pass Option, Non-degree applicable course.

ESL 985 WRITING FOR ESL STUDENTS IN ENGLISH 001A 2.0 UNITS
Total Lecture: 36 hours
Corequisite: ENG 001A
This course is for students taking English 001A whose native language is not English. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences. This course includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. The course focuses on the sentence patterns, grammatical structures, and academic vocabulary necessary to be successful in English 001A. Pass/No Pass Option, Non-degree applicable course.
ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

Core Classes
- Reading & Vocabulary
- Grammar & Writing
- Listening & Speaking

Electives
- Child Development
- Pronunciation & Listening
- Listening & Culture

980
High Advanced
970 Advanced
960 High Intermediate
950 Intermediate
940 Low Intermediate
930 High Beginning

970 AM
960 EC
950 EC
940 LC
930 EC
930 LC

Online Class
NONCREDIT ENGLISH AS A SECOND LANGUAGE (NCE)

NCE 910A  FOUNDATIONS IN ESL I NONCREDIT
Total: 64 Hours
This noncredit 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 involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologues, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises and in-class writing assignments of 50 words or less. Non-degree applicable course.

NCE 910B  FOUNDATIONS IN ESL II NONCREDIT
Total: 64 Hours
This course is a continuation of NCE 910A. This course continues to develop very low beginning students' skills in basic reading, writing, listening, speaking, and grammar. In 910B, students further develop the grammar of present tense and begin to learn present continuous and simple past. Non-degree applicable course.

NCE 910L  FOUNDATIONS IN ESL LAB NONCREDIT
Total: 54 Hours
This lab course is designed for students at the NCE 910 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCE courses and in the workplace. This course may also be offered via distance learning. Non-degree applicable course.

NCE 920A  BEGINNING ESL I NONCREDIT
Total: 64 Hours
This noncredit course provides basic functional practice in reading, writing, listening, speaking, and grammar for beginning ESL students. Non-degree applicable course.

NCE 920B  BEGINNING ESL II NONCREDIT
Total: 64 Hours
This course is a continuation of NCE 920A. It builds on the topics learned in 920A, but also introduces more complex structures and provides more practice in reading, writing, listening, speaking, and grammar for beginning ESL students. It also provides preparation for placement in Level 930 ESL classes. Non-degree applicable course.

NCE 920L  BEGINNING ESL LAB NONCREDIT
Total: 54 Hours
This lab course is designed for students at the NCE 920 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCE courses and in the workplace. This course may also be offered via distance learning. Non-degree applicable course.

NCE 925  PREPARATION FOR ACADEMIC ESL NONCREDIT
Total: 32 Hours
This course is designed for beginning ESL students who wish to improve their academic preparation and study skills for greater success in ESL courses. Non-degree applicable course.

FIRE PROTECTION TECHNOLOGY (FPT)

FPT 051  FIRE PROTECTION ORGANIZATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Advisory: MAT 903
This course provides a general introduction to the field of Fire Protection, including: career opportunities; philosophy and history of fire protection; the organization and function of fire protection services; and a basic introduction to the chemistry and physics of fire and fire control techniques, with an introduction to fireground hazards, strategy, and tactics. This course is approved for credit by exam. Pass/No Pass Option.

FPT 052  FIRE BEHAVIOR AND COMBUSTION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Advisory: MAT 903
This course focuses on the theory and fundamentals of how and why fires start, the spread and fire control methods; an in-depth study of fire chemistry, fire behavior and physics; fire characteristics of materials and compounds and the use of extinguishing agents and fire control techniques. This course is approved for credit by exam. Pass/No Pass Option.

FPT 053  FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Advisory: FPT 052 and MAT 903
This course focuses on: utilizing 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.

FPT 054  BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Advisory: FPT 051 and MAT 903
This course provides instruction regarding: theory and fundamentals of building construction; laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; elements of building construction and design; fire protection requirements for buildings, special occupancies and open areas. Pass/No Pass Option.

FPT 055  FIRE PREVENTION TECHNOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Advisory: FPT 051 and MAT 903
This course provides instruction on the following: organization and function of fire prevention; fire and life safety inspections; utilization of the Uniform Fire Code and related standards in determining requirements for fire safety; surveying and mapping procedures; recognition of fire and life hazards; engineering and enforcing a solution of a fire hazard; public education aspects of fire prevention; and firefighters' responsibility in determining the cause of fire. Pass/No Pass Option.
FPT 056 HAZARDOUS MATERIALS TECHNOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 052 and MAT 903
Acceptable for credit: California State University
This course provides an in-depth study of the following: materials presenting special problems in fire fighting operations; laws and standards involved in the storage and handling of hazardous chemicals and substances; the identification of hazardous materials; and the handling procedures and practices for emergencies involving corrosive water-reactive, toxic, explosive and radio-active materials. This course is approved for credit by exam. Pass/No Pass Option.

FPT 057 RESCUE PRACTICES 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: FPT 051
Acceptable for credit: California State University
This course is a lecture and lab class in technical and manipulative skill training in rescue procedures, including patient examination and medical interventions; poison and environmental emergencies; multiple casualties and triage; performing manual lifts and carries; low angle and confined space rescue; hazardous materials awareness and decontamination procedures: improvising and providing transportation; extraction procedures. Pass/No Pass Option.

FPT 060 WILDLAND FIRE TECHNOLOGY 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Acceptable for credit: California State University
This course focuses on the organizational skills necessary for wildland fire protection. The minimum safety equipment required for the field evolutions consists of an OSHA approved helmet with chin strap, impact goggles and leather gloves. Pass/No Pass Option.

FPT 061 FUNDAMENTALS OF FIRE SUPPRESSION 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Advisory: WHP 004D
Acceptable for credit: California State University
Manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and hitches; identification, actuation and employment of portable fire service extinguishers; donning and testing of protective breathing apparatus; basic hose evolutions; laying multiple lines; operating hose lines above and below street level; fire service ladder evolutions; basic salvage and overhaul techniques. Safety equipment required. Uniform required. Pass/No Pass Option.

FPT 065 EMERGENCY MEDICAL TECHNICIAN I THEORY 6.0 UNITS
Total Arranged lab hours: 108 hours
Prerequisite: AHL 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 pre-hospital 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 in April, 2013. Students must also successfully complete FPT 065L and FPT 065C concurrently with FPT 065 to be eligible for certification. Grade only.

FPT 065C EMERGENCY MEDICAL TECHNICIAN I 0.5 UNITS
Total Lab: 27 hours
Prerequisite: AHL 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065, FPT 065L or FPT 180
The purpose of this EMT-I training course is to prepare individuals to render pre-hospital 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 in April, 2013. This course allows the student to experience “hands-on” skills while caring for patients under the supervision of a preceptor. The student needs to show proof of a current t.b. skin test. Pass/No Pass Option.

FPT 065L EMERGENCY MEDICAL TECHNICIAN LAB 1.5 UNITS
Total Lab: 27 hours
Prerequisite: AHL 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 in April, 2013. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. Pass/No Pass Option.

FPT 110 EMERGENCY MEDICAL TECHNICIAN 3.5 UNITS
Total Lab: 189 hours
Advisory: AHL 003 or a solid understanding of medical terminology, BIO 022 or a solid understanding of human anatomy and physiology.
Prerequisite: Students must be registered through the South Bay Regional Public Safety Training Consortium; Current First Aid or Medic First Aid card and AHL 011 or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level) or Current Emergency Medical Responder card (preferred).
This course is part of the South Bay Regional Public Safety Training Consortium, and provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is taught in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the Santa Clara County EMS Authority (Title 22). Successful students are prepared for EMT certification through the National Registry. This course requires 24 hours participation in clinical experiences taking place in emergency room departments of hospitals, San Jose Fire Department, and in operational ambulance units. There is an $85 county and state certification fee, a Department of Justice/FBI Livescan fee of $47, and a National Registry of EMT certification fee of $75. All fees are paid to external agencies. In support of the stated student learning outcomes, there are 24 TBA hours for clinical placement. Grade only.
All degree applicable courses carry an advisory of eligibility for ENG 001A or ENG 001AX and REA 054.

FPT 111 FIRE FIGHTER I ACADEMY 9.5 UNITS
Total Lecture: 45 hours, Total Lab: 378 hours
Prerequisite: Students must be part of the South Bay Regional Public Safety Training Consortium; AHL 011 or Current CPR card (either American Heart Association/BLS Healthcare Provider level or American Red Cross/Professional Rescuer medical Clearance Form or Current Medical Responder card (preferred) and HED 004 or current First Aid or Medic First Aid card.
This academy is part of the South Bay Regional Public Safety Training Consortium, and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course provides the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum provides the minimum required training required by the State of California Fire Marshal in the field of fire technology as it relates to firefighters. Students will be assigned to work with a local fire department for a specified number of hours during this course. Grade only.

FPT 112 FIRE CONTINUED PROFESSIONAL TRAINING 2.5 UNITS
Total Lab: 135 hours
Prerequisite: Students must be part of the South Bay Regional Public Safety Training Consortium, and FPT 110 or Proof of graduation from a California State Fire Academy.
This course is part of the South Bay Regional Public Safety Training Consortium, and provides training recommended by the California State Fire Marshal to keep students current with new equipment, policies, laws and skills needed to be prepared in the line of duty. It also provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. Pass/No Pass Only.

FPT 180 EMT I - REFRESHER 2.0 UNITS
Total Lecture: 36 hours
Advisory: MAT 903
Prerequisite: AHL 011 American Heart Association BLS for the Healthcare Provider or equivalent.
Acceptable for credit: California State University
The purpose of this EMT-I refresher course is to review topics to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the refresher course requirements for recertification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority in April 2013. Pass/No Pass Only.

FDR 050A INTRODUCTION TO THE HOSPITALITY INDUSTRY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills.
Acceptable for credit: California State University
This course is an overview of the structure and relationship of components within the hospitality and tourism industry with an emphasis on career opportunities, customer service, and cultural and economic trends. Students survey the economic and employment impact of food service, lodging, resorts, recreation, meetings and conventions, attractions, cruise, and travel-related businesses. Information about the Hospitality Management Program is explained. This course may be offered via distance learning. Grade Only.

FDR 051 BASIC FOOD PREPARATION 5.0 UNITS
Total Lecture: 36 hours, Total Lab: 162 hours
Corequisite: FDR 051S
Acceptable for credit: California State University
This is a lecture and laboratory course dealing with the fundamentals of food preparation. Students practice the basic principles of food preparation and prepare small quantities from standard recipes, and international cuisines are introduced. This class covers beginning recipes including appetizers, soups, salads, main courses, breads, desserts and pastries. Pass/No Pass Option.

FDR 051S INTRODUCTORY CATERING OPERATIONS LAB 0.5 UNITS
Total Lab: 27 hours
Corequisite: FDR 051
Acceptable for credit: California State University
This course is required as a supplement to instruction in FDR 051: Basic Food Preparation. The purpose of this class is to increase students’ skills, speed, and competence in hands-on food production. Pass/No Pass Option.

FDR 052 QUANTITY FOODS OPERATION 6.0 UNITS
Total Lecture: 18 hours, Total Lab: 270 hours
Advisory: FDR 059
Prerequisite: FDR 051, FDR 055, FDR 058, FDR 075 and INF 050
Corequisite: FDR 052S
Acceptable for credit: California State University
In this course 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 and banquet operations are emphasized as well. Menu planning, purchasing, commercial kitchen organization, sanitation and safety, and cost accounting are reinforced. A lab fee and uniform requirements apply. Pass/No Pass Option.

FDR 052S QUANTITY FOODS LAB 0.5 UNITS
Total Arranged Lab: 24 hours
Corequisite: FDR 052
This course is a required supplement for students enrolled in FDR 052, Quantity Foods. 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. Pass/No Pass Option.

FDR 053 RESTAURANT OPERATIONS 6.0 UNITS
Total Lecture: 18 hours, Total Lab: 270 hours
Prerequisite: FDR 052, FDR 059
Corequisite: FDR 053S
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, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required. Materials Fee. Pass/No Pass Option.

FDR 053S RESTAURANT OPERATIONS CATERING LAB 0.5 UNITS
Total Arranged Lab: 24 hours
Corequisite: FDR 053
This course is a required supplement for students enrolled in FDR 053, Restaurant Operation. Students must fulfill 27.5 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. Pass/No Pass Option.
FDR 054  HOTEL AND RESTAURANT ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is a study of accounting principles and how hospitality managers use financial statements and accounting information for decision-making purposes. This course covers basic accounting concepts, the accounting cycle, the application of generally accepted accounting principles, the application of the Uniform System of Accounts for hospitality service industries, and the critical analysis and interpretation of financial statements. Also included are issues relating to assets, liabilities, and owner’s equity, cash flow, revenue and expenses, managing cash, accounts receivable and accounts payable, forecasting, budgeting and internal controls, and assessing actual performance. Grade only.

FDR 055  FOOD PURCHASING 3.0 UNITS
Total Lecture: 54 hours
Advisory: FDR 051
Acceptable for credit: California State University
This course is a comprehensive study of the purchasing essentials applicable to any food service operation. “Value added” is a prevalent theme throughout the course as well as the ways in which value is added throughout the distribution channel. Main themes are the definition of and focus on “control points” within the purchasing process. Current trends, e-purchasing, current product information, distributor and operator ethics are also covered. This course may be offered via distance learning. Pass/No Pass Option.

FDR 058  FOOD, BEVERAGE AND LABOR COST CONTROLS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills. Acceptable for credit: California State University
This course covers the scope of food and beverage control systems used in small and large food and beverage operation. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statement are covered. Also included is the cycle of product handling; federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This course may be offered via distance learning. Grade only.

FDR 059  HOSPITALITY SUPERVISION AND LEADERSHIP 4.0 UNITS
Total Lecture: 72 hours
Advisory: Students should have basic arithmetic skills. 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 the second is from the perspective of managing operational control functions. This course may be offered via distance learning. Grade only.

FDR 060A  FOOD SERVICE FACILITIES PLANNING 3.0 UNITS
Total Lecture: 54 hours
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.

FDR 072  INTERMEDIATE CUISINE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: FDR 051
This is a continuation of Basic Food Preparation FDR 051. Advanced preparation techniques of gourmet foods are demonstrated. Complete meals and international cuisines are covered. A chef’s uniform is required. A fee is charged, check schedule for exact amount. Materials Fee. Pass/No Pass Option.

FDR 075  MENU PLANNING  2.0 UNITS
Total Lecture: 36 hours
Acceptable for credit: California State University
This course introduces the student to menu planning and execution. Menus are created to attract customers to the food service operation. End results include a variety of factors, including customer needs, time of day, decor, service style, quality levels, profit goals, and the image the food service operation desires to project. A fee is charged, check schedule for exact amount. Materials Fee. Pass/No Pass Option.

FDR 073  FUNDAMENTALS OF BAKING AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lecture: 54 hours
Advisory: FDR 073 and MAT 903
Acceptable for credit: California State University
This course introduces the student to baking and confectionery work. Students participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged, check schedule of classes for exact amount. Materials Fee. Pass/No Pass Option.

FDR 074  INTERMEDIATE BAKING AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lecture: 54 hours
Advisory: FDR 073 and MAT 903
Acceptable for credit: California State University
This course is a continuation of FDR 073 with an emphasis on advanced techniques and baking skills and confectionery design. A uniform is required. A fee is charged, check schedule of classes for exact amount. Materials Fee. Pass/No Pass Option.

FDR 075  MENU PLANNING  2.0 UNITS
Total Lecture: 36 hours
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 are visited. This is a certificate course sponsored by the National Restaurant Association Educational Foundation. This course may be offered via distance learning. Grade only.

FDR 076  SALES AND MARKETING IN THE HOSPITALITY INDUSTRY 3.0 UNITS
Total Lecture: 54 hours
Students should have basic arithmetic skills. 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. This course may be offered via distance learning. Grade only.

FDR 078  ADVANCED BAKING AND PASTRY 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: FDR 073, FDR 074, or Advisory: prior experience with baking.
This class is the third in the series of hands-on cooking classes offered for the Baking and Pastry certificate or A.S. degree. It covers the most advanced baking and decorating techniques. Multiple layer cakes, wedding cake decoration, royal icing, fondant and gum paste decoration are practiced. Advanced piping and other decorative techniques are introduced to advanced pastry students. Materials Fee. Pass/No Pass Option.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

FDR 079  INTRODUCTION TO FOOD AND WINE PAIRING  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory FDR 081 and FDR 051
This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students 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 is examined from a chemical interaction perspective. How to market wines with various. Materials Fee. Pass/No Pass Option.

FDR 081  INTRODUCTION TO WINES AND SPIRITS OF THE WORLD  2.0 UNITS
Total Lecture: 36 hours
Prerequisite: All students must be over 21 years of age to participate in this class. Bring a picture ID the first night of class to verify eligibility.
This course introduces students to the wide variety of wines, beers, and spirits available in today’s market. It covers how food service operations can use their wine, beer, and spirit sales to increase revenues. Liability issues in alcohol service are also discussed. The major wine, beer and spirit production areas of the world are examined. The techniques of production of these beverages are identified. Students taking this course must be over 21; I.D. showing proof of age is requested at the first class meeting. Pass/No Pass Option.

FDR 082  INTRODUCTION TO CHOCOLATE AND CONFECTIONARY  2.0 UNITS
Total Lecture: 18 hours, Total Lab 54 hours
This core curriculum course for the Baking and Pastry A.S. degree or certificate. It covers chocolate and sugar confectionary techniques. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced. Pass/No Pass Option.

FDR 085  SUSTAINABLE OPERATIONS FOR HOSPITALITY INDUSTRY  2.0 UNITS
Total Lecture: 36 hours
Students explore ways that the hospitality industry can reduce its impact on the environment. Carbon footprint, energy and water use, waste management, sustainable purchasing, and green packaging and marketing are examined as means to make the industry more earth-friendly. Pass/No Pass Option.

FDR 086  BEGINNING BREAD MAKING  2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Advisory: FDR 073
Beginning Bread Making introduces students to the functions of baking ingredients (such as yeast, flour, and shortening) and mixing methods for doughs, fermentation techniques, heat transfer methods, and hearth bread baking. Special emphasis is placed on lean dough production and ways to enrich dough (laminating, rubbing, and cut-in). Students taste and test products that they create, keep a dedicated research notebook to record their end results, as well as complete a research assignment. Materials Fee. Pass/No Pass Option.

FDR 095  HEALTHY CUISINE  2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 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. Pass/No Pass Option.

FDR 105  CATERING MANAGEMENT AND OPERATIONS  2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54
Advisory: Students should have basic arithmetic skills.
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. Pass/No Pass Option.

FDR 106A  FOOD TRUCKS: STARTING A MOBILE FOOD BUSINESS  2.0 UNITS
Total Lecture: 36 hours
Food trucks are the single fastest growing sector of the restaurant industry. Discover how to develop your business, build your brand, and gain a loyal following. Students learn how to comply with regulatory requirements, to overcome common obstacles, and to measure your success. Pass/No Pass Option.

FDR 106B  FOOD TRUCKS: MOBILE FOOD OPERATIONS  1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Corequisite: INF 050
Prerequisite: FDR 106A.
This is a continuation of Food Truck Course FDR 106A. Students engage in an in-depth study of managing food truck operations. Students gain hands-on experience at planning, preparing for, and execution of actual food truck concession events. Students must be concurrently enrolled in or have completed Sanitation and Safety course INF 050. Students must also have completed FDR 106A with a passing grade. Uniform and fee requirements apply. Pass/No Pass Option.

FRENCH (FRN)

FRN 001  FIRST SEMESTER FRENCH (ELEMENTARY LEVEL)  5.0 UNITS
Total Lecture: 90 hours
Corequisite: FRN 001L
Acceptable for credit: University of California, California State University Students acquire the basic skills for communication in French: listening, speaking, reading, and writing. Students are also exposed to a general overview of Francophone civilization and culture. Pass/No Pass Option. CSUGE: C2; IGETC: 6A.
FRN 001L FRENCH LABORATORY 0.5 UNIT
Total Lab: 27 hours
Advisory: Concurrent enrollment in FRN 001 is advisable.
Acceptable for credit: California State University
This is a laboratory course offered 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. This course is a requirement for students enrolled in FRN 001, and is designed to further enhance class material. FRN 001L 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. CSUGE: C2.

FRN 002 SECOND SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 001 or its equivalent (2 years of high school French)
Corequisite: FRN 002L
Acceptable for credit: University of California, California State University
This class is a continuation of FRN 001 and is designed to further enhance class material. FRN 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. CSUGE: C2; IGETC: 3B, 6A.

FRN 002L SECOND SEMESTER FRENCH LABORATORY (ELEMENTARY LEVEL) 0.5 UNIT
Total Lab: 27 hours
Advisory: FRN 002 Concurrent enrollment in FRN 002 is advisable.
Acceptable for credit: California State University
This is a laboratory course offered online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. The student is exposed to a general overview of francophone civilization and culture. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.

FRN 003 THIRD SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 002 or its equivalent
Acceptable for credit: University of California, California State University
This class is a continuation of FRN 002 and is designed to further enhance class material. FRN 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. CSUGE: C2.

FRN 004 FOURTH SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 003 or its equivalent
Acceptable for credit: University of California, California State University
This class is a continuation of FRN 003 and is designed to further enhance class material. FRN 004L 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. CSUGE: C2; IGETC: 3B, 6A.

GEO 001 INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the study of global systems and their interaction with the natural environment. The earth's surface is viewed as a dynamic system and is studied from the perspectives of the physical and cultural landscapes. The course covers the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins as they relate to human activities. The various types of maps, their development through geospatial technology, and their practical application are also considered. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: B1; IGETC: 5A.

GEO 002 INTRODUCTION TO CULTURAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the study of cultural systems and their interaction. The course covers the distribution and concentration of human populations, the cultural landscape, and the inter-relationships between human activities and the cultural environment. The course covers the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins as they relate to human activities. The various types of maps, their development through geospatial technology, and their practical application are also considered. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

GEO 006 WORLD REGIONAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
World Regional Geography deals with the study of a particular group of world regions or realms as each compares with the rest of the world in terms of both physical and cultural landscapes. The course covers the fundamental geographic concepts and themes to provide a framework for understanding development patterns around the world. Development is viewed from the perspective of the natural environment that provides the basis for development as well as the cultural, social, political, and the economic factors that vary from region to region. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

GLB 001 GLOBAL PERSPECTIVES 3.0 UNITS
Total Lecture: 54 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 may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

GLB 002 GLOBAL ISSUES 3.0 UNITS
Total Lecture: 54 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 may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054
visual communication, and user interface design and web optimization are explored. The student develops an understanding of the role of animation on the internet and mobile devices in a series of hands-on exercises. A basic understanding of computer systems is assumed. This course may be offered via distance learning. Pass/No Pass Option.

GDS 049  WORDPRESS AND CONTENT MANAGEMENT SYSTEMS  3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: CAP 084A, GDS 046
Acceptable for credit: California State University
In this advanced web design and development class, students use WordPress to build dynamic websites that can be updated easily. Students are also introduced to PHP & MySQL theme customization, and other CMS frameworks. This course may be offered via distance learning. Pass/No Pass Option.

GDS 051  MOBILE APPLICATION AND WEB DEVELOPMENT WITH WEB STANDARDS  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 045, GDS 046
Acceptable for credit: California State University
This class focuses on using web technologies like HTML5 and CSS3 to create rich web applications as well as native mobile applications. Students learn to develop media using web standards. Current options for delivery methods on mobile devices are explored. This course may also be offered via distance learning. Pass/No Pass Option.

GDS 055A  DESIGN AGENCY AND BRANDING  3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: GDS 035, GDS 062
Acceptable for credit: California State University
In a real-world environment, this course is designed to increase the skills and abilities needed by students in the design industry, with an emphasis on creating brands and promoting brand awareness across all media, including interactive and print. The course includes project-based exploration of creative ideas in logo design, concept work, layout, package design, advertising, and more. The students, with active faculty involvement and supervision, work on real-world projects responding to design needs of clients. This course may also be offered via distance learning. Pass/No Pass Option.

GDS 056  ADVANCED PRESENTATION DESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CAP 046D, CAP 046E
Acceptable for Credit: California State University
This class focuses on the visual communication skills necessary to produce compelling presentations. Topics include color design, animation, interaction, storytelling, and advanced technical skills used in the production of assets for presentation. The class assumes an existing intermediate knowledge of Microsoft PowerPoint. This course may be offered via distance learning. Pass/No Pass Option.

GDS 060  PAGE LAYOUT AND TYPOGRAPHY  3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: GDS 035
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course is on developing an understanding of the basic principles of page layout and typography along with a working knowledge of appropriate software such as Adobe Indesign, and creating artwork for inclusion in a portfolio. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. This course may be offered via distance learning. Pass/No Pass Option.

GDS 062  INTRODUCTION TO ADOBE ILLUSTRATOR  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
In this course, students use Adobe Illustrator to create vector-based graphics such as technical illustrations, logos, photo-realistic images, and other artwork used in print publications and on the web. Techniques used by industry professionals are emphasized. This course may be offered via distance learning. Pass/No Pass Option.

GDS 063  INTRODUCTION TO ADOBE INDESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory GDS 064
Acceptable for credit: California State University
This introductory level course in page layout uses Adobe InDesign software. Students assemble a variety of printed pieces such as booklets, brochures, magazines, newspapers, newsletters, and other communication materials. Emphasis is on learning techniques used by graphics professionals to create full-color pieces integrating text, photos, and illustrations. This course may be offered via distance learning. Pass/No Pass Option.

GDS 064  INTRODUCTION TO ADOBE PHOTOSHOP  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This is a beginning Adobe Photoshop course for graphic designers, artists, and photographers. Students learn how to create original artwork, refine photographs and manipulate digital imagery. Basic design principles are explored. This course may be offered via distance learning. Pass/No Pass Option.

GDS 066  ADVANCED ADOBE ILLUSTRATOR  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 062
Acceptable for credit: California State University
This advanced level course uses Adobe Illustrator software. Designed for the student who wishes to continue with techniques and methods beyond the GDS 062 beginning course, students produce a variety of sophisticated digital illustrations. Emphasis is on technique as well as methodologies for creating illustrations with a distinctive style. This course may be offered via distance learning. Pass/No Pass Option.

GDS 067  ADVANCED ADOBE INDESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 063
Acceptable for credit: California State University
This advanced level course uses Adobe InDesign software, and is designed for the student who wishes to continue with techniques and methods beyond those covered in GDS 063. Projects emphasize the creation of professional level pieces using industry standard techniques and best practices. Students create materials for both print and electronic publishing. This course may be offered via distance learning. Pass/No Pass Option.

GDS 068  ADVANCED ADOBE PHOTOSHOP  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 064 or Previous Photoshop experience.
Acceptable for credit: California State University
This is an advanced course in Adobe Photoshop. This course provides instruction on: image manipulation, enhancement, and compositing; advanced special effects; and the creation of original product and fine art illustrations. This course is designed for students who have completed GDS 064 or students who have previous experience using Photoshop. This course may be offered via distance learning. Pass/No Pass Option.
GDS 070  USER EXPERIENCE, INTERFACE AND MULTIMEDIA DESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
In this course students are introduced to the fields of User Experience Design and Interface Design. Key topics covered in this course are interaction design, mobile and desktop interface design, information architecture, user research, as well as UX planning documents such as wireframes and personas. Students learn many of the principles, processes, and techniques used to develop effective user interfaces. This course may be offered via distance learning. Pass/No Pass Option.

GDS 073  DIGITAL PHOTOGRAPHY  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This introductory course focuses on photography as a creative medium. Emphasis is placed on aesthetics, composition, content and the technical and creative skills required to create effective digital images using digital cameras and a variety of software packages. Students also critically evaluate photographic images according to the principles of photographic theory. A basic understanding of computer system operation is required. Students must have access to a digital camera. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C2.

GDS 074  VIDEO PRODUCTION 1  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on video production and related hardware and software. The students develop an understanding of video production and post-production in a series of hands on exercises. Camera operation, video and audio production techniques, special effects, the basic principles of motion graphics, video editing and audio editing are explored. Access to a camera capable of recording video, and a basic understanding of computer system operation are required. This course may be offered via distance learning. Pass/No Pass Option.

GDS 080  PACKAGING DESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 035
Acceptable for credit: California State University
This course introduces the student to the skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and other materials are examined and design solutions created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging are discussed. This course may be offered via distance learning. Pass/No Pass Option.

GDS 081  MOTION GRAPHICS WITH AFTER EFFECTS  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 064 and GDS 074
Acceptable for credit: California State University
This course focuses on the preparation and production of motion graphics/visual effects for video, film and the internet. The student develops an understanding of the principles of type in motion, keyframe animation, masking/ keying, tracking, color correction and compositing. The focus is on creative visual communication. The student develops skill in the use of After Effects, as well as other appropriate software. Access to a camera capable of recording video, and a basic understanding of Adobe Photoshop and computer system operation are recommended. This course may be offered via distance learning. Pass/No Pass Option.

GDS 082  GAME DESIGN AND ARCHITECTURE  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the planning and methodology of game design. Students develop an understanding of the conceptual game development process and, game architecture. Students also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. This course may be offered via distance learning. Pass/No Pass Option.

GDS 085  PROFESSIONAL PORTFOLIO AND DESIGN  2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: GDS 055A and GDS 060
Acceptable for credit: California State University
This course introduces students to the basic principles and skills related to building a professional portfolio, as well as preparing for work as a freelance designer. The student prepares the necessary materials such as logos, resumes, business cards, stationery, etc., to present a professional image. The course includes portfolio evaluation, self promotional techniques, interviewing techniques, and the procedures to set up a successful design office. The students also interact with professionals in the field of design. This course may be offered via distance learning. Pass/No Pass Option.

GDS 089  JAVASCRIPT 1  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 045
Acceptable for Credit: California State University
This is an introductory course on using Javascript to develop applications for the web. Students learn to develop interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. Intermediate topics include advanced objects, Web forms, events, DOM Scripting dynamic content, cookies and Web storage, and an introduction to advanced topics such as AJAX and JavaScript libraries. This course may be offered via distance learning. Pass/No Pass Option.

HEALTH EDUCATION (HED)

HED 002  HEALTH AND LIFESTYLE  3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A
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 the class are: understanding behavior and change, relationships, cardiovascular health, fitness, nutrition and weight control, stress management, drug and alcohol abuse, reproductive issues, self-care and the use of the health care system. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: E.
HEALTH OCCUPATIONS (HOC)

HOC 001 MEDICAL TERMINOLOGY 3.0 UNITS
HOC 001 (replaces AHL 003)
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides techniques for medical word building and interpretation using basic word elements (root words, prefixes and suffixes) of Greek and Latin origin. Students learn anatomical, physiological, and pathological medical terminology, as well as therapeutic and diagnostic words, with an overview of each body system. Students demonstrate their ability to define, pronounce, and understand the meaning of medical terms through assignments such as analyzing medical records and creating a PowerPoint presentation. This course may also be offered via distance learning. Pass/No Pass Option.

HOC 002 CARDIOPULMONARY RESUSCITATION 0.5 UNITS
HOC 002 (replaces AHL 011)
Total Lecture: 9 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 are issued to students who successfully meet course objectives. The student is required to read the textbook "BLS for Healthcare Providers" prior to attending class. This course is approved for credit by exam. Pass/No Pass Only.

HOC 003 EMERGENCY/DISASTER PREPAREDNESS FOR ALLIED HEALTH PROFESSIONALS 0.5 UNITS
Total Lecture: 9 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 Only.

HOC 004 FIRST AID AND CPR 0.5 UNITS
HOC 004 (replaces HED 004)
Total Lecture: 9 hours
The American Heart Association (HeartSavers) CPR/AED and First Aid course is a training program to prepare individuals to respond to life-threatening emergencies and to injuries and sudden illness that may arise in the workplace and in the community. This course covers CPR for adults, children and infants and the use of AEDs (automated external defibrillators), and has scenarios to facilitate discussion of appropriate care in first aid emergencies. Successful participants receive an American Heart Association Adult/Child/Infant CPR, AED and First Aid certificate. Pass/No Pass Only.

HOC 005 INTRODUCTION TO COMMUNITY HEALTH WORKER 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Learn the various roles, skills and function of Community Health Workers. This course introduces important core competencies for providing direct services, including, cultural humility, scope of practice, ethics, client-centered coaching, care management, and home visiting. Pass/No Pass Option.

HOC 006 PERSONAL HEALTH AND LIFESTYLE 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A
Acceptable for credit: 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 the class are: understanding behavior and change, relationships, cardiovascular health, fitness, nutrition and weight control, stress management, drug and alcohol abuse, reproductive issues, self-care and the use of the health care system. This course may also be offered via distance learning. Pass/No Pass Option.

HOC 008 CHRONIC DISEASE MANAGEMENT AND COMMUNITY WELLNESS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills.
Acceptable for credit: California State University
This is an introductory community health course with a focus on vulnerable populations and associated chronic and common diseases and disorders. Included are identified populations at risk and associated chronic disease and public health concerns that are common in these populations and community 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 for individuals working in residential care agencies. Grade Only. CSUGE E.

HOC 010 HEALTH COMMUNICATION: HEALTH LITERACY, HEALTH COACHING, AND MOTIVATIONAL INTERVIEWING 3.0 UNITS
Total Lecture: 54 hours
Advisory: Basic Arithmetic Skills
Acceptable for credit: California State University
Students will learn methods of communication in healthcare: health literacy, health coaching, group dynamics, and motivational interviewing. In addition, students will demonstrate an understanding of how one’s culture affects health behavior and will develop a client- informed plan. Grade Only.

HOC 012 COMMUNITY HEALTH WORKER INTERNSHIP 3.0 UNITS
Total Lecture: 18 hours, Total Arranged Lab: 96 hours
Prerequisite: HOC 005
This internship course provides students with an opportunity to learn in a work setting while obtaining practical experience in community health work. Students will contract for a minimum of 100 hours at an internship placement and participate in a weekly seminar to discuss their fieldwork and apply academic theory to practice. Pass/No Pass Option.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

HOC 019A  NURSING ASSISTANT FUNDAMENTALS  4.0 UNITS
HOC 019A (replaces AHL 020D)
Total Lecture: 63 hours, Total Lab: 27 Hours
Corequisite: HOC 019B
Acceptable for credit: California State University
This beginning course in nursing fundamentals gives 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 HOC 019B, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Grade only.

HOC 019B  NURSING ASSISTANT CLINICAL EXPERIENCE  2.0 UNITS
HOC 019B (replaces AHL 020E)
Total Lab: 108 hours
Corequisite: HOC 019A Students must pass the course with 75% or higher.
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 HOC 019A, are eligible to apply to take the National Nurses Aide Assessment Program (NNAAP) examination. Pass/No Pass Only.

HOC 019F  HOME HEALTH AIDE FUNDAMENTALS  1.5 UNITS
HOC 019F (replaces AHL 020F)
Total Lecture: 27 hours
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: HOC 019G
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 HOC 019G provides eligibility for a California Home Health Aide (HHA) certificate. Grade Only.

HOC 019G  HOME HEALTH AIDE CLINICAL  0.5 UNITS
HOC 019G (replaces AHL 020G)
Total Arranged Lab: 24 hours
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: HOC 019F
Advisory: Students should have basic arithmetic skills
This clinical practicum provides the student with experience in basic nursing skills in a skilled nursing facility/home setting. Students who successfully complete this course along with HOC 019F are eligible to apply for the California Home Health Aide Certificate. Pass/No Pass Only.

HOC 020  INTRODUCTION TO PROFESSIONAL HEALTH CARE  0.5 UNITS
HOC 020 (replaces PT 067 / VN 050)
Total Lecture: 9 hours
Advisory: MAT 903 or AHL 914 and AHL 001A, AHL 003 and HED 002
Prerequisite: Acceptance into the Vocational Nursing or Psychiatric Technician career track. Possess current California Nurse Assistant Certificate (CNA), BIO 022, or BIO 047 and BIO 048.
This course helps acquaint incoming vocational nursing and psychiatric technician students with Mission College, available student services, and the Health Occupations career tracks. It covers college orientation and information regarding Health Occupations policies and procedures, study skills, assignments, time management, and career opportunities. Pass/No Pass Only.

HOC 022  PATIENT NURSING CARE FUNDAMENTALS  1.5 UNITS
HOC 022 (replaces PT 069 / VN 055A1)
Total Lecture: 27 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002
Prerequisite: Currently California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; BIO 022; or BIO 047 and BIO 048; AHL 011 Students must have current Am. Heart Assoc., Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; HOC 020;
Corequisite: HOC 023A; HOC 023B; HOC 024; HOC 027 Students must pass the course with 75% or higher: HOC 025A VN students only or HOC 025B PT students only; HOC 026A VN students or HOC 026B PT students; PSY 001 (for VN only; may be taken as a Prerequisite:) or PSY 012 (for PT only; may be taken as a Prerequisite:); HOC 023C (PT students only; students must pass the course with 75% or higher);
Acceptable for credit: California State University
This is a foundation course in which beginning Health Occupations students gain knowledge of fundamental principles and techniques necessary to provide basic nursing care to patients. Ethical and legal responsibilities of the vocational nurse and psychiatric technician are explored. Students utilize the nursing process and therapeutic communication while gaining competence in performing basic nursing procedures and skills, including administration of medications and enemas; performing physical assessments of body systems; collecting and ensuring integrity of diagnostic specimens; insertion of nasogastric tube; enteral feedings; airway suctioning; tracheostomy care; wound assessment and care, including application of dressings; as well as documentation of assessment findings, care provided and patient’s responses. Grade only.

HOC 023A  BEG. MEDICAL-SURGICAL NURSING THEORY  2.5 UNITS
HOC 023A (replaces PT 068 / VN 055A2)
Total Lecture: 45 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA) and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; AHL 011 Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; BIO 022; or BIO 047 and BIO 048; HOC 020;
Corequisite: HOC 022, HOC 023B and HOC 024, HOC 027 Students must pass the course with 75% or higher: HOC 025A (For VN students) or HOC 025B (for PT students); HOC 026A (for VN students) or HOC 026B (for PT students); PSY 001 (For VN students) or PSY 012 (For PT students); HOC 023C (For PT students only). Students must pass the course with 75% or higher.
Acceptable for credit: California State University
This course focuses on beginning level nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the musculoskeletal, neurological, neurosensory and reproductive systems. Includes six hours of related pharmacology content. Grade only.

HOC 023B  BEG. COGNITIVE DISABILITIES—MENTAL HEALTH THEORY  1.0 UNIT
HOC 023B (replaces PT 017A / PT 017B / PT 017C / VN 055B2)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA) and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; BIO 022, or BIO 047 and BIO 048; AHL 011 Students
must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020. Corequisite: HOC 022, HOC 023A, HOC 024, HOC 027 Students must pass the course with 75% or higher; HOC 025A VN students only or; HOC 025B PT students only, HOC 026A VN students only, or HOC 026B PT students only, PSY 001 VN students or PSY 012 PT students; HOC 023C PT students only. Students must pass the course with 75% or higher. Acceptable for credit: California State University

This beginning course is designed to present theoretical concepts of mental health disorders, legal and ethical principles, and approaches to assist the vocational nursing and psychiatric technician students to identify and understand therapeutic communication skills, psycho-pharmacological concepts and assessment skills in caring for persons with psychiatric disorders. Among these skills are objective and subjective observations and data collection through assessment of strengths and abnormalities in function and behavior across the lifespan. Includes two hours of related pharmacology content. Grade only.

HOC 023C BEG. COGNITIVE DISABILITIES – DEVELPOMENTAL DISABILITY THEORY 1.0 UNIT

HOC 023C (replaces PT 013A / PT 013B)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Psychiatric Technician career track, BIO 022, or BIO 047 and BIO 048, AHL 011 Must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification and HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024 and HOC 027 Students must pass the course with 75% or higher, HOC 025B and HOC 026B, PSY 012 Can be taken prior to entering the program.
Acceptable for credit: California State University

This is a beginning course in which the causes of intellectual and development disorders are explored. Psychiatric Technician students learn to perform focused behavioral and functional assessments and plan behavioral modification interventions for enhancing quality of life within areas of interpersonal relations, social inclusion, physical well-being and personal development for clients with intelligence and developmental disorders. Includes two hours of related pharmacology content. Grade only.

HOC 024 PHARMACOLOGY A 1.0 UNIT

HOC 024 (replaces PT 060A / VN 060A)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track, BIO 022, or BIO 047 and BIO 048, AHL 011 - must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B - Students must pass the course with 75% or higher, HOC 025A - VN students only; or HOC 025B - PT students only, HOC 026A - VN students only or HOC 026B - PT students only, HOC 027 - Students must pass the course with 75% or higher, PSY 001 - VN students, or PSY 012 - PT students, HOC 023C - PT students only; students must pass the course with 75% or higher.
Acceptable for credit: California State University

This beginning course in pharmacology presents the vocational nursing and psychiatric technician student with the basic principles of pharmacology. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agent use for patients with disorders of the musculoskeletal, neurological, neurosensory, and reproductive systems. This course is approved for credit by exam. Grade only.

HOC 025A FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT

HOC 025A (replaces VN 055A1)
Total Lab: 54 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, PSY 001. Acceptable for credit: California State University

This course allows the beginning vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. Pass/No Pass Only.

HOC 025B FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT

HOC 025B (replaces PT 069)
Total Lab: 54 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 026B, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University

This course allows the beginning psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. Pass/No Pass Only.

HOC 026A BEG. CLINICAL PRACTICUM 5.0 UNITS

HOC 026A (replaces VN 055A1 / VN 055B1)
Total Lab: 270 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, ARL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 025A, PSY 001 Can be taken prior to entering the program.
Acceptable for credit: California State University

This is a foundation course which provides the Vocational Nursing student clinical experiences during which they integrate standards of professional practice, theoretic principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to patients with acute or chronic medical-surgical concerns and mental illnesses. Students spend approximately seventeen hours each week in community agencies. Pass/No Pass Only.
HOC 026B BEG. CLINICAL PRACTICUM 5.0 UNITS
HOC 026B (replaces PT 069 / PT 019A / PT 019B)
Total Lab: 270 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 025B, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is a foundation course which provides the beginning psychiatric technician student clinical experiences during which they integrate research-based standards of professional practice, theoretical principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, intellectual, developmental and mental health disabilities and disorders throughout the lifespan. Students spend approximately seventeen hours each week in community health care agencies. Pass/No Pass Only.

HOC 027 NURSING PROCESS AND COMMUNICATION 2.0 UNITS
HOC 027 (replaces PT 017C / VN 055A3 / VN 055A4)
Total Lecture: 36 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024 Students must pass the course with 75% or higher, HOC 023C (For PT students only) Students must pass the course with 75% or higher, HOC 025A (For VN students only) or HOC 025B (For PT students only), HOC 026A (For VN students only) or HOC 026B (For PT students only), PSY 001 (For VN students only) or PSY 012 (For PT students only).
Acceptable for credit: California State University
This course is designed to provide the beginning health care practitioner with an introduction to the framework of nursing process and basic communication concepts. Both are essential to development of problem-solving and critical thinking abilities as well as the formation of trusting interpersonal relationships necessary to meet individualized needs of the client, family, and community. Vocational nursing and psychiatric technician students participate in activities designed to integrate therapeutic communication through each step of the nursing process that facilitates active engagement of the patient and family in health care management while supporting effective, collaborative teamwork among interdisciplinary healthcare members. Grade only.

HOC 028 CARE OF THE GERIATRIC PATIENT 1.0 UNIT
HOC 028 (replaces VN 057)
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an introduction to the care of the elderly client in both an institutional and a 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 stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. This course is a required course that must be completed prior to students beginning the Health Occupations VN career track second semester. Non-Health Occupations students may enroll in this course as well. Grade only.

HOC 032 CARE OF OBSTETRICAL AND NEONATAL PATIENTS 2.0 UNITS
HOC 032 (replaces VN 056)
Total Lecture: 36 hours
Advisory: Students must have a current, valid cardiorespiratory resuscitation (CPR) license.
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, Students must pass the course to continue to the next semester. PSY 001.
Corequisite: HOC 033A, HOC 033B, HOC 034, HOC 035A Students must pass the course with a grade of 75% or higher, HOC 036A Students must pass the course to continue to the next semester. NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to educate the vocational nursing student about their role in providing care as a member of the healthcare team in meeting the needs of patients during pregnancy, in labor and delivery, and during the postpartum periods. This course focuses on the intermediate level concepts of the nursing process as it relates to the child-bearing family, including the care of neonates. This course includes assessing, developing, implementing and evaluating a plan of care that respects the individual’s cultural and ethnic child-bearing beliefs that have an impact on the mother and family. The course includes 3.5 hours of relevant pharmacology content. Grade only.

HOC 033A INT. MEDICAL/ SURGICAL NURSING THEORY 2.0 UNITS
HOC 033A (replaces PT 068 / VN 055B2)
Total Lecture: 36 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A (For VN students) or HOC 025B, HOC 026B (For PT students), HOC 023C (PT students only) Must pass course with 75% to move on to next semester, HOC 028 (For VN students only). Must pass the course with a grade of 75% or higher, PSY 001 (VN students only) or PSY 012 (For PT students only.)
Corequisite: HOC 032 and HOC 033B (VN students only) Must pass the course with a grade of 75% or higher or HOC 033C, HOC 033D (PT students only) Student must pass the course with a grade of 75% or higher, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A (VN students only), HOC 035B or HOC 036B (PT students), NTR 015 (VN students; may be taken as a Prerequisite), PSY 001 (PT students only; may be taken as a Prerequisite)
Acceptable for credit: California State University
This course focuses on nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the respiratory, cardiac, vascular, and urinary systems. Includes six hours of related pharmacology content. Grade only.

HOC 033B INT. PROJECT-BASED MEDICAL/ SURGICAL REASONING 1.5 UNITS
HOC 033B (replaces VN 055B2)
Total Lecture: 27 hours
Prerequisite: HOC 022, HOC 023A, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A Students must pass the course to continue on to the next semester. HOC 028 Must pass the course with a “C” to move to second semester and PSY 001 May be taken before entering the program. Must pass with a “C” to move to the next semester.
Corequisite: HOC 032, HOC 033A, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A Must pass the course to move to the next semester and NTR 015 Must pass the course with a “C” to move to
the next semester. Course may be taken prior to first semester of the program.
Acceptable for credit: California State University
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning while practicing their professional roles as members of the health care team caring for patients with cardiac, vascular, respiratory, and urinary disorders. This is achieved through a variety of group activities and projects such as reviewing, analyzing, and formulating plans of care, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content. Grade only.

HOC 033C INT. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS
HOC 033C (replaces PT 017A/017B/017C)
Total Lecture: 45 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B, PSY 012.
Corequisite: HOC 033A, HOC 033D Must pass the course with a grade of 75% or higher, HOC 034 - students must pass all PT courses with grade of 75% or higher, HOC 035B, HOC 036B, PSY 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course which is designed for psychiatric technician students to integrate previously learned theoretical mental health concepts with critical thinking as utilized in clinical practice. Students plan and evaluate therapeutic patient-centered goals and interventions considering cultural differences and the use of oral and written communication. These skills contribute to the establishment of the group process. Includes two hours of related pharmacology content. Grade only.

HOC 033D INT. COGNITIVE DISABILITIES – DEVEL. DISABILITY THEORY 2.5 UNITS
HOC 033D (replaces PT 013A/013B)
Total Lecture: 45 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Students must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B Must pass the course to move to the next semester, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B, PSY 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course which is designed for psychiatric technician students to integrate previously learned theoretical mental health concepts with critical thinking as utilized in clinical practice. Students plan and evaluate therapeutic patient-centered goals and interventions considering cultural differences and the use of oral and written communication. These skills contribute to the establishment of the group process. Includes two hours of related pharmacology content. Grade only.

HOC 034 PHARMACOLOGY B 1.0 UNIT
HOC 034 (replaces PT 060B / VN 060B)
Total Lecture: 18 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, HOC 028 (VN students only) or HOC 025B, HOC 026B (PT students only), PSY 001 (For VN students) or PSY 012 (For PT students).
Corequisite: HOC 033A Must pass the course with a grade of 75% or higher, HOC 032, HOC 033B (For VN students only) Must pass the course with a grade of 75% or higher and HOC 033C, HOC 033D (For PT students) Must pass the course with a grade of 75% or higher and HOC 035A, HOC 036A (For VN students only) or HOC 035B, HOC 036B (For PT students), NTR 015 (May be taken as a prerequisite)., PSY 001 (For PT students; may be taken as a Prerequisite.)
Acceptable for credit: California State University
This is an intermediate continuation course in pharmacology that presents the basic principles of pharmacology to the vocational nursing and psychiatric technician student. The emphasis is on defining pharmacological agents and analyzing the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents use for patients with disorders of the cardiac, vascular, respiratory and urinary systems. Grade only.

HOC 035A INT. NURSING SKILLS/SIMULATION LAB 1.0 UNIT
HOC 035A (replaces VN 055B1)
Total Lab: 54 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A Must pass the course to move to the next semester, HOC 028 May take prior to the beginning of the VN program. Must pass the course to move to second semester of the program, PSY 001 May take prior to the beginning of the program. Must complete before second semester of the VN program.
Corequisite: HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 036A Must pass the course to move to the next semester, NTR 015 May take the course prior to beginning the program. Must pass with a “C” before moving to the next semester.
Acceptable for credit: California State University
This course allows the intermediate vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills, and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary disorders, and obstetrical and neonatal patients in inpatient and outpatient settings. Pass/No Pass Only.

HOC 035B INT. SKILLS/SIMULATION LAB 1.0 UNIT
HOC 035B (replaces PT 019A/019B/069)
Total Lab: 54 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B Must pass the course to move to the next semester, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, Must pass the course with a grade of 75% or higher, HOC 036B Must pass the course to move to the next semester, PSY 001 (May take the class as a Prerequisite.)
Acceptable for credit: California State University
This course allows the intermediate psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins and providing return demonstration of skills and participation in simulated clinical scenarios. These scenarios are aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary, and mental health disorders and developmental disabilities in inpatient and outpatient settings. Pass/No Pass Only.

HOC 036A INT. CLINICAL PRACTICUM 5.0 UNITS
HOC 036A (replaces VN 055B1)
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, HOC 028, PSY 001.
Corequisite: HOC 032, HOC 033A, HOC 033B, HOC 034, Must pass the course with a grade of 75% or higher, HOC 035A Must pass the course to move to the next semester, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate level experiential course which provides the vocational nursing student with clinical experiences during which they integrate standards of professional practice, theoretical principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to adult and neonatal clients with acute or chronic medical-surgical/obstetrical concerns. Students spend approximately fifteen hours each week in inpatient and/or community health facilities. Pass/No Pass Only.

HOC 036B INT. CLINICAL PRACTICUM 5.0 UNITS
HOC 036B (replaces PT 019A/019B/069)
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, Must pass the course with a grade of 75% or higher, HOC 035B, PSY 001.
Acceptable for credit: California State University
This is a continuation course which provides the intermediate psychiatric technician student with supervised clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, mental illnesses and developmental disabilities. The focus is on application of theoretical principles utilized to increase individual levels of functioning; observation, management, and documentation of behavioral problems; and utilizing interpersonal skills and therapeutic strategies for communication. The emphasis throughout is on the practical application of theoretical principles for clients with cognitive disabilities and acute or chronic medical-surgical disorders throughout the lifespan. Students spend approximately fifteen hours each week in community agencies. Pass/No Pass Only.

HOC 042 CARE OF THE PEDIATRIC PATIENT 2.0 UNITS
HOC 042 (replaces VN 058)
Total Lecture: 36 hours
Prerequisite: NTR 015, HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A.
Corequisite: HOC 043A, HOC 043B, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to give the vocational nursing student a working knowledge of the principles and skills necessary in the care of pediatric clients. The course focuses on advanced level concepts of the nursing process as it relates to the child and family, and includes client/family education, discharge planning, home care, and adaptations of nursing care to both hospital and home, including 3.5 hours of relevant pharmacology content. Grade only.

HOC 043A ADVANCED MEDICAL/SURGICAL THEORY 2.0 UNITS
HOC 043A (replaces PT 066 / VN 055C2)
Total Lecture: 36 hours
Prerequisite: HOC 033A, HOC 034 Must pass the course with a grade of 75% or higher, HOC 032, HOC 033B (VN students only) Must pass the course with a grade of 75% or higher or HOC 033C, HOC 033D (PT students only) Must pass the course with a grade of 75% or higher, HOC 035A, HOC 035B, HOC 036A, HOC 036B, HOC 036C (PT Students only), NTR 015 (VN Students only), PSY 001 Corequisite: HOC 044 Must pass the course with a grade of 75% or higher, HOC 042, HOC 043B For VN students - Must pass the course with a grade of 75% or higher or HOC 043C, HOC 043D For PT students - Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A (VN Students only) or HOC 045B, HOC 046B (PT Students only), HOC 047 For VN and PT students - Must pass the course with a grade of 75% or higher, NTR 015 (for PT students; may be taken as a Prerequisite.), PSY 012 (VN students only; may be taken as a Prerequisite.)
Acceptable for credit: California State University
This course focuses on advanced level nursing care and interventions for clients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the gastrointestinal, integumentary, endocrine, and hematological systems. Includes six hours of related pharmacology content. Grade only.

HOC 043B ADVANCED PROJECT-BASED MEDICAL SURGICAL REASONING 1.5 UNITS
HOC 043B (replaces VN 55C2)
Total Lecture: 27 hours
Prerequisite: HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A, NTR 015 Corequisite: HOC 042, HOC 043A, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning skills while practicing their professional roles as members of the health care team caring for patients with gastrointestinal, integumentary, endocrine, and hematological disorders. This is achieved through a variety of group activities and projects such as case planning, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content. Grade only.

HOC 043C ADV. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS
HOC 043C (replaces PT 017A/017B/017C)
Total Lecture: 45 hours
Prerequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B, PSY 001 Corequisite: HOC 043A, HOC 043D, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045B, HOC 046B, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an advanced continuation course designed for psychiatric technician students to focus on previously learned mental health concepts and skills which constitute critical thinking as utilized in clinical practice. Students develop, analyze and evaluate principles of mental health, therapeutic, patient-centered, comprehensive plans of care for vulnerable and diverse populations in community and acute care settings. Includes two hours of related pharmacology content. Grade only.

HOC 043D ADV COGNITIVE DISAB – DEVELOPMENTAL DISAB. THEORY 2.5 UNITS
HOC 043D (replaces PT 013A/013B)
Total Lecture: 45 hours
Prerequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B, PSY 001 Corequisite: HOC 034A, HOC 043C, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045B, HOC 046B, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an advanced course which focuses on integration of previous learning and skills which constitute critical thinking. It is designed to provide the psychiatric technician student with an understanding of the principles needed for the provision of comprehensive care for quality of life enhancement with a focus on self-determination, emotional well-being, social inclusion, rights,
personal well-being for mental healthcare and health promotion for the developmentally and intellectually disabled client. Students integrate their nursing knowledge with the principles of behavioral therapy and group communication process to plan care to a unique population of individuals with a multitude of physical and intellectual challenges. Includes two hours of related pharmacology content. Grade only.

HOC 044  PHARMACOLOGY C  1.0 UNIT
HOC 044 (replaces PT 060C / VN 060C)
Total Lecture: 18 hours
Prerequisite: HOC 034 - Must pass the course with a grade of 75% or higher; HOC 033A, HOC 032, HOC 033B (VN students only) Must pass the course with a grade of 75% or higher and or HOC 033C, HOC 033D (PT Students only) - Must pass the course with a grade of 75% or higher; HOC 035A, HOC 036A (VN students only) or HOC 035B; HOC 036B (PT students only) and NTR 015 (VN students only) PSY 001.
Corequisite: HOC 043A Must pass the course with a grade of 75% or higher, HOC 042, HOC 043B (VN students only) - Must pass the course with a grade of 75% or higher or HOC 043C, HOC 043D (PT students only) - Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A (VN students only) or HOC 045B, HOC 046B (PT students only) for VN and PT students Must pass the course with a grade of 75% or higher, and NTR 015 (PT students only; may be taken as a Prequisite:); PSY 012 (VN students only; may be taken as a Prequisite:)
Acceptable for credit: California State University
This is a continuation course in pharmacology designed to assist the psychiatric technician and vocational nursing student with the principles of pharmacology. Emphasis is on defining pharmacological agents, classes, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents used for patients with disorders of the endocrine, hematologic, integumentary, and gastrointestinal systems and for pediatric clients. Grade only.

HOC 045A  ADVANCED SKILLS/SIMULATION LAB 1.0 UNIT
HOC 045A (replaces VN 055C2)
Total Lab: 54 hours
Prerequisite: HOC 032 - Must pass the course with a grade of 75% or higher; HOC 033A Must pass the course with a grade of 75% or higher; HOC 033B Must pass the course with a grade of 75% or higher; HOC 034 Must pass the course with a grade of 75% or higher; HOC 035A ; HOC 036A ; NTR 015.
Corequisite: HOC 042 Must pass the course with a grade of 75% or higher; HOC 043A Must pass the course with a grade of 75% or higher; HOC 043B Must pass the course with a grade of 75% or higher; HOC 043C Must pass the course with a grade of 75% or higher; HOC 044 Must pass the course with a grade of 75% or higher; HOC 045A ; HOC 046A; and HOC 047 Must pass the course with a grade of 75% or higher; PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the advanced vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and mental health and developmental disability disorder patients and their families in inpatient and outpatient settings. Pass/No Pass Option.
LEADERSHIP AND PROFESSIONAL PRACTICE 1.5 UNITS

HOC 047 (replaces PT 018 / VN 055C3)
Total Lecture: 27 hours
Prerequisite: HOC 032, HOC 033B (VN only) Must have 75% or better to pass the course, HOC 033A; HOC 034 Must have 75% or better to pass the course, HOC 033C, HOC 033D (PT students only) - Must have 75% or better to complete the course, HOC 035A, HOC 036A (VN students only) or HOC 035B, HOC 036B (PT students only), NTR 015 (VN students only), PSY 001 (PT students only).
Corequisite: HOC 043A, HOC 044 Must have 75% or better to pass the course, HOC 042, HOC 043B (VN students only) - Must have 75% or better to pass the course or HOC 043C, HOC 043D (PT students only) - Must have a 75% or better to pass the course, HOC 045A, HOC 046A (VN students only) or HOC 045B, HOC 046B (PT students only), NTR 015 (PT students only; may be taken as a Prerequisite), PSY 012 (VN students only; May be taken as a prerequisite)
Acceptable for credit: California State University

This focus of this course is to prepare the vocational nursing and psychiatric technician student for application for the licensure/NCLEX examination and the transition to entry level professional practice. Course content includes: securing and maintaining licensure; exploration of employment opportunities; interviewing techniques/strategies, legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles. Grade Only.

ROLE TRANSITION LVN TO RN 2.0 UNITS

HOC 050
Total Lecture: 36 hours
Prerequisite: Acceptance into LVN to RN Program
Corequisite: HOC 050A
Acceptable for credit: California State University

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course content focuses on competencies expected of the graduate ADN (critical thinking skills, review of medical-surgical nursing concepts, role change, research skills, teaching-learning principles, development of the nursing teaching role, pharmacology principles, medication calculation) to prepare the student for success in an ADN program. Grade Only.

ROLE TRANSITION CLINICAL 1.0 UNITS

HOC 050A
Total Lab: 54 hours
Corequisite: HOC 050
Acceptable for credit: California State University

This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems. Pass/No Pass Option.

COMMUNITY MENTAL HEALTH NURSING 2.0 UNITS

HOC 051
Total Lecture: 36 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better. Corequisite: HOC 052, HOC 053, HOC 054. Students must pass with 75% or better.
Acceptable for credit: California State University

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade Only.

INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY 3.0 UNITS

HOC 052
Total Lecture: 54 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better. Corequisite: HOC 051, HOC 053, HOC 054. Students must pass with 75% or better.
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 identify and anticipate 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.

INTRODUCTION TO CLINICAL JUDGMENT 1.0 UNITS

HOC 053
Total Lab: 54 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better. Corequisite: HOC 051, HOC 052, HOC 054. Students must pass with 75% or better.
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 is on 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 on developing competence in critical thinking and in leadership skills. Pass/No Pass Only.

INTERMEDIATE CLINICAL PRACTICUM 4.0 UNITS

HOC 054
Total Lab: 216 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better. Corequisite: HOC 051, HOC 052, HOC 053. Students must pass with 75% or better.
Acceptable for credit: California State University

This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Only.

ADVANCED MATERNAL-CHILD NURSING 2.0 UNITS

HOC 060
Total Lecture: 36 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with grade of 75% or higher to continue to the next semester.
Corequisite: HOC 061, HOC 062, HOC 064. Students must pass the course with a grade of 75% or higher to continue to the next semester.
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...
HOC 061 ADVANCED MEDICAL-SURGICAL LEADERSHIP NURSING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HOC 060, HOC 062, HOC 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
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. Grade Only.

HOC 062 LEADERSHIP AND ETHICS 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HOC 060, HOC 061, HOC 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. Grade Only.

HOC 064 ADVANCED CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 051, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher.
Corequisite: HOC 053, HOC 060, HOC 061, HOC 062. Students must pass the course with a grade of 75% or higher.
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Option.

HOC 065 MATH FOR HEALTH OCCUPATIONS 1.0 UNITS
Total Lecture: 18 hours
Advisory: MAT 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 Non-degree applicable course.

HIS 004A HISTORY OF WESTERN CIVILIZATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western society. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # HIST 170. CSUGE: D; IGETC: 3B, 4, C2.

HIS 004AH HISTORY OF WESTERN CIVILIZATION – HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western society. Students cannot get credit for both HIS 004A and HIS 004AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 170. CSUGE: D; IGETC: 3B, 4.

HIS 004B HISTORY OF WESTERN CIVILIZATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # HIST 170. CSUGE: D; IGETC: 3B, 4.

HIS 004BH HISTORY OF WESTERN CIVILIZATION - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. Students cannot get credit for both HIS 004B and HIS 004BH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 170. CSUGE: D; IGETC: 3B, 4.

HIS 005 WORLD HISTORY TO 1500 3.0 UNITS
Total Lecture: 54 Hours
Acceptable for credit: University of California, California State University
This course is a survey of World Civilization from prehistoric times to 1500. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded world societies. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4.

HIS 015 WORLD HISTORY TO 1500 - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of World Civilization from prehistoric times to 1500. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded world societies. Students cannot get credit for both HIS 005 and HIS 015H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4, C2, 3B.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

HIS 016  WORLD HISTORY SINCE 1500  3.0 UNITS
Total Lecture: 54 Hours
Acceptable for credit: University of California, California State University
This course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 160. CSUGE: D; IGETC: 4, C2, 3B.

HIS 016H  WORLD HISTORY SINCE 1500 - HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. Students cannot get credit for both HIS 016 and HIS 016H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 160. CSUGE: D; IGETC: 4, C2, 3B.

HIS 017A  HISTORY OF THE UNITED STATES TO 1877  3.0 UNITS
Total Lecture: 54 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, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # HIST 130. CSUGE: D; IGETC: 4, C2, 3B.

HIS 017AH  HISTORY OF THE UNITED STATES TO 1877 - HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
History 017AH is a survey of the political, economic, social, and cultural development of the United States from native American settlement in America through Reconstruction. More rigorous assignments and research are expected in this course than in HIS 017A. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. Students cannot get credit for both HIS 017A and HIS 017AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # HIST 130. CSUGE: D; IGETC: 4, C2, 3B.

HIS 017B  HISTORY OF THE UNITED STATES SINCE 1877  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of the political, economic, social and cultural history of the United States from 1877 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. (History 017A is not a Preerequisite: to History 017B.) This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4, C2, 3B.

HIS 017BH  HISTORY OF THE UNITED STATES SINCE 1877 - HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of the political, economic, social and cultural history of the United States from 1877 to the present with more rigorous assignments and research than HIS 017B. 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. Students cannot get credit for both HIS 017B and HIS 017BH. Enrollment in the Honors Transfer Project is required. (History 017AH is not a prerequisite: to History 017BH.) This course may be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4, C2, 3B.

HIS 020  HISTORY AND GEOGRAPHY OF CALIFORNIA  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines California's geographic regions, Native Americans of California, institutions of Spanish California, developments during Mexican and early American period, economic foundations of the state, political growth and institutions of American California, diversity in California history through the 20th Century, and state and local government. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. CSUSE: D; IGETC: 4.

HIS 031  HISTORY OF EAST ASIA  3.0 UNITS
Total Lecture: 54 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 and regions 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. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

HIS 033  WOMEN'S ISSUES PAST AND PRESENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines the social, economic, cultural and political history of women in the U.S., from colonial times to the modern era. An emphasis is placed on movements which enhanced women's political and economic rights, the social roles which defined women primarily by their gender, and the legal realities that women faced. Significant moral, political, and economic issues are assessed. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4, C2, 3B.
**HOSPITALITY MANAGEMENT**

**PLEASE REFER TO THE COURSES IN THE FOLLOWING DISCIPLINES FOUND ALPHABETICALLY IN THE CATALOG.**

**FOOD SERVICE AND RESTAURANT MANAGEMENT (FDR)**

**HOTEL AND MOTEL MANAGEMENT (HMT)**

**INSTITUTIONAL FOODS (INF)**

**HUMANITIES (HUM)**

**HOTEL AND MOTEL MANAGEMENT (HMT)**

**HMT 075 HOUSEKEEPING IN HOTELS, MOTELS AND INSTITUTIONS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is an introduction to the principles of effective housekeeping management in hotels, motels, and institutions, such as hospitals and nursing homes. Topics include the role of housekeeping, planning and organizing the department, environmental and energy management, sustainability and green lodging facilities, interactions between housekeeping and other departments. Students examine safety and security, the cleaning function, budgeting labor, equipment and supplies, managing inventories, and effective diversity management. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C2, D; IGETC: 3B, 4.

**HUM 001A HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussions. A field trip to a museum, theater performance or concert is required. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

**HUM 001B HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the principles of effective housekeeping management in hotels, motels, and institutions, such as hospitals and nursing homes. Topics include the role of housekeeping, planning and organizing the department, environmental and energy management, sustainability and green lodging facilities, interactions between housekeeping and other departments. Students examine safety and security, the cleaning function, budgeting labor, equipment and supplies, managing inventories, and effective diversity management. This course may be offered via distance learning. Pass/No Pass Option.

**HUM 007 INTERNATIONAL FILMS 3.0 UNITS**

Total Lecture: 54 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, and the Americas are 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 007 (POL 007). Pass/No Pass Option. CSUGE: C2, D7; IGETC: 3B.

**HUM 015 INTRODUCTION TO FILM ANALYSIS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

Critical analysis of film as a literary art form is covered in this course. Exemplary motion pictures are viewed and examined with special attention to film technique, thematic content, and aesthetic values. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

**HUM 016A HISPANIC ROOTS AND CULTURE 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course undertakes a chronological study of Hispanic culture beginning with the Pre-Colombian civilizations and continuing to the present. Emphasis is 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 are examined. Pass/No Pass Option. CSUGE: C2, D3; IGETC: 3B, 4C.

**HUM 018 AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 UNITS**

Total Lecture: 54 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 expressions, folklore, visual arts, music, dance, theater, religion, and philosophical thought. The course provides an examination of the historic, economic, and social forces that have inspired creativity among African-Americans. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.
HUM 018H AFRICAN-AMERICAN CULTURE AND HUMANITIES – HONORS 3.00UNITS
Total Lecture: 54 hours
Acceptable for Credit: University of California, California State University
This honors 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 expressions, folklore, visual arts, music, dance, theater, religion, and philosophical thought. The course provides an examination of the historic, economic, and social forces that have inspired creativity among African-Americans. Students may not receive credit for both HUM 018 and HUM 018H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. CSUGE: C2, D3; IGETC: 3B, 4C.

HUM 020 ASIAN ROOTS AND CULTURE 3.0 UNITS
Total Lecture: 54 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 is placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy, religion, and music are examined. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

HUM 022 INTRODUCTION TO ISLAM 3.0 UNITS
Total Lecture: 54 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. CSUGE: C2; IGETC: 3B.

HUM 024 THE ASIAN-AMERICAN EXPERIENCE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
The Asian-American Experience is a multi-disciplinary survey course that introduces students to the historical and contemporary experiences of different groups of Asian-Americans including the Chinese, Japanese, Korean, Vietnamese, Indian, Filipino, and Pacific Islander communities. Students will read, view, and discuss materials related to topics such as immigration, exclusion, imperialism, race, class, gender, sexuality, language, social identity and other issues related to Asian-American life including cultural expression through various art forms. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

HUM 030 CULTURAL STUDIES 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course exposes students to the cultures and civilizations of people around the world. Through field trips students learn about the art, music, language, customs, food, and daily life of people in other countries. Students have the opportunity to practice language skills acquired in foreign language courses, and look at architecture learned about in art history and humanities classes. Music concert attendance is also encouraged in order for students to have a multi-cultural, multi-disciplinary foreign travel experience. Pass/No Pass Option.

HVAC (HVC)

HVC 111 HVAC APPRENTICESHIP: BASIC REFRIGERATION HERITAGE/CFC/OSHA 10 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
First year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Thermodynamics, Chloro-Fluoro Carbons (CFC), and basic Refrigeration, as it pertains to the Air Conditioning Service industry. Also provides OSHA 10 certification. Grade only.

HVC 112 HVAC APPRENTICESHIP: REFRIGERATION SCIENCE 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
First year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Basic Refrigeration, Refrigeration Equipment, and Equipment Maintenance. Grade only.

HVC 113 HVAC APPRENTICESHIP: BASIC ELECTRICITY FOR THE HVAC SERVICE TRADE 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Second year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of basic electricity, including AC/DC theory and Ohm's Law. Students will be expected to apply these theories in the laboratory using electronic and testing instruments. Grade only.

HVC 114 HVAC APPRENTICESHIP: ADVANCED ELECTRICITY/PNEUMATIC DDC INTRODUCTION 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Second year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Advanced Electricity, Motors, Starter, Circuity, and Variable Drives. Grade only.

HVC 115 HVAC APPRENTICESHIP: CONTROLS I/ ELECTRO PNEUMATICS 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Third year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Controls, Control Theory, Timing Circuits, Computerized Control, and Energy Management Systems. Grade only.
HVC 116 HVAC APPRENTICESHIP: CONTROLS II/ADV. PNEUMATICS CALIB./HYDRONICS 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Third year of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of advanced control systems, including the uses of 2-Position, Floating and Modulating Controls. Fiber Optics and Direct Digital Controls are introduced. Grade only.

HVC 117 HVAC APPRENTICESHIP: START, TEST & BALANCE I 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Fourth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with an introduction to Start, Test and Balance for fluid distribution. Ducting, Cooling, Fans, and Air Distribution is covered in the laboratory exercises. Grade only.

HVC 118 HVAC APPRENTICESHIP: START, TEST & BALANCE II/ENERGY AUDITING PRACTICES 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Fourth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Start, Test and Balance for Piping Systems, Pumps, Chillers, Boilers, and Condensers. Students will learn how to audit mechanical equipment to ensure proper energy efficiency techniques are applied. Grade only.

HVC 119  HVAC APPRENTICESHIP: CHILLERS/SPECIAL SYSTEMS/HVACR STAR REVIEW  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Fifth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of pipe drafting and blueprint reading for Heating, Ventilation and Air Conditioning (HVAC) Systems. Hands-on activities include applying airside, waterside and pressure testing systems. Grade only.

HVC 120 HVAC APPRENTICESHIP: HVACR JUNIOR MECHANICS REVIEW & EXAM 3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.
Fifth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Troubleshooting, Test and Repair of Refrigeration and Air-Conditioning systems. Grade only.

INSTITUTIONAL FOODS (INF)

INF 050 SANITATION AND SAFETY 2.0 UNITS
Total Lecture: 36 hours
Acceptable for credit: California State University
This class uses the National Restaurant Association Education Foundation’s ServSafe materials to certify students as food service safety managers. This course includes personal hygiene, types of hazards in food service, prevention and control of pathogens and other contaminants in food. Proper storage and cleaning and sanitizing are also covered. Systems for tracking food safety including HACCP and responding to outbreaks and inspections are taught. Students completing the final exam with 75% correct will be certified food safety managers in all 50 states for 5 years. Pass/No Pass Option.

INTERDISCIPLINARY STUDIES (INS)

INS 010 PEER TUTOR AND MENTOR TRAINING 1.5 UNITS
Total Lecture: 27 hours
Acceptable for Credit: California State University
This course provides students with effective learning strategies and academic assistance techniques for peer tutoring and mentoring in a community college setting. This course also emphasizes skills in communication, problem solving, critical thinking, structuring learning experience and handling challenging situations. This course may also be offered via distance learning. Pass/No Pass Only.

INS 015 ADVANCED TRAINING FOR PEER TUTORS AND MENTORS 1.5 UNITS
Total Lecture: 27 hours
Advisory: INS 010
Acceptable for Credit: California State University
This is a second level peer tutor and mentor training course. Topics include use of probing questions, cultural awareness, strategies for working with adult students, identifying and using campus services and other resources to assist students, assessing or changing study behaviors, communication strategies, group facilitation strategies, and assisting students with disabilities. Pass/No Pass Option.

INS 030 DIGITAL STUDY STRATEGIES FOR ONLINE AND ONSCREEN MATERIALS 2.0 UNITS
Total Lecture: 36 hours
Acceptable for Credit: California State University
This course teaches study strategies for digital materials and online course assignments. Topics include: reading and studying online textbooks, taking and organizing digital notes, communication strategies for blogs, wikis and discussion board posts, techniques for successful online group work, scheduling yourself to do online course homework, using virtual calendars to manage your time, and using electronic resources such as phone/tablet apps and Web 2.0 tools to personalize your learning. This course may be offered via distance learning. Pass/No Pass Option.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054
KIN 014A  VOLLEYBALL – INTRODUCTION  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course is designed to introduce students to the fundamental skills of volleyball. Players learn to serve, pass, set, and employ the basic strategies of the game. Pass/No Pass Option. CSUGE: E.

KIN 014B  VOLLEYBALL – BEGINNING  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 014A or demonstrated ability to pass, set and serve.  
Acceptable for credit: California State University, University of California  
This course is designed to develop skill and knowledge of the game of volleyball. Players learn to serve, pass, set, and employ the basic strategies of the game. Pass/No Pass Option. CSUGE: E.

KIN 015A  BASKETBALL– INTRODUCTION  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course is designed to teach the basic skills and techniques of basketball. Building upon skills learned in KIN 015A, drills are used to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 015B  BASKETBALL– BEGINNING  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 015A  
Acceptable for credit: California State University, University of California  
This course is designed to teach the basic rules, skills, and techniques of basketball. Building upon skills learned in KIN 015A, drills are used to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 015C  BASKETBALL: INTERMEDIATE  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 015B  
Acceptable for credit: University of California, California State University  
This course is designed to teach the intermediate skills and techniques of basketball. Building upon skills learned in KIN 015B, drills are used to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 015D  BASKETBALL - ADVANCED  1.0 UNITS  
Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach the advanced skills and techniques of basketball. Building upon skills learned in KIN 015C, drills are used to develop or enhance shooting, passing, rebounding, advanced footwork, and ball-handling skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 019A  SOCCER – INTRODUCTION  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course is designed to introduce the basic rules, skills, techniques and history of soccer. Drills are included to introduce the student to shooting, passing, trapping, and dribbling. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 019B  SOCCER – BEGINNING  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 019A  
Acceptable for credit: California State University, University of California  
This course is designed to review the basic rules, skills, and techniques of soccer, as well as develop players’ execution of the fundamental strategies of the game. Drills are included to enhance shooting, passing, heading and dribbling. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option. CSUGE: E.

KIN 020A  BADMINTON - INTRODUCTION  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course introduces the student to the fundamentals and strategies of the game of badminton. The main emphasis of this course is on basic skills, drills and the rules of badminton. Pass/No Pass Option. CSUGE: E.

KIN 020B  BADMINTON – BEGINNING  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 020A  
Acceptable for credit: California State University, University of California  
This course continues the development of the fundamental skills and strategies of the game of badminton. The main emphasis of this course is to refine the technique and improve the proficiency of the basic skills of the game. Pass/No Pass Option. CSUGE: E.

KIN 020C  BADMINTON – INTERMEDIATE  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 020B  
Acceptable for credit: California State University, University of California  
This course introduces the student to the intermediate skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement. Pass/No Pass Option. CSUGE: E.

KIN 020D  BADMINTON – ADVANCED  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 020C  
Acceptable for credit: University of California, California State University  
This course introduces the student to the advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. Pass/No Pass Option. CSUGE: E.

KIN 021A  TENNIS – INTRODUCTION  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course is designed to teach the fundamentals of tennis to students. Mastery of these skills enables students to progress to the next level of tennis. Pass/No Pass Option. CSUGE: E.

KIN 021B  TENNIS – BEGINNING  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 021A  
Acceptable for credit: California State University, University of California  
This course is designed to teach the basic fundamentals of tennis. Mastery of these skills enables the student to progress to the next level of tennis. Pass/No Pass Option. CSUGE: E.

KIN 021C  TENNIS – INTERMEDIATE  1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 021B  
Acceptable for credit: California State University, University of California  
This course is designed to develop skill and knowledge of the game of tennis at an intermediate level. Pass/No Pass Option. CSUGE: E.
KIN 021D  TENNIS – ADVANCED  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 021C
Acceptable for credit: California State University, University of California
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level. Pass/No Pass Option. CSUGE: E.

KIN 021E  TENNIS – TOURNAMENT  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 021D
Acceptable for credit: California State University, University of California
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy are reviewed and practiced to increase mastery for tournament play. Pass/No Pass Option. CSUGE: E.

KIN 021F  TENNIS – DOUBLES STRATEGIES AND PLAY  1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 021D
Acceptable for credit: California State University, University of California
Students are instructed in the basic skills of doubles for the sport of tennis. Rules of play, strategies, and skill development for doubles are emphasized. Pass/No Pass Option. CSUGE: E.

KIN 023A  ARCHERY: INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce students to the sport of archery. Students learn about safety guidelines, choosing proper equipment, target shooting, scoring, etiquette, and the rules of archery. Pass/No Pass Option. CSUGE: E.

KIN 023B  ARCHERY: BEGINNING  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Advisory: KIN 023A
This course is designed to refine the shooting skills of the beginning archery student. Emphasis is placed on shooting technique, form, and concentration. Safety guidelines, etiquette, and rules of archery are reviewed. Pass/No Pass Option. CSUGE: E.

KIN 024A  BOWLING INTRODUCTION  1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the theory and application of bowling. The course covers the theoretical application and proper mechanics to develop the fundamental skills of bowling. Students compare and contrast basic skills of the 3-step, 4-step, and 5-step delivery. Additionally, students recognize and demonstrate proper alignment and geometry when shooting spares. Rules, scoring, historical overview, and theoretical case analysis are examined in this course. Pass/No Pass Option. CSUGE: E.

KIN 030A  PILATES MATWORK – INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is an introduction to 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 improves flexibility, strength, and breathing techniques. Pass/No Pass Option. CSUGE: E.

KIN 030B  PILATES MATWORK –BEGINNING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 030A
Acceptable for credit: California State University, University of California
This course is the study and practice of Joseph Pilates’ Physicalmind Conditioning Method at a beginning level. Through the study of matwork, the student improves physical well-being including flexibility, strength, and breathing techniques. Pass/No Pass Option. CSUGE: E.

KIN 030C  PILATES MATWORK – INTERMEDIATE  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of Joseph Pilates’ Physicalmind Conditioning Method at an intermediate level. Through the study of matwork, the student improves physical well-being including flexibility, strength and breathing techniques. Pass/No Pass Option. CSUGE: E.

KIN 030D  PILATES MATWORK – ADVANCED  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Advisory: KIN 030B
This course is the study and practice of Joseph Pilates’ Physicalmind Conditioning Method at an advanced level. Prior Pilates practice is strongly recommended. Pass/No Pass Option. CSUGE: E.

KIN 031A  STEP AEROBICS – INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to utilize the step as a means for improving cardiovascular fitness. A thorough warm-up and cool-down is included in each class. Knowledge of proper step technique as well as an understanding of ways to improve all aspects of fitness is also covered in this course. Pass/No Pass Option. CSUGE: E.

KIN 031B  STEP AEROBICS – BEGINNING  1.0 UNIT
Advisory: KIN 031A
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to build upon the skills learned in KIN 031A. Proper step technique, body alignment and basic choreography are taught. Pass/No Pass Option. CSUGE: E.

KIN 032A  AEROBICS - INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercise. Pass/No Pass Option. CSUGE: E.

KIN 032B  AEROBICS - BEGINNING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 032A
Acceptable for credit: California State University, University of California
This is a beginning level course designed to satisfy the needs for cardiovascular activity for individuals who are developing a fitness routine. Students maintain cardiovascular fitness through the use of continuous rhythmic movements, weights, and various forms of stretching to complete their workouts. Pass/No Pass Option. CSUGE: E.
KIN 032C  AEROBICS – INTERMEDIATE  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 032B
Acceptable for credit: University of California, California State University
This is an intermediate level course designed to help students maintain cardiovascular fitness through the use of continuous rhythmic movements, weights, and various forms of stretching to complete their workouts. Pass/No Pass Option. CSUGE: E.

KIN 033A  KICKBOXING FITNESS - INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces the student to kickboxing for aerobic fitness. Basic punches, kicks and stances are taught. Techniques are taken from karate, tai chi, and boxing as ways to improve cardiovascular fitness. Pass/No Pass Option. CSUGE: E.

KIN 033B  KICKBOXING FITNESS - BEGINNING  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
Students build upon the kickboxing movements learned in KIN 033A, with an emphasis on proper body alignment and a more advanced level of cardiovascular fitness. Techniques are from karate, tai chi and boxing as ways to improve overall fitness. Pass/No Pass Option. CSUGE: E.

KIN 035A  WEIGHT TRAINING – INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular fitness and overall body tone. Information is presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. Pass/No Pass Option. CSUGE: E.

KIN 035B  WEIGHT TRAINING – BEGINNING  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular strength, muscular endurance and overall body tone. Information is presented to increase the student’s understanding of various aspects of weight training including safety, proper lifting techniques, and beginning training protocols. Pass/No Pass Option. CSUGE: E.

KIN 035C  WEIGHT TRAINING – INTERMEDIATE  1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed for intermediate level students who want to continue their development of muscular strength and muscular endurance at a more advanced level. Training protocols such as pyramid and super set training are taught. Additional information is presented to increase student’s understanding of various aspects of weight training. Pass/No Pass Option. CSUGE: E.

KIN 037A  CARDIO-CROSS TRAINING – INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Advisory: Recommended to have passed KIN 38A or KIN 35A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the introductory level by providing a variety of methods of training on equipment such as the treadmill, stair-stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option. CSUGE: E.

KIN 037B  CARDIO-CROSS TRAINING – BEGINNING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 037A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular conditioning at the beginning level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option. CSUGE: E.

KIN 037C  CARDIO-CROSS TRAINING – INTERMEDIATE  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 037B
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the intermediate level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option. CSUGE: E.

KIN 037D  CARDIO-CROSS TRAINING – ADVANCED  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 037C
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the advanced level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option. CSUGE: E.

KIN 038A  LOWER BODY CONDITIONING – INTRODUCTION  1.0 UNIT
Total Lab: 54 hours
Advisory: Familiar with variety of Conditioning Skills Develop proper footwork Experience in speed and endurance training
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the introductory level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option. CSUGE: E.
KIN 038B  LOWER BODY CONDITIONING – BEGINNING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 035A
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape for the beginning level of lower body conditioning. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option. CSUGE: E.

KIN 038C  LOWER BODY CONDITIONING – INTERMEDIATE  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the intermediate level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option. CSUGE: E.

KIN 038D  LOWER BODY CONDITIONING – ADVANCED  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the intermediate level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option. CSUGE: E.

KIN 038E  LOWER BODY CONDITIONING - ENDURANCE TRAINING  1.0 UNITS
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed for the introductory, intercollegiate level of lower body conditioning. Students improve middle and lower extremity training through muscular strength and endurance training and cardio conditioning. Pass/No Pass Option. CSUGE: E.

KIN 038F  LOWER BODY CONDITIONING - SPEED TRAINING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038E
Acceptable for credit: University of California, California State University
This course is designed to improve middle and lower extremity through speed training for the beginning intercollegiate level of lower body conditioning. Pass/No Pass Option. CSUGE: E.

KIN 038G  LOWER BODY CONDITIONING - AGILITY TRAINING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038F
Acceptable for credit: University of California, California State University
This course is designed to improve core strength and lower extremity agility for lower body conditioning at the intermediate collegiate level. Pass/No Pass Option.

KIN 038J  LOWER BODY CONDITIONING - PLYOMETRIC TRAINING  1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038G
Acceptable for credit: University of California, California State University
This course is designed to improve core and lower extremity strength through plyometric training and conditioning for the advanced intercollegiate level. Pass/No Pass Option. CSUGE: E.

KIN 039A  FIRE AGILITY– INTRODUCTION  2.0 UNIT
Total Lab: 108 hours
Advisory: KIN 039A
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology student and introduce them to specific skills required to successfully complete Fire Department physical agility tests. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option. CSUGE: E.

KIN 039B  FIRE AGILITY– BEGINNING  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 039A
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology students to prepare them to successfully complete Fire Department physical agility tests. Building upon the skills learned in KIN 039A, the emphasis is on improving cardiovascular endurance, muscle strength, and endurance. Intense resistance training, plyometric training, anaerobic, and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option. CSUGE: E.

KIN 039C  FIRE AGILITY– INTERMEDIATE  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 039B
Acceptable for credit: California State University, University of California
This course covers the intermediate skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A and KIN 039B, the emphasis is on intermediate and advanced training methodologies. Intense resistance training techniques, plyometric training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option. CSUGE: E.

KIN 039D  FIRE AGILITY: ADVANCED  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 039C
Acceptable for credit: University of California, California State University
This course covers the advanced skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A, 039B and KIN 039C, the emphasis is on advanced training methodologies. Advanced resistance training techniques, plyometric speed and agility training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option. CSUGE: E.
KIN 040A MODERN DANCE – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is an introduction to the varied theories, styles, and techniques of the modern dance idiom. Pass/No Pass Option. CSUGE: E.

KIN 040B MODERN DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 040A
Acceptable for credit: University of California, California State University
This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at a beginning level. Pass/No Pass Option. CSUGE: E.

KIN 040C MODERN DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of the modern dance idiom at an intermediate level. Pass/No Pass Option. CSUGE: E.

KIN 041A BALLET–INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the discipline, aesthetics, traditions, and historical background of classical ballet. Pass/No Pass Option. CSUGE: E.

KIN 041B BALLET– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 041A
Acceptable for credit: California State University, University of California
This course is designed for beginning level dancers to practice the discipline of ballet including improving technique and performance skills. Historical background, traditions, and etiquette are also covered. Pass/No Pass Option. CSUGE: E.

KIN 041C BALLET– INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 041B
Acceptable for credit: California State University, University of California
This course is designed for intermediate level dancers to practice the discipline of ballet including improving technique, building strength, and developing higher level performance skills. Pass/No Pass Option. CSUGE: E.

KIN 041D BALLET– ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 041C
Acceptable for credit: California State University, University of California
This course is designed for advanced level dancers to practice the discipline of ballet including perfecting technique and developing advanced level performance skills. Pass/No Pass Option. CSUGE: E.

KIN 042A JAZZ DANCE– INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the varied theories, styles and techniques of the jazz dance idiom. Pass/No Pass Option. CSUGE: E.

KIN 042B JAZZ DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 042A
Acceptable for credit: California State University, University of California
This course is designed for the beginning level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at a beginning level. Pass/No Pass Option. CSUGE: E.

KIN 042C JAZZ DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 042B
Acceptable for credit: University of California, California State University
This course is designed for the intermediate level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at an intermediate level. Pass/No Pass Option. CSUGE: E.

KIN 046A BALLROOM DANCING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces students to various ballroom dances. Alignment and posture, etiquette, and spontaneous leading and following are emphasized. Pass/No Pass Option. CSUGE: E.

KIN 046B BALLROOM DANCING– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 046A
Acceptable for credit: California State University, University of California
This course covers the foundations of ballroom dance, including beginning level steps, positions of the body, and basics of styling for the various dances. Pass/No Pass Option. CSUGE: E.

KIN 046C BALLROOM DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This intermediate ballroom dance course covers various ballroom dances with an emphasis on technique, styling and performance skills that are specific to each dance. Pass/No Pass Option. CSUGE: E.

KIN 046D BALLROOM DANCE – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This is an advanced level course covering various ballroom dances. Advanced techniques for styling and performance are emphasized. Pass/No Pass Option. CSUGE: E.

KIN 047A HIP HOP – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces students to the fundamentals of hip hop. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. Pass/No Pass Option. CSUGE: E.

KIN 047B HIP HOP – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 047A
Acceptable for credit: California State University, University of California
This course is the study and practice of hip hop at a beginning level. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. Pass/No Pass Option. CSUGE: E.
KIN 047C HIP HOP – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of hip hop at an intermediate level. Students learn choreography as well as create their own style and routines. Pass/No Pass Option. CSUGE: E.

KIN 047D HIP HOP – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of hip hop at an advanced level. Students learn choreography as well as create their own style and routines. Pass/No Pass Option. CSUGE: E.

KIN 048A LATIN DANCE/SALSA – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. Pass/No Pass Option. CSUGE: E.

KIN 048B LATIN DANCE/SALSA – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 048A
Acceptable for credit: California State University, University of California
This is a beginning level course designed to practice selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. Pass/No Pass Option. CSUGE: E.

KIN 050A TAI CHI – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces the student to the fundamentals and health enhancing aspects of Tai Chi. Instruction covers the history and philosophy and emphasizes Tai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. Pass/No Pass Option. CSUGE: E.

KIN 050B TAI CHI – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 050A
Acceptable for credit: California State University, University of California
This course introduces students to Tai Chi. There is an introduction to Pushing Hands exercises and various Qi Gong exercises are included. Pass/No Pass Option. CSUGE: E.

KIN 051A AIKIDO – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces the student to the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. Pass/No Pass Option. CSUGE: E.

KIN 051B AIKIDO – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 051A
Acceptable for credit: California State University, University of California
This course reviews the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. Pass/No Pass Option. CSUGE: E.

KIN 051C AIKIDO - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 051B
Acceptable for credit: University of California, California State University
This course reviews the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. Pass/No Pass Option. CSUGE: E.

KIN 053A KARATE – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This class introduces students to the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. Pass/No Pass Option. CSUGE: E.

KIN 053B KARATE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 053A
Acceptable for credit: California State University, University of California
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on refinement of the student’s skills and the combining of techniques at an intermediate level. Pass/No Pass Option. CSUGE: E.

KIN 053C KARATE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 053B
Acceptable for credit: University of California, California State University
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on refinement of the student’s skills and the combining of techniques at an intermediate level. Pass/No Pass Option. CSUGE: E.

KIN 055A SELF - DEFENSE - INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which may help the individual to recognize, avoid, and respond to dangerous situations. Pass/No Pass Option.

KIN 055B SELF DEFENSE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 055A
Acceptable for credit: University of California, California State University
This course reviews the fundamental skills, strategy, and tactics of self-defense. Emphasis is on refinement of skills and incorporates additional take downs and ground fighting tactics. Pass/No Pass Option. CSUGE: E.

KIN 061A HATHA YOGA – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance are emphasized in the yoga poses. Relaxation and meditation techniques are also introduced. Pass/No Pass Option. CSUGE: E.

KIN 061B HATHA YOGA – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This class provides instruction and practice of yoga poses with an emphasis on form and body alignment. Strength, flexibility and balance are emphasized. Relaxation and meditation techniques are also incorporated into the practice of poses. Pass/No Pass Option. CSUGE: E.
KIN 061C HATHA YOGA – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 061B
Acceptable for credit: California State University, University of California
This class provides introduction in the physical practice of yoga at an intermediate level. Strength, flexibility and balance are emphasized within the physical practice. Breath control and meditation techniques are also incorporated. Pass/No Pass Option. CSUGE: E.

KIN 061D HATHA YOGA – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This class emphasizes the physical practice of yoga at an advanced level. A prior yoga practice is strongly encouraged. Relaxation and meditation techniques are also incorporated. Pass/No Pass Option. CSUGE: E.

KIN 063A HIKING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
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. Pass/No Pass Option. CSUGE: E.

KIN 063B HIKING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 063A
Acceptable for credit: California State University, University of California
This course reviews basic hiking techniques and safety precautions, and introduces students to the challenges of moderate level hiking facilities in the local community. Proper warm-up and cool-down specifically related to hiking are covered. Pass/No Pass Option. CSUGE: E.

KIN 063C WALK/JOG FOR FITNESS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to elementary walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. Pass/No Pass Option. CSUGE: E.

KIN 063D WALKING / JOGGING FOR FITNESS – BEGINNER 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to beginning walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. Pass/No Pass Option. CSUGE: E.

KIN 069 STRESS MANAGEMENT THROUGH EXERCISE 2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Students learn to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise is discussed. Exercise routines and intervention strategies and techniques are developed and practiced during this course to help students effectively deal with stress. Pass/No Pass Option. CSUGE: E.

KIN 070 WEIGHT TRAINING PRACTICUM I 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 076
Acceptable for credit: California State University
This course is one of the requirements for the fitness specialist certificate program and provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern serves as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. Pass/No Pass Option.

KIN 071 SPORTS INJURIES 1.5 UNITS
Total Lecture: 27 hours
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 is on fitness related injuries as well as preventative steps recommended to avoid injuries. Basic awareness of the needs of special populations is also discussed. Pass/No Pass Option.

KIN 072 SPORTS NUTRITION 1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 077
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 is placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids are also discussed. Pass/No Pass Option.

KIN 073 FITNESS TESTING 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of exercise physiology, anatomy, and kinesiology. The information discussed within the course is relevant for use in the teaching of fitness and aerobic dance classes as well as for the personal trainer. Pass/No Pass Option.

KIN 074 ANATOMY AND KINESIOLOGY 1.5 UNITS
Total Lecture: 27 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist who needs a basic understanding of exercise physiology, anatomy, and kinesiology. The information discussed within the course is relevant for use in the teaching of fitness and aerobic dance classes as well as for the personal trainer. Pass/No Pass Option.

KIN 075 BODY ALIGNMENT AND STRETCHING TECHNIQUES 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis is placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment, and designing programs that enhance correct body alignment. Proper stretching techniques and various stretching styles are also covered. Pass/No Pass Option.
KIN 076  WEIGHT TRAINING PRINCIPLES AND ROUTINES  1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed specifically for those students interested in pursuing the fitness specialist certificate specialty in personal training or anyone interested in learning about strength development and specific routines. Emphasis is 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 is covered. Pass/No Pass Option.

KIN 077  EXERCISE PHYSIOLOGY  1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 074
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 include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. Pass/No Pass Option.

KIN 078  INTRODUCTION TO KINESIOLOGY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology (motor learning/control, motor development, biomechanics, exercise physiology, social psychological foundations, and sport nutrition) will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: E.

KIN 080  DANCE APPRECIATION  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course is an introductory course to the history, philosophy, and methodology of dance in order for students to gain an appreciation of dance. Topics covered include the folk, ethnic, social, square, tap, jazz, modern and ballet. CSUGE: C1.

KIN 083  VOLLEYBALL - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 014A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing women’s varsity volleyball player. CSUGE: E.

KIN 084  INTERCOLLEGIATE VOLLEYBALL  3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their volleyball skills at a competitive, intercollegiate level. Pass/No Pass Option. CSUGE: E.

KIN 085  INTERCOLLEGIATE BADMINTON  2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 098
Acceptable for credit: California State University, University of California
This course is designed to provide an opportunity for students with advanced badminton skills to participate in and learn an activity geared to their level of ability. Pass/No Pass Option. CSUGE: E.

KIN 086  INTERCOLLEGIATE BASKETBALL  3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 096
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. This course is designed to allow the student the opportunity to play intercollegiate basketball. Basketball skills and conditioning are emphasized. Practice consists of both mental and physical training. Pass/No Pass Option. CSUGE: E.

KIN 087  INTERCOLLEGIATE SOCCER  3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 095 or Prior participation in high school soccer athletics.
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. This course may be repeated 3 times. Pass/No Pass Option. CSUGE: E.

KIN 088  INTERCOLLEGIATE SOFTBALL  3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 093
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their softball skills at a competitive, intercollegiate level. Pass/No Pass Option. CSUGE: E.

KIN 089  INTERCOLLEGIATE TENNIS – WOMEN  3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: California State University, University of California
This course is designed for women students interested in intercollegiate tennis competition. Practice consists of both mental and physical training. This course may be repeated 3 times. Pass/No Pass Option. CSUGE: E.

KIN 090  INTERCOLLEGIATE BASEBALL  3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 097, High school or higher baseball experience is recommended.
Acceptable for credit: California State University, University of California
This course is intercollegiate baseball competition for men. This course is designed to allow the student the opportunity to further their baseball skills at a competitive, intercollegiate level. Pass/No Pass Option. CSUGE: E.

KIN 091  INTERCOLLEGIATE SOCCER  2.0 UNITS
Total Lab: 108 hours
Advisory: Completion of KIN 095 is recommended
Acceptable for credit: California State University, University of California
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. Pass/No Pass Option. CSUGE: E.

KIN 092  INTERCOLLEGIATE TENNIS -MEN  3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 094
Acceptable for credit: University of California, California State University
This course is designed for male students interested in competing for an intercollegiate tennis team. Pass/No Pass Option. CSUGE: E.
KIN 093  SOFTBALL - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or travel softball experience
Acceptable for credit: California State University, University of California
This course provides the student with the opportunity to master the specific individual skills, team techniques, and strategies of softball. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: E.

KIN 094  TENNIS - INTERCOLLEGIATE TRAINING  1.0 UNIT
Total Lab: 54 hours
Advisory: Recommended High School or Tournament experience
Acceptable for credit: California State University, University of California
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity tennis player. Pass/No Pass Option. CSUGE: E.

KIN 095  SOCCER - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or soccer travel ball experience
Acceptable for credit: California State University, University of California
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is covered in class. Pass/No Pass Option. CSUGE: E.

KIN 096  BASKETBALL - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or travel ball experience
Acceptable for credit: California State University, University of California
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. Pass/No Pass Option. CSUGE: E.

KIN 097  BASEBALL - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: High school varsity or college baseball experience
Acceptable for credit: California State University, University of California
This course is designed for students with previous baseball experience, who have aspirations of playing intercollegiate baseball. The history, rules, intermediate techniques and strategies, as well as conditioning for baseball are addressed. Pass/No Pass Option. CSUGE: E.

KIN 098  BADMINTON - INTERCOLLEGIATE TRAINING  2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or tournament experience
Acceptable for credit: California State University, University of California
This course introduces the student to the more advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. Pass/ No Pass Option. CSUGE: E.

KIN 099  ATHLETIC TRAINING  1.0 UNIT
Total Lab: 54 hours
Advisory: Recommended (one) KIN 35A, KIN 37A, KIN 38A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. Pass/No Pass Option. CSUGE: E.

LANGUAGES (FOREIGN)

PLEASE REFER TO COURSES IN THE FOLLOWING LANGUAGES FOUND ALPHABATICALLY IN THE CATALOG.
ARABIC (ARB)
CHINESE (CHI)
FRENCH (FRN)
JAPANESE (JPN)
SPANISH (SPA)
VIETNAMESE (VIE)

LEARNING SERVICES (LSR)

LSR 900  STRATEGIES FOR BASIC SKILLS MATH  3.0 UNITS
Total Lecture: 54 hours
This course is an introduction to basic skills math to assist in the completion of certificated programs. This course is approved for credit by exam. Pass/ No Pass Option, Non-degree applicable course.

LSR 940  LEARNING STRATEGIES FOR BASIC WRITING SKILLS  3.0 UNITS
Total Lecture: 54 hours
This course stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, essay development, and grammar using multi-sensory techniques. Pass/No Pass Option, Non-degree applicable course.

LSR 941  LEARNING STRATEGIES  3.0 UNITS
Total Lecture: 54 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 auditory, visual, kinesthetic, and memory processing. The practical application of strategies within each modality is examined. This course may be offered via distance learning. Pass/No Pass Option, Non-degree applicable course.

LSR 942A  LEARNING SERVICES MATH STRATEGIES  3.0 UNITS
Total Lecture: 54 hours
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, variables, and simple equations. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. Pass/No Pass Option, Non-degree applicable course.

LSR 942B  LEARNING SERVICES MATH STRATEGIES  3.0 UNITS
Total Lecture: 54 hours
This course is the second of a two-course sequence covering mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of decimals, ratios/proportions, percents, and other pre-algebraic concepts. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, websites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. Pass/No Pass Option, Non-degree applicable course.
### LIBRARY SKILLS (LIB)

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>LIB 010</td>
<td>INFORMATION COMPETENCY</td>
<td>1.0</td>
<td>This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. This course may be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>LIB 010H</td>
<td>INFORMATION COMPETENCY – HONORS</td>
<td>1.0</td>
<td>This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. Students cannot get credit for both LIB 010 and LIB 010H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.</td>
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### MATHEMATICS (MAT)

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<tbody>
<tr>
<td>MAT 000C</td>
<td>INTERMEDIATE ALGEBRA</td>
<td>5.0</td>
<td>This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. Students cannot get credit for both LIB 010 and LIB 010H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>MAT 000CM</td>
<td>INTERMEDIATE ALGEBRA (MAPS)</td>
<td>5.0</td>
<td>This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. This course may be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>MAT 000DM</td>
<td>TRIGONOMETRY</td>
<td>3.0</td>
<td>Course topics include trigonometric functions, including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 955. CSUGE: B4.</td>
</tr>
<tr>
<td>MAT 000G</td>
<td>MATHEMATICS FOR THE LIBERAL ARTS STUDENT</td>
<td>4.0</td>
<td>This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. Students cannot get credit for both LIB 010 and LIB 010H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.</td>
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**Important Notes:**
- All degree applicable courses carry an advisory of eligibility for ENG 001A or ENG 001AX and REA 054.
- The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this course 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. Course topics include linear systems and inequalities, absolute value equations and inequalities, rational exponents, radicals, complex numbers, quadratic equations, graphical representations, functions and inverses, logarithmic and exponential functions, conic sections, sequences and series, and applied problems. Concurrent enrollment in MAT 00CMX is mandatory. This course is approved for credit by exam. Pass/No Pass Option.
- This class is designed to introduce students with perceptual, physical, communication, or learning challenges to concepts and terminology relevant to navigating the course management system and using assistive technology suited to their specific challenges. Students successfully completing the objectives of this course will possess basic skills necessary for negotiating the college course management system, and obtain functional knowledge of keyboarding and assistive technology options. Pass/No Pass Option. Non-degree applicable course.
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<tbody>
<tr>
<td>MAT 001</td>
<td>COLLEGE ALGEBRA</td>
<td>4.0</td>
<td>Total Lecture: 72 hours. Prerequisite: Appropriate placement by Multiple Measures, or MAT 000C or MAT 000CM/00CMX. Acceptable for credit: University of California, California State University. This is a college-level course in preparation for the Calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, inequalities, functions, theory of equations, exponential and logarithmic equations, sequence and series, induction and the binomial theorem. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 955. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 002</td>
<td>PRECALCULUS AND TRIGONOMETRY</td>
<td>6.0</td>
<td>Total Lecture: 108 hours. Prerequisite: Appropriate placement by Multiple Measures, or MAT 000C or MAT 000CM/00CMX. Acceptable for credit: University of California (4 units only), California State University. This is an intensive course covering those topics traditionally found in the separate courses of college algebra (MAT 001) and trigonometry (MAT 000D). This course is designed for the highly motivated and very well prepared student who desires to fulfill the requirements of MAT 000D and MAT 001 in one semester. It prepares the student for the Calculus 003A/B sequence. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 003A</td>
<td>ANALYTIC GEOMETRY AND CALCULUS I</td>
<td>5.0</td>
<td>Total Lecture: 90 hours. Prerequisite: MAT 001 and MAT 000D or MAT 2 or high school pre-calculus or higher with a C or better, or equivalent. Acceptable for credit: California State University; University of California. This is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 210. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 003AH</td>
<td>ANALYTIC GEOMETRY AND CALCULUS I HONORS</td>
<td>5.0</td>
<td>Total Lecture: 90 hours. Prerequisite: MAT 001 and MAT 000D or MAT 2 or high school pre-calculus or higher with a C or better, or equivalent. Acceptable for credit: California State University; University of California. This course is the honors version of the Calculus I course and is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. Students may not receive credit for both MAT 003A and MAT 003AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade only. C-ID # MATH 210. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 003B</td>
<td>ANALYTIC GEOMETRY AND CALCULUS II</td>
<td>5.0</td>
<td>Total Lecture: 90 hours. Prerequisite: MAT 003A or MAT 003AH. Acceptable for credit: University of California, California State University. This course is the second part of the three-semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of infinite series, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 220. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 004A</td>
<td>MULTIVARIABLE CALCULUS</td>
<td>4.0</td>
<td>Total Lecture: 72 hours. Prerequisite: MAT 003B. Acceptable for credit: University of California, California State University. This course is the third part of the three semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of vectors in two and three dimensional space, vector-valued functions, calculus of functions for several variables, differentials, gradients, Lagrange Multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes' Theorem. Pass/No Pass Option. C-ID # MATH 230. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 004B</td>
<td>DIFFERENTIAL EQUATIONS</td>
<td>4.0</td>
<td>Total Lecture: 72 hours. Prerequisite: MAT 003B. Acceptable for credit: University of California, California State University. The student studies and demonstrates knowledge and understanding of ordinary differential equations, with emphasis on linear equations, and partial differential equations. Many standard methods are examined including Laplace Transforms, Fourier Series, power series and numerical solutions. Emphasis is placed on applications. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 230. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 004C</td>
<td>LINEAR ALGEBRA</td>
<td>4.0</td>
<td>Total Lecture: 72 hours. Advisory: MAT 004A. Prerequisite: MAT 003B. Acceptable for credit: University of California, California State University. The student studies and demonstrates knowledge and understanding of basic linear algebra and its applications. Topics include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. Pass/No Pass Option. C-ID # MATH 250. CSUGE: B4; IGETC: 2A.</td>
</tr>
<tr>
<td>MAT 005</td>
<td>PROGRAMMING AND PROBLEM-SOLVING IN MATLAB</td>
<td>3.0</td>
<td>Total Lecture: 36 hours, Total Lab: 54 hours. Prerequisite: MAT 003A or MAT 003AH or higher. Acceptable for credit: University of California, California State University. This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to mathematics, science and engineering. Topics include procedural and object-oriented programming, two- and three-dimensional graphing, data import and export, curve fitting, recursion and applications in engineering, physics, and mathematics. Pass/No Pass Option.</td>
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**MATH COURSE PROGRESSION**

Students should complete the Placement Tool for guidance on the appropriate courses based on their education goals: web.wvm.edu/placement-tool-mc

* Please see a counselor
MAT 009 INTEGRATED STATISTICS II 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: MAT 009
Acceptable for credit: University of California, California State University
This is the second of two courses in the Statway sequence. Students study and demonstrate concepts and methods of statistics with an emphasis on data analysis. Topics include methods for collecting data, descriptive statistics, correlation and simple linear regression, basic concepts of probability, confidence intervals and hypothesis tests, chi-square tests, and ANOVA. Particular emphasis is placed on applications. Current statistical technology packages are used. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Successful completion of both Math 009 and Math 009 is required to satisfy CSU and UC transferability. Pass/No Pass Option. CSUGE: B4; IGETC: 2A.

MAT 010 ELEMENTARY STATISTICS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: Appropriate placement by Multiple Measures, or MAT 000C or MAT 000CM/00CMX.
Acceptable for credit: University of California, California State University
Students study and demonstrate knowledge and understanding of descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications. Current statistical computer packages are used. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 110. CSUGE: B4; IGETC: 2A.

MAT 010H ELEMENTARY STATISTICS HONORS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: Appropriate placement by Multiple Measures, or MAT 000C or MAT 000CM/00CMX
Acceptable for credit: University of California, California State University
This course is the honors version of the Elementary Statistics course. The course provides students with a comprehensive introduction to statistical methods and research. Topics include descriptive and inferential statistics, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications and data analysis. Current statistical computer packages are used. Students may not receive credit for both MAT 010 and MAT 010H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # MATH 110. CSUGE: B4; IGETC: 2A.

MAT 012 CALCULUS FOR BUSINESS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: Appropriate placement by Multiple Measures, or MAT 000C or MAT 000CM/00CMX
Acceptable for credit: University of California, California State University
Course topics include the intuitive concept of a limit, and simple techniques of differential and integral calculus and their most common applications in business, social science and biology. This course is suitable for business, biology, or social science majors. This course is not equivalent to MAT 003A. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 140. CSUGE: B4; IGETC: 2A.

MAT 019 DISCRETE MATHEMATICS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MAT 001 or successful placement into the course based on the Mission College Mathematics Placement Exam or MAT 002;
Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of the discrete mathematics appropriate for computer applications. Topics may include graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra and algebraic structures such as groups, rings and fields. Computer implementations of these mathematical techniques are incorporated throughout the course. This course is approved for credit by exam. Pass/No Pass Option. C-ID # MATH 160. CSUGE: B4; IGETC: 2A.

MAT 900 ARITHMETIC FUNCTIONS 3.0 UNITS
Total Lecture: 54 hours
This is a course in basic computational skills and is a Prerequisite: for all other math courses. The course includes review and practice in fundamental arithmetic skills including whole numbers, fractions and decimals, ratio, proportion and percent, simple equations, problem analysis, and practical applications. This course provides a good background for those who wish to take pre-algebra. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. Non-degree applicable course.

MAT 900DX MATH SKILLS FOR SUCCESS IN TRIGONOMETRY 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: MAT 000C or MAT 000CM/00CMX, or appropriate placement by Multiple Measures.
Corequisite: MAT 000D
Math Skills for Success in Trigonometry is for students concurrently enrolled in MAT 000D. In this course students will review algebraic and basic geometric topics that underlie Trigonometry concepts and practice reading skills and other study skills that promote success in MAT 000D. Concurrent enrollment in MAT 000D is required. Pass/No Pass Option. Non-degree applicable course.

MAT 901X MATH SKILLS FOR SUCCESS IN COLLEGE ALGEBRA 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: MAT 000C or MAT 000CM/00CMX, or appropriate placement by Multiple Measures.
Corequisite: MAT 001
Math Skills for Success in College Algebra is for students concurrently enrolled in MAT 001. In this course students will review algebraic and basic geometric topics that underlie College Algebra concepts and practice reading skills and other study skills that promote success in MAT 001. Concurrent enrollment in MAT 001 is required. Pass/No Pass Option. Non-degree applicable course.

MAT 902 PRE-ALGEBRA 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: Completion of the Mission College Placement Assistance Tool prior to registration.
This course is designed for students who have a solid foundation in arithmetic skills but need to develop those skills further before taking Algebra. Topics include a review and practice in fundamental arithmetic operations involving integers, fractions, decimals and percent, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. Non-degree applicable course.

MAT 903 ELEMENTARY ALGEBRA 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: Completion of the Mission College Placement Assistance Tool prior to registration.
Course topics include operations with real numbers; properties of real numbers and signed exponents; solving and graphing linear equations; solving linear inequalities; functions; factoring polynomials; solving quadratic equations by factoring; simplifying rational expressions; solving rational equations; applications of linear, quadratic, and rational equations; 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. This course is approved for credit by exam. Pass/No Pass Option. Non-degree applicable course.
MUSIC (MUS)

MUS 005 FUNDAMENTALS OF MUSIC THEORY I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This is a one-semester course in music theory intended for students pursuing a certificate in music. Topics include: musical notation, staff, time signature, rhythm, key signature, melody, chord progression, and harmonic analysis. Students should have prior experience as a musician in order to succeed. Pass/No Pass Option.

MUS 006 COMMERCIAL MUSIC THEORY I 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 005
Acceptable for credit: University of California, California State University
This is an advanced-level course in music theory intended for students pursuing a certificate in music. Topics include: harmony and counterpoint, chord progressions, and analysis of scores for film and video games. Basic orchestration and the use of music notation software to create lead sheets. Pass/No Pass Option.

MUS 007 COMMERCIAL MUSIC THEORY II 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 006
Acceptable for credit: California State University, California State University
This is an intermediate-level course in music theory intended for students pursuing a certificate in music. Topics include: advanced music notation, orchestration, and analysis of scores for film and video games. Basic orchestration and the use of music notation software to create lead sheets. Pass/No Pass Option.

MUS 008 COMMERCIAL MUSIC THEORY III 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 007
Acceptable for credit: California State University, California State University
This is an advanced-level course in music theory intended for students pursuing a certificate in music. Topics include: advanced music notation, orchestration, and analysis of scores for film and video games. Basic orchestration and the use of music notation software to create lead sheets. Pass/No Pass Option.

MUS 010 MUSIC APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This is an introductory course for students without previous training in music. Students will learn about music appreciation and enjoy music through active listening and guided discussion. This course is offered in Fall and Spring semesters only. Pass/No Pass Option.
MUS 015A  SONGWRITING AND MUSIC BUSINESS I  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This introductory course is intended for all students interested in learning about the art, craft, and business of popular songwriting and the music industry. Topics of study include introductions to creative strategies, lyric writing and prosody, melody and harmony, musical rhythm and style, song form, audience considerations, media, digital recording, and the music industry, including copyrights, contracts, and a survey of careers. Pass/No Pass Option.

MUS 015B  SONGWRITING AND MUSIC BUSINESS II  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is an intermediate level course in songwriting intended for students who have successfully completed MUS 015A Songwriting I. Topics of study include lyric writing and prosody, melody and harmony, musical rhythm and style, note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. This course is approved for credit by exam. Pass/No Pass Option.

MUS 016  SURVEY OF ROCK AND POPULAR MUSIC  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course examines the History of Rock and Roll Music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

MUS 017  MUSIC OF THE WORLD  3.0 UNITS
Total Lecture: 54 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 course may also be taught via distance learning. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

MUS 030A  BEGINNING PIANO I  1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
This course is for students with no previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. This course is approved for credit by exam. Pass/No Pass Option.

MUS 030B  BEGINNING PIANO II  1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Prerequisite: MUS 030A
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
This course is for students with some previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. This course is approved for credit by exam. Pass/No Pass Option.

MUS 031A  INTERMEDIATE PIANO I  1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUS 030B or demonstrate proficiency skill
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
A continuation of MUS 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. This course is approved for credit by exam. Pass/No Pass Option.

MUS 031B  INTERMEDIATE PIANO II  1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUS 031A or demonstrate proficiency skill
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
A continuation of MUS 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. This course is approved for credit by exam. Pass/No Pass Option.

MUS 032A  BEGINNING VOICE I  1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in MUS 090
Acceptable for credit: University of California, California State University
This is a Beginning I level course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertoire is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. This course is approved for credit by exam. Pass/No Pass Option.

MUS 032B  BEGINNING VOICE II  1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in MUS 090
Acceptable for credit: University of California, California State University
This is a Beginning II level course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertoire is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. This course is approved for credit by exam. Pass/No Pass Option.
MUS 036A  BEGINNING GUITAR I  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This is a beginning course in guitar. Emphasis is 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.

MUS 036B  BEGINNING GUITAR II  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Prerequisite: MUS 036A
Acceptable for credit: California State University, University of California
This beginning/intermediate level course in guitar is for students who have successfully completed MUS 036A. Emphasis is on music reading, playing in advanced basic positions, scales, chords, and major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple and more complex 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.

MUS 036C  INTERMEDIATE GUITAR I  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Prerequisite: MUS 036B
Acceptable for credit: California State University, University of California
An intermediate level course in guitar for students who have successfully completed MUS 036B. Students will learn intermediate techniques for playing guitar both as a soloist and as part of an ensemble. Students also learn how to perform in a variety of musical styles from classical to popular, country, folk and blues. Students perform intermediate level guitar music in a final recital performance. Pass/No Pass Option.

MUS 036D  INTERMEDIATE GUITAR II  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Prerequisite: MUS 036C
Acceptable for credit: California State University, University of California
This is an advanced-intermediate course in guitar. Emphasis is on music reading, playing in advanced intermediate 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. Advanced-intermediate 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.

MUS 039A  ADVANCED PIANO MASTERCLASS I  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is 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. Students participate in discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Students are 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 abilities. Pass/No Pass Option.  C-ID # MUS 180.

MUS 039B  ADVANCED PIANO MASTERCLASS II  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is designed for advanced piano students previously enrolled in MUS 039A. MUS 039B is a survey of advanced music for the piano and other keyboard instruments that focuses on solo piano repertoire. Assignments include preparation and performances of different piano repertoire each semester. Students participate in discussions and projects related to solo piano repertoire, literature and appropriate performance practices. Students are 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 abilities. Pass/No Pass Option.  C-ID # MUS 180.

MUS 039C  ADVANCED PIANO MASTERCLASS III  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano with emphasis on chamber ensembles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects are related to piano chamber repertoire, literature and appropriate performance practices. Students participate in a live chamber music performance. Pass/No Pass Option.  C-ID # MUS 180.

MUS 039D  ADVANCED PIANO MASTERCLASS IV  1.0 UNIT
Total Lecture: 9 hours  Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano with emphasis on chamber ensembles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects are related to piano chamber repertoire, literature and appropriate performance practices. Students also study piano pedagogy. Pass/No Pass Option.  C-ID # MUS 180.

MUS 041A  MISSION CHORUS I  1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Mission Chorus is open to those with and without previous experience in group singing. Placement auditions are held before the first day of class. Music reading may be covered as well as the basic elements of music. Pass/No Pass Option.  C-ID # MUS 180.

MUS 041B  MISSION CHORUS II  1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus II is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Mission Chorus II is open to those with and without previous experience in group singing. Placement auditions are held before the first day of class. Course activities include group singing, identification of diatonic intervals and proper breath support. Pass/No Pass Option.  C-ID # MUS 180.
MUS 041C MISSION CHORUS III 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus III is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUS 041C must have previous experience in group singing at the intermediate level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of chromatic intervals and dominant chords. Pass/No Pass Option. C-ID # MUS 180.

MUS 041D MISSION CHORUS IV 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus IV is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUS 041D must have previous experience in group singing at the intermediate to advanced level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of non-diatonic intervals and analysis and interpretation advanced level choral music. Pass/No Pass Option. C-ID # MUS 180.

MUS 048A SYMPHONY ORCHESTRA I 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: Audition for demonstration of skill.
Acceptable for credit: University of California, California State University
This is a beginning level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option. C-ID # MUS 180.

MUS 048B SYMPHONY ORCHESTRA II 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048A
Acceptable for credit: University of California, California State University
This is an intermediate level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.

MUS 048C SYMPHONY ORCHESTRA III 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048B
Acceptable for credit: University of California, California State University
This is an intermediate/advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.

MUS 048D SYMPHONY ORCHESTRA IV 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048C
Acceptable for credit: University of California, California State University
This is an advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option. C-ID # MUS 180.

MUS 050 MISSION STEELBAND 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090, Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This performance ensemble focuses on the study and performance of music from Trinidad, South America and the Caribbean musical tradition. Ensemble members learn how to play Caribbean steel drums. Emphasis is placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. Pass/No Pass Option.

MUS 080 MIDI AND MUSIC PRODUCTION I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 005
Acceptable for credit: California State University
This course is a practical introduction to the Musical Instrument Digital Interface (MIDI) music system and provides students the skills necessary to create their own music using Pro Tools software. Through a series of hands-on projects students develop basic musicianship skills including: music theory, composition and arranging as it applies to popular music. Students also use the recording studio to complete a final project that incorporates the use of MIDI and audio tracks. Pass/No Pass Option.

MUS 081 AUDIO PRODUCTION I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 080 or equivalent
Acceptable for credit: California State University
This course is a hands-on survey of audio recording techniques using Pro Tools software and hardware. Specific subject areas include microphones, mic pre-amps, multi-track recording, vocal overdubs, and basic mixing. Students complete a series of projects designed to develop recording, editing and mixing skills. Pass/No Pass Option.

MUS 082 MIDI AND MUSIC PRODUCTION II 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 080
Acceptable for credit: California State University
This is an advanced level, music production course that provides students the skills necessary to create their own compositions for film, TV and video games using Pro Tools software. Through a series of hands-on projects students develop advanced composition skills including: score analysis, orchestration and original music composition as it applies to commercial music. Students also use the recording studio to complete a final project that combines an original MIDI music composition with video. Pass/No Pass Option.

MUS 083 AUDIO PRODUCTION II 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is an advanced audio recording, mixing and MIDI production course using Pro Tools software and hardware. Students 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 and gaming industries. Participation in at least one on-campus music event and a final portfolio of work is required. Pass/No Pass Option.
MUS 087  CAREERS IN MUSIC ENTREPRENEURSHIP  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandizing; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes 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.

MUS 090  MUSIC LABORATORY  0.5 UNIT
Total Lab: 27 hours
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course. 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). Pass/No Pass Option.

MUS 095A  APPLIED MUSIC I  1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Corequisite: MUS 041A or MUS 048A or MUS 039A
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.

MUS 095B  APPLIED MUSIC II  1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Corequisite: MUS 039B or MUS 041B or MUS 048B
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.

MUS 095C  APPLIED MUSIC III  1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Corequisite: MUS 039C or MUS 041C or MUS 048C
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.

MUS 095D  APPLIED MUSIC IV  1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Corequisite: MUS 039D or MUS 041D or MUS 048D
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.

NONCREDIT BASIC SKILLS (NCB)

NCB 002  GED SKILLS DEVELOPMENT LAB  NONCREDIT
Total: 54 hours
This lab course is designed to prepare students for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on reading skills such as main idea, supporting details, point of view, meaning of words and phrases, inferences, and validity of claims. These skills will enable readers to understand complex texts. This course may also be offered via distance learning. Non-degree applicable course.

NCB 003  GED PREPARATION: READING & CRITICAL THINKING  NONCREDIT
Total: 30 hours
This course focuses on the development of basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on the development of writing skills including grammar, editing, development, organization, analyzing arguments and using evidence to support a claim. This course may also be offered via distance learning. Non-degree applicable course.

NCB 004  GED PREPARATION: WRITING & REASONING  NONCREDIT
Total: 30 hours
This course focuses on the basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on the development of basic skills needed to prepare for the math portion of the General Education Development Tests (GED) for high school equivalency. This course may also be offered via distance learning. Non-degree applicable course.

NCB 005  GED PREPARATION: MATH SKILLS  NONCREDIT
Total: 30 hours
This course focuses on the basic skills needed to prepare for the math portion of the General Education Development Tests (GED) for high school equivalency. Emphasis is placed on the development of math and calculator skills. This course may also be offered via distance learning. Non-degree applicable course.

NCB 091  STRATEGIES TO IMPROVE WRITING  NONCREDIT
Total: 54 Hours
Prerequisite: ESL 960RV, ESL 960LS, and ESL 960GW
Advisory: ENG 905
This course gives basic skills students practice using various writing techniques that prepares them for transfer-level courses. Sentence-level strategies are the focus of this class. Non-degree applicable course.

NCB 092  STRATEGIES TO IMPROVE WRITING  NONCREDIT
Total: 54 Hours
Prerequisite: ESL 970RW
Advisory: ENG 905; ESL 970LS; ESL 970G
This course gives basic skills students practice using various writing techniques that prepares them for transfer-level courses. Essay level strategies are the focus of this class. Non-degree applicable course.
OLDER ADULT - NONCREDIT
(NCO)

NCO 1611  OLDER ADULT ART  NONCREDIT
Total: 32 hours
This noncredit course explores art, crafts and creative artistic expression. Practical skills using a variety of artistic techniques are highlighted. Cultural, seasonal and holiday themes are emphasized in the production of arts and crafts items for personal use, sale or gifts. Non-degree applicable course.

NCO 3900  SENIOR PREPAREDNESS  NONCREDIT
Total: 32 hours
This noncredit course expands the student’s knowledge of economic, social, governmental, historic, geographic, and cultural issues. Students also expand communication skills as they expand knowledge of world, national and local issues and become better informed community members. Non-degree applicable course.

NON CREDIT - IMMIGRATION EDUCATION
(NCI)

NCI 010  U.S CITIZENSHIP PREPARATION  NONCREDIT
Total: 48 Hours
In this course students learn the basics involved in American citizenship. Through lectures, and individual and pair/group participation, students develop the skills needed to prepare them for the naturalization interview. Topics include a general survey of U.S. history, government, and civics, including culture, institutions, and ideals. The course also includes practice of the English oral/aural/literacy skills necessary to pass an oral and written citizenship exam. This course may also be offered via distance learning. Non-degree applicable course.

NURSING LVN TO RN PROGRAM (LVN)

For Vocational Nursing and Psychiatric Technician courses, see HEALTH OCCUPATIONS

LVN 021  ROLE TRANSITION LVN TO RN  2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A, Acceptance into LVN to RN Program
Corequisite: LVN 021A
Acceptable for credit: California State University
This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program. Grade only.

LVN 032  INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: LVN 021A
Corequisite: LVN 031, LVN 033, LVN 034 (Students will be required to maintain a 75% average.)
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 identify and anticipate 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 correlating nursing knowledge and skills in the provision of care to individuals of varying ages, with complex health care needs in the community setting. Grade only.

LVN 031  COMMUNITY MENTAL HEALTH NURSING  2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A LVN 021, LVN 021A
Corequisite: LVN 032, LVN 033, LVN 034 (Students must attain the minimum grade of 75% average.)
Acceptable for credit: California State University
This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade only.

LVN 033  INTRODUCTION TO CLINICAL JUDGMENT  1.0 UNIT
Total Lab: 54 hours
Prerequisite: LVN 021 and Completion of ENG 001A, LVN 021A
Corequisite: LVN 032A, LVN 032, LVN 031A, LVN 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 is on the role of the registered nurse in 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.
LVN 034  INTERMEDIATE CLINICAL PRACTICUM  4.0 UNITS
Total Lab: 216 hours
Prerequisite: ENG 001A; LVN 021 and LVN 021A Students must complete all nursing course with 75% score or higher
Corequisite: LVN 031; LVN 032 and LVN 033 Students must complete all nursing course with 75% score or Higher
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student learns to provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings in order to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Option.

LVN 041  ADVANCED MATERNAL-CHILD NURSING  2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 042; LVN 044, LVN 050 Students must pass with a grade of 75% or higher
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 is approved for credit by exam. Grade only.

LVN 042  ADVANCED MEDICAL-SURGICAL/LEADERSHIP NURSING  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 044; LVN 041, LVN 050 Students must pass with a grade of 75% or higher.
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. Grade only.

LVN 044  ADVANCED CLINICAL PRACTICUM  5.0 UNITS
Total Lab: 270 hours
Prerequisite: LVN 021, LVN 021A, LVN 032, LVN 033, LVN 034
Corequisite: LVN 041, LVN 042 and LVN 050
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student will provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Only.

LVN 050  LEADERSHIP AND ETHICS  1.0 UNIT
Total Lecture: 18 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 041, LVN 042 Students must pass with a grade of 75% or higher; LVN 044
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. Grade only.

NUTRITIONAL SCIENCE (NTR)

NTR 015  HUMAN NUTRITION  3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills
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. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # NUTR 110. CSUGE: E.

NTR 040  NUTRITION AND DISEASE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed to teach basic scientific principles of human nutrition as they relate to disease treatment. Biochemical functions and inter-relationships between nutrients and the body are examined. Theories related to medical nutrition therapy are discussed. The course is designed for individuals entering the healthcare field or for those with an interest in diet and disease. This course may also be offered via distance learning. Pass/No Pass Option.

PHILOSOPHY (PHI)

PHI 001  INTRODUCTION TO PHILOSOPHY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to some philosophical problems and the various approaches to their solutions. The student is exposed to selected traditional philosophical systems with emphasis upon how these systems are relevant to solving the problems of contemporary existence. Among the questions explored in the course are: What is reality? What is the nature of human beings? What makes an act right or wrong? Are human actions free or determined? What is knowledge? This course may be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.

PHI 002  INTRODUCTION TO LOGIC  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the techniques of traditional and modern logic comprising both deductive and inductive inference. Students are introduced to techniques for evaluating the quality and correctness of a chain of thought. The aim is to improve one’s ability to read critically and to recognize and avoid logical errors. This class demonstrates that there are right and wrong
 ways to reason, and that good reasoning is a skill that can be developed and improved. This course may be offered via distance learning. Pass/No Pass Option. C-ID # PHIL 110. CSUGE: A3.

PHI 003 INTRODUCTION TO ETHICS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A
Acceptable for credit: University of California, California State University
This course critically examines questions of value and obligation. Students explore prominent ethical theories, including Kantianism, the Utilitarians and virtue ethics. The student then applies these ethical theories to case studies, such as bioethics and environmental ethics. Much of the course is devoted to critical thinking and writing skills. This course is approved for credit by exam. Pass/No Pass Option. C-ID # PHIL 120. CSUGE: A3, C2; IGETC: 1B.

PHI 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces 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? This course is cross-listed as POL 003. This course may be offered via distance learning. Pass/No Pass Option. C-ID # PHIL 120. CSUGE: A3, C2; IGETC: 3B, 4G.

PHYSICS (PHY)

PHY 002A GENERAL PHYSICS - MECHANICS AND THERMODYNAMICS 5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: MAT 000D or higher.
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. Grade only. C-ID # PHYS 100S. CSUGE: B1; IGETC: 5A.

PHY 002B GENERAL PHYSICS - ELECTRICITY, MAGNETISM AND OPTICS 5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: PHY 002A
Acceptable for credit: University of California, California State University
This lecture/lab course is a continuation of PHY 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. Grade only. C-ID # PHYS 100S. CSUGE: B1; IGETC: 5A.

PHY 004A ENGINEERING PHYSICS-MECHANICS 5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: MAT 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. Grade only. C-ID # PHYS 205. CSUGE: B1; IGETC: 5A.

PHY 004B ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM 4.0 UNITS
Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: PHY 004A and MAT 003B
Acceptable for credit: California State University, University of California
This lecture/laboratory 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, Ampère’s Law, and Faraday’s Law. Kirchhoff’s Laws and AC circuits are introduced. Solutions to numerical and theoretical problems are emphasized at the calculus level. Grade only. C-ID # PHYS 210. CSUGE: B1; IGETC: 5A.

PHY 004C ENGINEERING PHYSICS-LIGHT AND HEAT 4.0 UNITS
Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: MAT 003B PHY 004A
Acceptable for credit: California State University, University of California
This lecture/laboratory 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. Grade only. C-ID # PHYS 215. CSUGE: B1; IGETC: 4C.

PHY 004D ENGINEERING PHYSICS-ATOMIC 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: PHY 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. This course is approved for credit by exam. Grade only. CSUGE: B1.

PHY 010 INTRODUCTION TO PHYSICS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MAT 903, MAT 903M, high school algebra 1 with a C or better, or equivalent
Advisory: MAT 903
Acceptable for credit: University of California, California State University
This is a conceptual course in physics, including the development of fundamental concepts as applied to everyday phenomena, from a limited mathematical perspective, emphasizing verbal logic, critical analysis, and rational thought. The topics included in this course are mechanics, thermodynamics, electricity and magnetism, optics, and modern physics. Grade only. CSUGE: B1; IGETC: 5A.
PLUMBING (PLM)

PLM 101 PLUMBING APPRENTICESHIP: SAFETY/OSHA/TOOLS/HERITAGE/SERVICE  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. First-year course of the Plumber & Pipefitter Apprenticeship program. Provides students with a working knowledge of plumbing industry materials and standards. Learn use and care of pipe trade tools, practice safety and heritage of the United Association. Also provides OSHA 30 certification. Grade only.

PLM 102 PLUMBING APPRENTICESHIP: MATHEMATICS/SCIENCE FOR THE PLUMBING TRADE  3.0 UNITS
Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. First year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of mathematics and science as it applies to the plumbing industry. Grade only.

PLM 103 PLUMBING APPRENTICESHIP: PLUMBING CODE/WATER SUPPLY SYSTEMS  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Second year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Plumbing Code I and Water Supply Systems. Grade only.

PLM 104 PLUMBING APPRENTICESHIP: DRAWING I FOR THE PLUMBING TRADE  3.0 UNITS
Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Second year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of plumbing and piping layouts, drainage systems, piping and fixture supports as it applies to mechanical drawings. Grade only.

PLM 105 PLUMBING APPRENTICESHIP: DRAWING II/DRAINAGE  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Third year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Technical Drawings, Isometric Drawings and the creation of Building Plans as it applies to the Plumbing trade. Grade only.

PLM 106 PLUMBING APPRENTICESHIP: WELDING/OXY-ACETYLENE TRAINING  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Third year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of welding principles, as it relates to MetalARC welding, Gas ARC welding, TIG Welding, MIG Welding and Oxygen/Acetylene burning and welding. Grade only.

PLM 107 PLUMBING APPRENTICESHIP: HYDRONIC & STEAM SYSTEMS/PIPE FITTING & SERVICE  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Fourth year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Layout, Cut, and Fit for Hydronic Water Piping and Steam fitting systems. Grade only.

PLM 108 PLUMBING APPRENTICESHIP: MEDICAL GAS/RIGGING/SIGNAL PERSON  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 78 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Fourth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Medical Gas, Brazing, Rigging and Crane Signaling. Grade only.

PLM 109 PLUMBING APPRENTICESHIP: ADV. DRAWING/LAYOUT FOR PLUMB. TRADES/UA FOREMAN  3.0 UNITS
Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Fifth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Advanced Drawing, Plumbing Layout and Building Detailing. Practical field knowledge of plumbing duties, processes, objectives and code callouts is covered in-depth. Grade only.

PLM 110 PLUMBING APPRENTICESHIP: CODE III/JUNIOR MECHANICS REVIEW & EXAM  3.0 UNITS
Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program. Fifth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Plumbing Codes and review of how changes affect the Plumbing Codes. Grade only.

POLITICAL SCIENCE (POL)

POL 001 AMERICAN GOVERNMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the structure and functions of the governments at the Federal and California levels. Topics covered include Civil Rights and Liberties, Institutional development, and non-governmental actors in politics. This course helps satisfy the U.S. History, Constitution, and state and local government requirements for transfer to the UC/CSU systems, as well as for the Associate of Arts degree. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # POLS 110. CSUGE: DB; IGETC: 4H.

POL 001H AMERICAN GOVERNMENT – HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Honors American Government involves interdisciplinary, writing-intensive, collaborative, and experiential instruction. The course covers the structure and functions of the American national government, as well as those of state and local governments. Emphasis is placed on the development of a deep understanding of historical and societal influences on the modern American political institutions. Students cannot get credit for both POL 001 and POL...
POL 002 - COMPARATIVE GOVERNMENT 3.0 UNITS
Total Lecture: 54 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 is given to contemporary world problems with an emphasis on developing comparative analytical skills and abilities. This course may be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # POLS 130. CSUGE: D8; IGETC: 4H.

POL 003 - INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces 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? This course is cross-listed as PHI 005. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: C2, D2; IGETC: 3B, 4G.

POL 004 - INTERNATIONAL RELATIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis is placed on theories of international relations, state and non-state players, the historical struggle for power between countries, international organizations, international economics, and the foreign policy process both in the United States and abroad. Pass/No Pass Option. C-ID # POLS 140. CSUGE: D8; IGETC: 4H.

POL 005 - POLITICAL SCIENCE RESEARCH METHODOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: POL 001 or a college level course in any political or social science field.
Acceptable for credit: University of California, California State University
The purpose of the course is to give Political Science majors the necessary tools to understand and critique methodology and research designs of the scholars in the fields contributing to the discipline. While there is some discussion of statistics, the emphasis is on the Why of research rather than merely the How. The basics of Measurement -- validity, reliability, instrumentation, and the collection and interpretation of data -- are introduced. Students explore the strengths and weaknesses of the various forms of analyses of the Qualitative and Quantitative methods of research. The ethical issues of political research and the importance of IRB review are discussed. Pass/No Pass Option. CSUGE: D8; IGETC: 4H.

POL 006 - POLITICS OF RACE, CLASS AND GENDER 3.0 UNITS
Total Lecture: 54 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 global politics. The class surveys the political history, goals, strategies, perspectives, barriers and successes of women, the poor, and selected minorities within the context of politics around the world. Various ethnic, religious, socio-economic, and gender groups are considered. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: D8; IGETC: 4H.

POL 007 - INTERNATIONAL FILMS 3.0 UNITS
Total Lecture: 54 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, and the Americas are viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Humanities 007 (HUM 007). Pass/No Pass Option. CSUGE: C2, D7; IGETC: 3B.

POL 020 - CONTROVERSIAL LEGAL ISSUES 3.0 UNITS
Total Lecture: 54 hours
Advisory: POL 001
Acceptable for credit: University of California, California State University
This course develops critical thinking skills as applied to contemporary legal and political issues that stem from controversies over civil rights and liberties. Topics such as drug decriminalization, offensive speech, affirmative action, discrimination against gender and sexual orientation, school prayer, the right to die, and pornography are explored. Students engage in debates on the issues, applying skills that allow them to distinguish between fact and judgment. Completion of Political Science 001 is recommended. Pass/No Pass Option. CSUGE: A3, D8; IGETC: 4H.

PSY 001 - GENERAL PSYCHOLOGY 3.0 UNITS
Total Lecture: 54 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. This course is approved for credit by exam. Pass/No Pass Option. C-ID # PSY 110. CSUGE: D9; IGETC: 4I.

PSY 001H - GENERAL PSYCHOLOGY - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course provides students with a basic understanding of 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. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both PSY 001 and PSY 001H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option. C-ID # PSY 110. CSUGE: D9; IGETC: 4I.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

PSY 007  BIOLOGICAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSY 001
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, paramedical, and pre-medical majors. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # PSY 150. CSUGE: D9; IGETC: 4I.

PSY 010  SOCIAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 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. C-ID # PSY 170. CSUGE: D9; IGETC: 4I.

PSY 012  HUMAN GROWTH AND DEVELOPMENT  3.0 UNITS
Total Lecture: 54 hours
Advisory: PSY 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. This course is approved for credit by exam. Grade only. CSUGE: D9; IGETC: 4I.

PSY 015  INTRODUCTION TO RESEARCH METHODS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 010, PSY 001
Acceptable for credit: University of California, California State University
This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology. Pass/No Pass Option. C-ID # PSY 200. CSUGE: D9; IGETC: 4I.

PSY 015H  INTRODUCTION TO RESEARCH METHODS - HONORS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 010 and PSY 001
Acceptable for credit: University of California, California State University
This honors course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology. Students cannot get credit for both PSY 015 and PSY 015H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. C-ID # PSY 200. CSUGE: D9; IGETC: 4I.

PSY 025  INTRODUCTION TO ABNORMAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSY 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 via distance learning. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: D9; IGETC: 4I.

PSY 030  PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, 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. CSUGE: D9.

PSY 045  INTRODUCTION TO HUMAN SEXUALITY  3.0 UNITS
Total Lecture: 54 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. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # PSY 130. CSUGE: D10, E; IGETC: 4J.

PSY 081H  HONORS SEMINAR IN GENERAL PSYCHOLOGY  1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University, University of California
This honors course offers students the opportunity to investigate, in-depth, a comprehensive range of theories and perspectives of psychology, biological foundations of behavior, research methodology, memory, cognition and intelligence, personality, stress and health, abnormal psychology and therapeutic approaches, life span development, and social psychology. Honors coursework challenges students to be more systematic through expanded assignments, applied applications, and enriched opportunities. Pass/No Pass Option.

READING (REA)

REA 054  CRITICAL COLLEGE READING AND THINKING  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course enables students to examine, develop and apply the concepts of critical reading, critical thinking, analysis, and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis is on critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that lead to the ability to interpret, analyze, and critically evaluate college text, and advocate ideas. This course may also be offered via distance learning. Grade only. CSUGE: A3, E.
REA 960  READING FUNDAMENTALS  3.0 UNITS
Total Lecture: 45.0 hours, Total Lab: 27.0 hours
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. Pass/No Pass Only. Non-degree applicable course.

REA 961  BUILDING COLLEGE READING STRATEGIES  NON-ASSOCIATE DEGREE COURSE)  3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
qualifying score on placement test.
This course is designed to develop and improve students’ pre-collegiate reading skills and strategies including: expanding vocabulary, improving reading comprehension, and building effective study habits. Pass/No Pass Only. Non-degree applicable course.

REA 983  READING CLASSROOM TEXTS  1.0 UNIT
Total Lecture: 18 hours
This course is designed to assist students who are concurrently enrolled in another specified college-level course. Students read texts from the specific college-level course they are concurrently enrolled in. Emphasis is on reading comprehension and retention, vocabulary development, and integration of reading skills in reading discipline-specific texts. Pass/No Pass Option. Non-degree applicable course.

SJC 003  INTRODUCTION TO LGBTQ STUDIES  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This introductory course introduces students to a broad range of historical and contemporary gay, lesbian, bisexual, transgender, and queer issues addressed through sociological, political, racial, and sexual context. This course may be offered via distance learning. Pass/No Pass Option.

SJC 001  INTRODUCTION TO SOCIOLOGY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # SOCI 110. CSUGE: D; IGETC: 4.

SOC 001  INTRODUCTION TO SOCIAL JUSTICE - HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 001. Students cannot get credit for both SOC 001 and SOC 001H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # SOCI 110. CSUGE: D; IGETC: 4.

SOC 002  SOCIAL PROBLEMS  3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. This course may be offered via distance learning. Pass/No Pass Option. C-ID # SOCI 115. CSUGE: D; IGETC: 4.

SOC 002H  SOCIAL PROBLEMS - HONORS  3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001 or SOC 001H
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 002. Students cannot get credit for both SOC 002 and SOC 002H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option. C-ID # SOCI 115. CSUGE: D; IGETC: 4.
SOC 016  INTRODUCTION TO STATISTICS IN SOCIAL AND BEHAVIORAL SCIENCES  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSY 001 or SOC 001 AND MAT 000C, MAT 000CM, high school algebra 2, or equivalent
Acceptable for credit: University of California, California State University
For students majoring in psychology, sociology, and other behavioral sciences. Introduces students to the basic statistical techniques and design methodologies used in behavioral sciences. Topics include descriptive statistics; probability and sampling distributions; statistical inference and power; linear correlation and regression; chi-square; t-tests, and ANOVA. An emphasis will be placed on the interpretation and relevance of statistical findings and the application of statistical concepts to real-world problems in the behavioral and social sciences. Pass/No Pass Option. C-ID # SOCI 125. CSUGE: B4; IGETC: 2A.

SOC 021  INTRODUCTION TO RACE AND ETHNICITY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to the sociological analysis of race, ethnicity, and racism. Topics include the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

SOC 040  INTRODUCTION TO MARRIAGE AND FAMILY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
An analysis of marriage and the family in contemporary American society including assessments of problems of mate choice, courtship and dating practices; adjustments to marriage and divorce; some aspects of parenthood and child training, and an investigation of dysfunctional familial relationships. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4.

SOC 045  INTRODUCTION TO HUMAN SEXUALITY  3.0 UNITS
Total Lecture: 54 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. CSUGE: D, E; IGETC: 4.

SOC 047  SOCIOLOGY OF CRIMINOLOGY  3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course covers the sociological analysis of crime, criminal behavior, and the criminal justice system. It explores the history and social construction of crime and criminality and examines the definition of crime and its violations, as well as the laws and methods used to control criminal behavior. Also, measurement of crime and basic theoretical explanations of criminal behavior are discussed. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # SOCI 160. CSUGE: D; IGETC: 4.

SOC 050  INTRODUCTION TO CRIMINAL JUSTICE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. Pass/No Pass Option. CSUGE: D.

SOC 054  CONCEPTS OF CRIMINAL LAW  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: SOC 050
Acceptable for credit: University of California, California State University
This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course also includes some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. Pass/No Pass Option.

SOC 058  INTRODUCTION TO CORRECTIONS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues. Pass/No Pass Option.

SOC 060  COMMUNITY AND JUSTICE SYSTEM  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. Pass/No Pass Option. CSUGE: D; IGETC 4

SPANISH (SPA)

SPA 001  FIRST SEMESTER SPANISH  5.0 UNITS
(Elementary Spanish)
Total Lecture: 90 hours
Corequisite: SPA 001L
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. C-ID # SPAN 100. CSUGE: C2; IGETC: 6A.

ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054
SPA 001L  SPANISH LABORATORY  0.5 UNIT
Total Lab: 27 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 SPA 001, or may 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. C-ID # SPAN 110. CSUGE: C2; IGETC: 6A.

SPA 002  SECOND SEMESTER SPANISH  5.0 UNITS
(ELEMENTARY LEVEL)
Total Lecture: 90 hours
Prerequisite: SPA 001
Corequisite: SPA 002L
Acceptable for credit: University of California, California State University
SPA 002 is a continuation of SPA 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. C-ID # SPAN 110. CSUGE: C2; IGETC: 6A.

SPA 002L  SECOND SEMESTER SPANISH LABORATORY  0.5 UNIT
Total Lab: 27 hours
Advisory: SPA 002
Acceptable for credit: California State University
This separate laboratory course, offered 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 SPA 002, or may 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. C-ID # SPAN 110. CSUGE: C2; IGETC: 6A.

SPA 003  THIRD SEMESTER SPANISH  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: SPA 002 or its equivalent
Acceptable for credit: University of California, California State University
SPA 003 is a continuation of SPA 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. This course is approved for credit by exam. Pass/No Pass Option. C-ID # SPAN 200 CSUGE: C2; IGETC: 3B, IGETC 6A.

SPA 004  FOURTH SEMESTER SPANISH  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: SPA 003 or its equivalent
Acceptable for credit: University of California, California State University
SPA 004 is a continuation of SPA 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. This course is approved for credit by exam. Pass/No Pass Option. C-ID # SPAN 200. CSUGE: C2; IGETC: 3B, IGETC 6A.

SPA 050A  BASIC CONVERSATIONAL SPANISH AND CULTURE  3.0 UNITS
Total Lecture: 54 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. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: C2.

SPA 050B  BASIC CONVERSATIONAL SPANISH AND CULTURE  3.0 UNITS
Total Lecture: 54 hours
Advisory: SPA 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Hispanic countries will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: C2.

TRANSPORTATION (TRN)

TRN 101  FOUNDATIONS OF PUBLIC SERVICE FOR TRANSIT WORKERS  2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator Apprenticeship Program or the Public Transit Leadership Certificate program.
Students are introduced to public transit agencies and the personal and interpersonal skills needed in serving the public. This course prepares students for entry-level positions in transportation operations. Topics include communication, customer service, and promotional opportunities. This course is approved for credit by exam. Pass/No Pass Option.

TRN 102  PUBLIC SERVICE AND STRESS MANAGEMENT FOR PUBLIC TRANSIT EMPLOYEES  1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate of Achievement Program.
Students are introduced to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students acquire fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations. This course is approved for credit by exam. Pass/No Pass Option.
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

TRN 103 COMMUNITY HEALTH ISSUES FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to common community health problems and issues they are likely to encounter on the job in the public transit industry. Topics include biohazards, communicable disease, and occupational safety. Additionally, students are taught a framework for understanding and handling interactions with members of the community suffering from difficult health issues, such as substance abuse or mental illness. This course is approved for credit by exam. Pass/No Pass Option.

TRN 104 PEER MENTORING FOR PUBLIC TRANSIT WORKERS: ONE-ON-ONE SKILLS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the basic elements of one-on-one peer mentoring in a transit industry environment. Students acquire fundamental knowledge of the personal and interpersonal skills needed to be an effective peer mentor in entry-level transit operations. This course is approved for credit by exam. Pass/No Pass Option.

TRN 105 GROUP FACILITATION AND TRAINING SKILLS FOR PEER MENTORS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
This course focuses on the theory and practice of facilitating effective meetings in a public transit environment. Topics include the differences between leading and facilitating, fundamental facilitation techniques, and personal strategies for facilitators to maintain neutrality while guiding meeting participants to successful outcomes. This course is approved for credit by exam. Pass/No Pass Option.

TRN 106 INTERPERSONAL COMMUNICATION FOR TRANSIT WORKERS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective interpersonal communication in public transit professions. Topics include verbal and non-verbal communication, active listening, and accountability in communication. This course is approved for credit by exam. Pass/No Pass Option.

TRN 107 LABOR/MANAGEMENT PROBLEM SOLVING IN PUBLIC TRANSIT 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective labor-management problem solving in public transit professions. Topics include an overview of labor and management, trust building, and developing problem solving strategies. This course is approved for credit by exam. Pass/No Pass Option.

TRN 108 PERFORMANCE COACHING FOR PUBLIC TRANSIT LEADERS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective performance coaching in unionized public transit professions. Topics include leadership roles, management styles, and positive performance coaching. This course is approved for credit by exam. Pass/No Pass Option.

TRN 109 TRANSIT BUSINESS TECHNOLOGY AND PRACTICES FOR TRANSIT EMPLOYEES 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students acquire fundamental technology skills necessary in today's public transit agencies, including computer basics, simple usage of Microsoft Office applications, and accessing the Internet. This course is approved for credit by exam. Pass/No Pass Option.

TRN 110 TRANSIT OPERATIONS FOR NEW LEADERS 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to major support departments in public transit bus (coach) operations; coach maintenance, transit planning and scheduling, transit radio dispatching, and field supervision. Students learn the major functions, relationships, and overall impact of these departments on delivering safe and reliable public bus service on the street. This course is approved for credit by exam. Pass/No Pass Option.

TRN 121 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING I 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to the Way, Power, and Signal shop floor and basic safety protocols. This course prepares students for positions in light rail maintenance. This course is approved for credit by exam. Pass/No Pass Option.

TRN 122 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING II 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to ladder safety, basic Traffic Control, electrical safety, and lockout/tag out security. This course prepares students for positions in light rail maintenance. This course is approved for credit by exam. Pass/No Pass Option.

TRN 123 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING III 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to rail certification (rules and regulations) and roadway worker protection (safety in the railroad environment). This course prepares students for positions in light rail maintenance. This course is approved for credit by exam. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisite</th>
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<tr>
<td>TRN 131</td>
<td>BASIC PRINCIPLES OF TRACK MAINTENANCE I</td>
<td>2.0</td>
<td>27</td>
<td>27</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
</tr>
<tr>
<td>TRN 132</td>
<td>BASIC PRINCIPLES OF TRACK MAINTENANCE II</td>
<td>2.0</td>
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<td>27</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
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<tr>
<td>TRN 133</td>
<td>ADVANCED PRINCIPLES OF TRACK MAINTENANCE I</td>
<td>2.0</td>
<td>27</td>
<td>54</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
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<td>TRN 134</td>
<td>ADVANCED PRINCIPLES OF TRACK MAINTENANCE II</td>
<td>2.5</td>
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<td>54</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
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<tr>
<td>TRN 141</td>
<td>PRINCIPLES OF ELECTRICITY AND TEST EQUIPMENT</td>
<td>3.0</td>
<td>45</td>
<td>27</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
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<tr>
<td>TRN 142</td>
<td>ELECTRICAL SAFETY FOR THE TRADES</td>
<td>2.5</td>
<td>45</td>
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<td>Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.</td>
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<tr>
<td>TRN 143</td>
<td>DC THEORY AND POWER COMPONENTS</td>
<td>2.0</td>
<td>36</td>
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<td>Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.</td>
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<tr>
<td>TRN 144</td>
<td>TRACTION POWER SAFETY PRACTICES</td>
<td>2.5</td>
<td>45</td>
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<td>Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.</td>
</tr>
<tr>
<td>TRN 151</td>
<td>OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS I</td>
<td>2.5</td>
<td>36</td>
<td>27</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.</td>
</tr>
<tr>
<td>TRN 152</td>
<td>OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS II</td>
<td>2.5</td>
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<td>54</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.</td>
</tr>
<tr>
<td>TRN 153</td>
<td>OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS III</td>
<td>2.5</td>
<td>36</td>
<td>27</td>
<td>Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.</td>
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</tbody>
</table>
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

TRN 154 CATENARY SAFE WORK PRACTICES 5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.
This course covers the hazards of working on overhead catenary lines, and how to effectively protect against them. Per California Code of Regulations, this course is approved for credit by exam. Pass/No Pass Option.

TRN 155 MOBILE CRANE - BOOM TRUCK 2.0 UNITS
Total Lecture: 27 hours, Total Lab: 27 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.
This course covers safe use of the mobile crane (boom truck). Per California Code of Regulations, this course is approved for credit by exam. Pass/No Pass Option.

TRN 201 SERVICE MECHANIC: ORIENTATION & SAFETY 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course covers an orientation to VTA, the mechanic helper program, the shop floor, familiarization with the fleet, and electrical safety. This course is approved for credit by exam. Pass/No Pass Option.

TRN 202 SERVICE MECHANIC: TOOLS & FASTENERS 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course focuses on tools and fasteners: correct work methods, care and selection of tools, common tools and uses, and common fasteners and uses. This course is approved for credit by exam. Pass/No Pass Option.

TRN 203A SERVICE MECHANIC: ELECTRICAL/ ELECTRONICS 1 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course covers direct current, circuits, Ohm's Law, and Watt's Law. This course is approved for credit by exam. Pass/No Pass Option.

TRN 203B SERVICE MECHANIC: ELECTRICAL/ ELECTRONICS 2 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course covers batteries, starters, and the ATEC course on wiring, circuits, and schematics. This course is approved for credit by exam. Pass/No Pass Option.

TRN 204 SERVICE MECHANIC: AIR BRAKES 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course introduces students to the air brake system used on VTA buses. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) will be emphasized. Topics include: air foundation brakes, air supply system, air service circuits, special circuits, and mechanical components. This course is approved for credit by exam. Pass/No Pass Option.

TRN 205 SERVICE MECHANIC: TRANSMISSION 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course covers transmission, including safety, driveline checks, hydraulics, and other related topics. This course is approved for credit by exam. Pass/No Pass Option.

TRN 206 SERVICE MECHANIC: DIESEL ENGINE 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course focuses on diesel engine theory and components. This course is approved for credit by exam. Pass/No Pass Option.

TRN 207 SERVICE MECHANIC: HYBRID FAMILIARIZATION 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course focuses on hybrid engine systems and the different ways to work with them vs. traditional diesel engines. This course is approved for credit by exam. Pass/No Pass Option.

TRN 208 SERVICE MECHANIC: I/O CONTROLS 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course focuses on Input/Output controls found on hybrid vehicles (onboard computer). This course is approved for credit by exam. Pass/No Pass Option.

TRN 209 SERVICE MECHANIC: PREVENTATIVE MAINTENANCE - PMI 2.5 UNITS
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.
This course focuses on preventative maintenance practices, such as routine inspections. This course is approved for credit by exam. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture:</th>
<th>Total Lab:</th>
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</thead>
<tbody>
<tr>
<td>TRN 210</td>
<td>SERVICE MECHANIC: OVERHAUL &amp; REPAIR ORIENTATION</td>
<td>2.5 UNITS</td>
<td>45 hours</td>
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<tr>
<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on an overview of the Overhaul and Repair Department at public transit agencies. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 401</td>
<td>COACH OPERATOR: NEW OPERATOR TRAINING I</td>
<td>2.0 UNITS</td>
<td>27 hours</td>
<td>27 hours</td>
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<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom/lab instruction course for Coach Operator Apprentices focuses on technical proficiency with coach equipment, troubleshooting, and vehicle inspection. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 402</td>
<td>COACH OPERATOR: NEW OPERATOR TRAINING II</td>
<td>5.0 UNITS</td>
<td>45 hours</td>
<td>135 hours</td>
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<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom/lab instruction course for Coach Operator apprentices focuses on transit operations - rules and regulations, and processes. Apprentices also complete training in the field. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 403</td>
<td>COACH OPERATOR: NEW OPERATOR TRAINING III</td>
<td>1.0 UNIT</td>
<td>18 hours</td>
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<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator apprentices focuses on customer service, internal relationships between departments, and personal well-being. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 404</td>
<td>COACH OPERATOR: NEW OPERATOR TRAINING IV</td>
<td>1.0 UNIT</td>
<td>18 hours</td>
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<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator Apprentices focuses on safety and security while driving. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 405</td>
<td>COACH OPERATOR: NEW OPERATOR TRAINING V</td>
<td>1.0 UNIT</td>
<td>18 hours</td>
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<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator Apprentices focuses on technical proficiency with coach equipment, troubleshooting, and vehicle inspection. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 421</td>
<td>TRANSIT DISPATCHING AND RADIO COMMUNICATIONS</td>
<td>8.0 UNITS</td>
<td>72 hours</td>
<td>216 hours</td>
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<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Transit Radio Dispatching apprenticeship programs at Santa Clara Valley Transportation Authority. This intensive course covers the combined classroom and field training sections of Transit Radio Dispatcher (TRD) training. Per California Code of Regulations, this course is limited to students admitted to the Transit Radio Dispatcher apprenticeship programs at Santa Clara Valley Transportation Authority. This course is approved for credit by exam. Pass/No Pass Option.</td>
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<tr>
<td>TRN 441</td>
<td>BUSINESS TECHNOLOGY AND WRITING FOR SUPERVISORS</td>
<td>1.0 UNITS</td>
<td>9 hours</td>
<td>27 hours</td>
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<td></td>
<td>Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Transit Supervisor apprenticeship programs at Santa Clara Valley Transportation Authority. This course covers fundamental technology skills necessary for supervisory roles in today's public transit agencies, including the use of Microsoft Office applications and e-mail systems. Other topics include the basics of professional written communications in a business environment. Per California Code of Regulations, this course is limited to students admitted to the Transit Supervisor apprenticeship programs at Santa Clara Valley Transportation Authority. This course is approved for credit by exam. Pass/No Pass Option.</td>
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**VIETNAMESE (VIE)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>VIE 001</td>
<td>FIRST SEMESTER VIETNAMESE</td>
<td>5.0 UNITS</td>
<td>90 hours</td>
<td>90 hours</td>
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<tr>
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<td>Acceptable for credit: University of California, California State University</td>
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<td></td>
<td>This course covers fundamental vocabulary and basic grammatical structures of the Vietnamese language for daily social situations. Students learn the tonal system of the Vietnamese language and to pronounce the different tones of this language with an acceptable level of accuracy. The course emphasizes listening, speaking, reading, and writing. Pass/No Pass Option. CSUGE: C2; IGETC: 6A.</td>
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<tr>
<td>VIE 002</td>
<td>SECOND SEMESTER VIETNAMESE</td>
<td>5.0 UNITS</td>
<td>90 hours</td>
<td>90 hours</td>
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<td>Prerequisite: VIE 001</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td></td>
<td>Vietnamese 002 is a continuation of Vietnamese 001. The student acquires the basic skills for communication in Vietnamese: listening, speaking, reading, and writing. The student is exposed to a general overview of Vietnamese civilization and culture. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.</td>
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<tr>
<td>VIE 049A</td>
<td>VIETNAMESE FOR THE VIETNAMESE-SPEAKING</td>
<td>3.0 UNITS</td>
<td>54 hours</td>
<td>54 hours</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>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 includes studying the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course is taught primarily in Vietnamese. Grade only. CSUGE: C2; IGETC: 3B.</td>
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</table>
ALL DEGREE APPLICABLE COURSES CARRY AN ADVISORY OF ELIGIBILITY FOR ENG 001A OR ENG 001AX AND REA 054

WORK EXPERIENCE (WRK)

PROGRAM: Business and Technology Experience Education and Internship

Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort.

Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, and write measurable learning objectives in developing short- and long-range career goals.

Learning Outcomes:

Students who complete Work Experience will:

- Identify learning objectives to be achieved on the job
- Identify job skills required for their job placement and demonstrate those skills to their employer
- Define aspects of employability
- Delineate a plan to increase personal employability

Students will complete the required hours of work and demonstrate progress on their learning objectives in order to receive Work Experience credit.

The learning outcomes are assessed through a combination of the employer evaluation and a meeting between the Work Experience Instructor, student, and employer.

Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK REQUIRED</th>
<th>TOTAL HOURS</th>
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<td>5 - 9</td>
<td>75</td>
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<tr>
<td>2</td>
<td>10 - 14</td>
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<td>3</td>
<td>15 - 19</td>
<td>225</td>
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<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 (WRK)

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 involves the supervised employment

WELLNESS AND HUMAN PERFORMANCE (WHP)

WHP 004S WEIGHT TRAINING INTERNSHIP 0.5 UNIT

Total Lab: 27 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. Pass/No Pass Option.

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. Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

WHP 023 FITNESS TESTING 1.5 UNITS

Total Lecture: 27 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. Pass/No Pass Option.

WHP 031 INTRODUCTION TO SPORTS MANAGEMENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is designed to introduce the student to managerial and administrative components of the sports industry. Students learn the basic fundamental skills required to plan, organize, supervise, and evaluate a sporting event. Class discussion and analysis includes the principles of budgeting, marketing, strategic planning, legal aspects and ethics, and procedures of personnel, facility, and sports event management. Industry trends and job opportunities and the requirements to achieve those positions are explored. Pass/No Pass Option.

VIE 049B VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: VIE 049A

Acceptable for credit: University of California, California State University

This course, designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. Pass/No Pass Option. CSUGE: C2; IGETC: 3B.
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.

WRK 300CD OCCUPATIONAL WORK EXPERIENCE FOR CHILD DEVELOPMENT 3.0 UNITS
180 hours of unpaid or 216 hours of paid work experience, per semester. Acceptable for credit: California State University
This course is designed for students working in the early childhood special education field (birth-age 5). The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the early childhood special education. Grade Only.

WRK 300HM OCCUPATIONAL WORK EXPERIENCE FOR HOSPITALITY MANAGEMENT 1.0-8.0 UNITS
60-480 hours of unpaid work experience, or 72-576 hours of paid work experience, per semester. Acceptable for credit: California State University
According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job in the food service, hospitality and restaurant industries. The course provides students with a structured program designed to teach them new soft and employability skills that assist them in advancing in their current position or securing a job in the future. The student is required to attend an orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Only one Work Experience course may be taken per semester. Students can earn a maximum of 8 units of Work Experience per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a paid or volunteer position related to their major. Pass/No Pass Option.

WRK 300PP PAID OCCUPATIONAL WORK EXPERIENCE FOR PLUMBING APPRENTICESHIP 1.0-8.0 UNITS
75-576 hours of paid work experience, per semester. Acceptable for credit: California State University
Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the Plumbing Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 75 hours of paid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in an unpaid job or volunteer position related to plumbing construction. Pass/No Pass Option.

WRK 300PU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR PLUMBING APPRENTICESHIP 1.0-8.0 UNITS
60-480 hours of unpaid work experience per semester. Acceptable for credit: California State University
Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the Plumbing Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in an unpaid job or volunteer position related to plumbing construction. Pass/No Pass Option.

WRK 300TN OCCUPATIONAL WORK EXPERIENCE FOR THE TRANSPORTATION INDUSTRY 1.0-8.0 UNITS
60-480 hours of unpaid work experience, or 72-576 hours of paid work experience, per semester.
According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in the mass transit industry. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work, or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the mass transit industry. Pass/No Pass Option.

WRK 300TU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR TRANSPORTATION APPRENTICESHIP 1.0-8.0 UNITS
60-480 hours of unpaid work experience per semester.
According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in the mass transit industry. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work, or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the mass transit industry. Pass/No Pass Option.

WRK 300VP PAID OCCUPATIONAL WORK EXPERIENCE FOR HVAC APPRENTICESHIP 1.0-8.0 UNITS
72-576 hours of paid work experience, per semester. Acceptable for credit: California State University
Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the HVAC Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 75 hours of paid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a paid position related to HVAC construction. Pass/No Pass Option.

WRK 300VU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR HVAC APPRENTICESHIP 1.0-8.0 UNITS
60-480 hours of paid work experience, per semester.
Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the HVAC Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in an unpaid job or volunteer position related to HVAC construction. Pass/No Pass Option.
MISSION COLLEGE PERSONNEL

Chancellor
Bradley J Davis

Board of Trustees
President, Anne Kepner
Vice President, Susan Fish
Trustee, Adrienne Grey
Trustee, Randi Kinman
Trustee, Jack Lucas
Trustee, Robert T. Owens
Trustee, Karl Watanabe
Student Trustee, Roman Matera

Mission College Administration
President, Daniel Peck
Vice President, Administrative Services, Danny Nguyen
Vice President, Instruction, Leandra Martin
Vice President, Student Services, Omar Murillo
Educational Dean of Instruction, Business, Technology and Kinesiology, Jeff Pallin
Educational Dean of Instruction, Career Technical Education, Jacqueline Escajeda
Educational Dean of Instruction, Health Occupations, Carol Ann Friedman
Educational Dean of Instruction, Humanities, Social Sciences and Art, Brian Miller
Educational Dean of Instruction, Instructional Support, Valerie Jensen
Educational Dean of Instruction, Language Arts
Educational Dean of Instruction, Math, Science and Engineering, Clement Lam
Educational Dean, Student Support Services, Richard Alfaro
Director, TRIO Program, Manuel Salazar
Director, Athletics, Karen Yoder
Director, Apprenticeships and Internships and Job Placement, David Ellis
Director, Business and Community Engagement, Rob Gamble
Director, CalWORKS, Donna Hale
Director, Child Development Center, Karin Navarro
Director, College Advancement, Kristine Beebe
Director, DSPS and VALOR, Debra Williams
Director, EOPS/CARE Program, Ajanee Byrd
Director, Acting Program Director II (AANAPISI), Brian Goo
Director, HSI-STEM Program, Inez Barragan
Director, MESA, Edrina Rashidi

Director, Enrollment and Financial Services, Maria Escobar
Director, International Programs, Chigusa Katoku
Director, Marketing, Niall Adler
Director, Research, Planning, and Institutional Effectiveness, Inge Bond
Director, Student Development, Rachael Goldberg
Director, Student Health Services, Director, Student Equity and Success, Ken Songco

Mission College Department Chairs*
Academic Support Center, Chia Green
Accounting, Teresa Thompson
Anthropology, Jeff Cormier
Art, Mark Engel
Astronomy, Clint Poe
Biological Sciences, Kelly Neary
Business, Wenlei Shan
Chemistry, James Schweppe
Child Development Center, Nanette Wylde
Communication Studies, Steve Lipman
Computer Applications, Wenlei Shan
Computer Science Information Technology, Wael Abdeljabbar
Counseling, Rebecca Tran
Economics, Jeff Cormier
Engineering, Kate Disney
English, Margaret Juncker
English as a Second Language, Lora Glaser
Fire Protection Technology, David Rose
Foreign Language, Carla Breidenbach
Graphic Design, Mark Garrett
Health Occupations, Marsha Oliver
History, RaeAnn Ramsey
Hospitality Management, Daniel Arias
Humanities, RaeAnn Ramsey
Kinesiology, Brenna Wundram
Learning Services Rebecca Tran
Library Services, Pat Hemas
Mathematics, Michael Cao
Music, Keith Johnson
Nutritional Science, Kelly Neary
Philosophy, RaeAnn Ramsey
Physics, Clint Poe
Political Science, Jeff Cormier
Psychology, Jeff Cormier
Reading, Margaret Juncker
Real Estate Wenlei Shan
Sociology, Jeff Cormier

*The Department Chair positions change periodically, therefore listed individuals may not be accurate.
Please contact the appropriate Division/Department for updates to this list.
Mission College Instructional Divisions
2019-2020
Proposed

Vice President of Instruction:
Leandra Martin

Dean of Humanities, Social Sciences, and Fine Arts:
Brian Miller

Dean of Math, Science, and Engineering:
Clement Lam

Dean of Business, Technology, and Kinesiology:
Jeff Pallin

Dean of Language Arts:
TBA

Dean of CTE and Apprenticeship:
Jackie Escajeda

Dean of Health Occupations:
Carol Ann Friedman

Dean of Instruction:
Valerie Jensen

Dean of Student Services:
Richard Alfaro

Vice President of Student Services (Interim):
Omar Murillo

Administrative Specialist:
TBA

ANT/ECN/GEO/GLB/POL/PSY/SOC:
Jeff Cormier

BIO/NTR:
Kelly Neary

CHM:
James Schweppe

EGR:
Kate Disney

MAT:
Michael Cao

PHY/AST:
Clint Poe

ACC:
Teresa Thompson

BUS/CAP/RLS:
Wendy Shan

CST:
Wael Abdeljabbar

GDS:
Mark Garrett

KIN:
Brenna Wundram

COM:
Steve Lipman

ENG/REA:
Margaret Juncker

ESL:
Lora Glaser

Apprenticeship/WRNs:
HVC/PLM/TRN/FT:
David Rose

CHD:
Nanette Wylde

NCL (Older Adult classes):
Janice Morgan

Apprenticeship/WRNs:
HVC/PLM/TRN/FT:
David Rose

CHD:
Nanette Wylde

NCL (Older Adult classes):
Janice Morgan

INS:
Chia Green

HONORS:
Yolanda Coleman

Instructional Process:
SLOs, Scheduling, Catalog, Curriculum

Distance Education

LIB:
Pat Hernas

NOTE:
Noncredit is included with the discipline

Updated 5/14/19
Classified Staff

BADAL ABDISHOU, ELEEN
Student Enrollment & Financial Services Advisor, Financial Services

BAUTISTA, JONNA
Duplicating Services Assistant, Office of Administrative Services

BIALOGLOVSKI, BERNADETTE
Office Coordinator, Student Health Services

BIBAT, CHRISTOPHER
Financial Analyst, Office of Administrative Services

BILTZ, NAM
Instructional Technology Technician, DSPP

BOGATIN-STARR, ELIZABETH
Administrative Assistant, Academic Senate

BRIDGES, ANTHONY RAY
Student Enrollment & Financial Services Advisor, Admissions and Records

BUNCH, JEFF
Instructional Technician, Tutoring Center

BUSTAMANTE, ELVITA
Student Records Advisor, Admissions and Records

CHAN, QUEENIE
Financial Analyst, Office of Administrative Services

CHENG, TINA
Administrative Specialist, Instructional Support Division

CHONG, JOUNEY
Program Specialist, International Students

CURIEL, LISA
Sr. Child Development Specialist, Child Development Center

DARRAH, MARK T.
Administrative Specialist, Marketing and Athletics

DARREL, TRICIA
Program Specialist, Child Development Center

DASALLA, ANALIZA
Program Specialist, Workforce Economic Development

DE LA CRUZ, KRISTAL
Management Assistant, Office of Administrative Services

DE LOS REYES, MELISSA
Student Records Advisor, Admissions and Records

DEV, VANDANA
Senior Child Development Specialist, Child Development Center

DO, THANH
Information Technology Analyst, Student Equity and Success

Dwyer, Rene
Financial Aid Advisor, Financial Services

ESCANO, CHERRY
Student Enrollment & Financial Services Advisor, Financial Services

FITZGERALD, KATY
Student Enrollment & Financial Services Recruitment Supervisor, Financial Aid/Outreach

FLORES, MARIO
Program Specialist, HSI-STEM Program

FOOT, THUY
Administrative Specialist, Business, Technology and Kinesiology Division

Gaitan, Beverly
Administrative Specialist, Health Occupations Division

GALANG, ROEHL
Financial Aid Advisor, Financial Services

GERARDO, RAYMOND
Edu. Testing Specialist, Placement & Assessment Services

GOMEZ, DELIA
Office Coordinator, Child Development Center

GONZALES, GENINA
Management Assistant, Office of Instruction

GUANZON-RINGOR, HOZI
Duplicating Services Assistant, Office of Administrative Services

GUEST, ROBERT
Information Technology Technician, Educational Technology Services

HAMPSON, LORI
Administrative Specialist, CTE Division

HARRISON, KENDALL
Office Coordinator, CTE Program

HOU, ERIC
Research Analyst, Research, Planning and Institutional Effectiveness

HOUSE-NELSON, KERRY
Sr. Child Development Specialist, Child Development Center

KAPOWICH, PATRICK
Information Technology Analyst, Educational Technology Services

KAST, DENISE
Senior Library Media Technician, Library

KEESE, CONNOR
Student Outreach Supervisor, Outreach

KEITH, MARIE
Supervisor, Catering Services, Hospitality Management

LE, DIEMANH
Enrollment & Financial Services Advisor, Admissions and Records

LEE, CHARLENE
Registered Nurse, Student Health Services

LOI, MY
Administrative Specialist, Student Services

LU, XUAN
Program Assistant, DSPP

LY, PATRICK
Information Technology Analyst, Educational Technology Services

LYO, NANG
Senior Child Development Specialist, Child Development Center

MALTBIE, SPENCER
Athletic Operations Technician, Athletics

MARSHALL, AMANDA
Program Specialist, EOPS

MARTINEZ, YARELI
Child Development Specialist, Child Development Center

MARTINEZ, JULIAN
Program Analyst, HSI-STEM

MCGANN, ALISON
Research Analyst, Research Planning and Institutional Effectiveness

McMAHON, BARBARA
Instructional Technician - Biology, Math, Science and Engineering Division

MEYERS, LISA
Sr. Child Development Specialist, Child Development Center

MORENO, LUCIA
Student Enrollment & Financial Services Supervisor, Financial Aid/Outreach

NAGARAJAN, UMA
Instructional Technician - Physical Science, Math, Science and Engineering Division

NANGIA, SHUCHI
Senior Child Development Specialist, Child Development Center

NARVAEZ, LUSYNA
Office Coordinator, HSI-STEM Program

NGUYEN, DAT T.
Senior Information Technology Analyst, Educational Technology Services

NGUYEN, LAN
Child Development Specialist, Child Development Center

NGUYEN, NGOC LIEN
Enrollment & Financial Services Advisor, Financial Services

ODA, KEN
Information Technology Analyst, Marketing and Communication
PELLAY, LIZ
Administrative Assistant, Office of Student Services

PHAM, PHUONG
Sr. Child Development Specialist, Child Development Center

RAMIREZ-KING, DANIELLE
Management Analyst, Office of Administrative Services

RANCAP, MARIE
Enrollment and Financial Services Advisor, Financial Services

RICE, SANDRA
Program Specialist, Hospitality Management

RIGGS, PHYLLIS
Enrollment and Financial Services Advisor, Student Enrollment Services

ROGERS, KENA
Administrative Specialist, Language Arts Division

ROMAN, ANITA
Administrative Assistant, Workforce & Adult Education-HWI Grant

RUZICKA, RENEE
Senior Library Media Technician, Library

SAIN, MONICA
Program Specialist, Adult Education Transition Program

SHAW, GREGORY
Senior Instructional Technology Analyst, Educational Technology Services

SHIVELY, BRIAN
Program Specialist, Office of Administrative Services

SHIVERS, LISA
Nursing Program Technician, Health Occupations

SHOKROLLAHI, NAHID
Senior Library Media Technician, Library

SIMPSON, GLADYS
Office Coordinator, DSPS

SMITH, THIEN
Food Services Technician, Child Development Center

SOLIZ, ANDREW
Program Specialist, Career and Internship Center

SPEENCER, JOHN
Instructional Technology Analyst, Office of Instruction

STEWARD, MELISSA
Management Analyst, Office of Instruction

STRICKLAND, WILLETTE
Office Coordinator, CalWORKs

TADESSE, ASMARE
Supervisor, Admissions and Records

THOMPSON, RAIDA
Program Analyst, HSI-STEM Program

TOPETE, VIANEY
Program Specialist, TRIO

TRAN, NGUYET
Child Development Center Specialist, Child Development Center

TRAN, KELVIN
Program Specialist, Student Equity and Success

TROY, MARIANNA
Program Specialist, DSPS

TURNER, SHELIE
Graphic Designer, Marketing and Communication

VALENCE (ALVARADO), KARINA
Child Development Specialist, Child Development Center

VAN, LINDA
Program Specialist, Counseling

VASQUEZ, NITHA
Enrollment and Financial Services Advisor, Student Enrollment Services

VILLANUEVA, JHONALZA
Enrollment & Financial Services Advisor, Student Enrollment Services

VU, JULIE
Program Specialist, Welcome Center/Admissions and Records

VUONG, HA
Supervisor, Financial Aid

WAGNER, CHRISTOPHER
Instructional Technician, Art

WARD, TRACEY
Program Supervisor, International Students

WILLET, LISA
Enrollment & Financial Services Advisor, Student Enrollment Services

YADEGARI, JENNIFER
Instructional Technician – Chemistry, Math, Science and Engineering Division

YU, LINPING
Administrative Specialist, Office of Instruction

ZAMZOW, MARK
Program Specialist, Health Occupations

ZENDEJAS, SAUL
Athletic Trainer, Athletics

ZEPEDA, MILANI
Sr. Executive Assistant, President’s Office

District Classified Staff at Mission College

CAMPI, JEFF
Sr. Maintenance Mechanic, Maintenance Department

CERVANTES, ARTURO
Custodian, Custodial Department

CLEMONS, CHARLES
Senior Telecom. System Admin., IS Department

CRUZ, FIDELINA
Custodian, Custodial Department

FLORES, ROBERTO
Custodian, Custodial Department

GUTIERREZ, LUIS
Senior Desktop Support, IS Department

HOLLAND, KEVIN
Auto Mechanic, District Facilities

HRITZ, JOHN
Network/Communications Specialist, IS Department

KERBEY, JAMES
Parking & Traffic Supervisor, District Police

LOBACH, GARY
Custodian, Custodial Department

MAGANA, SR., EDWARD
Groundskeeper, Grounds Department

MARTINEZ, DANIEL
Maintenance Mechanic, Maintenance Department

MARTINEZ VEGA, ALBERTO
Electrician, Facilities

MOLINA, JR., LLOYD
Groundskeeper, Grounds Department

NG CHIU, MIU PING
Custodian, Custodial Department

NGUYEN, HAI
Supervisor, Custodial Department

OCHOA, MARIA
Custodian, Custodial Department

OCHOA, RAYMOND
Custodian, Custodial Department

PEREZ, AARON
Custodian, Custodial Department

PEREZ, ABEL
Plumber, District Facilities

PHAM, THU
Groundskeeper, Grounds Department

PHAM, THUY
Parking Services Specialist, District Police

QUAN, ALLAN
Senior Desktop Support, IS Department

RECHENMACHER, NATHAN
Locksmith, District Facilities

REEVES, BILLY
Senior Irrigation Technician, District Facilities
Faculty and Administrative Staff

ABDELJABBAR, WAEL 2005
Instructor in CSIT
Ed.D Educational Leadership, Fielding Graduate University; M.S. Management Information Systems (MIS); B.S. Computer Science, emphasis in Management Information Systems, ACEI; B.S. Information Technology, University of the Pacific; AS Applied Science of Network Administrators, Silicon Valley College; AS, Tele-communications Switching, Telecommunications College–Jordan; CISCO Certified Academy Instructor (CCAI).

ABDUROS, DINA 2019
Instructor in Accounting
Ph.D. in Management Sciences, ESADE Business School, Ramon Lull University, Spain 2016; Master of Research Management Science, ESADE Business School, Ramon Lull University, Spain 2011; M.S. Accountancy, San Jose State University, 1994; Multiple Subject Teaching Credential Program, San Francisco State University, 2006.

ADLER, NIALL 2016
Director of Marketing/Public Relations
B.A. in Mass Media, minor in Politics, University of San Francisco
M.A. in International Communications, Royal Melbourne Institute of Technology

AKERS-MARTIN, AMELIA 1997
Instructor in English as a Second Language
Lab Faculty Specialist, ASC
M.A. in English (Teaching English as a Second Language/Applied Linguistics), Iowa State University; M.S. in Education, Online Teaching and Learning, California State University East Bay; B.S. in Anthropology and B.A. in Spanish, Iowa State University.

AL BAKER, SALAAAM 2005
Instructor in Chemistry
Ph.D. in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.

ALFARO, RICHARD 2013
Dean, Student Support Services Division, A.A. Modesto Junior College; B.A. in Organizational Communications, California State University, Stanislaus; M.A. in Educational Administration, Santa Clara University.

ARIAS, DANIEL 2014
Instructor in Hospitality Management
A.S. in Food and Restaurant Management at Mission College; Associate of Occupational Science in Culinary Arts from Culinary Institute of America; A.A. in Biological Science from Fullerton College; B.S. in Hospitality and Management from San Jose State University in May 2017.

BARRAGAN, INEZ 2017
Director of HSI-STEM Program
AA. in General Education, Social Sciences, Santa Rosa Junior College; B.S. in Applied Behavioral Science, University of California, Davis; M.A. in Higher Education and Student Affairs, California State University, Sacramento.

BECK, JOHN G. 2016
Instructor in Astronomy and Physics
Ph.D. in Astronomy, University of California, Los Angeles; M.S. in Physics, California State University, Northridge; B.S. in Physics, University of California, Los Angeles.

BEEBE, KRISTINE 2019
Director, College Achievement
B.S. in Business Administration, San Jose State University, San Jose.

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.

BERKLEY, JUDITH, 2007
Instructor in Health Occupations
Post master’s Certificate in Nursing Education, San Jose State University, M.S. Family Nurse Practitioner, San Jose State University, B.S. in Nursing, San Jose State University, A.S. in Sciences, West Valley College, Saratoga, CA.

BOGHOZIAN, TINA 2016
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Library Science, Isfahan University of Medical Sciences.

BOND, INGE 2014
Director of Research, Planning and Institutional Effectiveness
M.A. in Administration and Policy Analysis from Stanford University; B.A. in Sociology from University of California, Santa Cruz.

BREIDENBACH, CARLA 2013
Instructor in Spanish
Ph.D in Linguistics/Hispanic Linguistics, University of South Carolina; M.A. in Spanish, Middlebury College; B.A. in Spanish Art History, St. Olaf College.

BRENNAN, JONATHAN B. 1998
Instructor in English
M.A. in English, University of California Berkeley, Ph.D. in Comparative Ethnic Studies/Literature, University of California, Berkeley; B.A. in English, University of California, Berkeley.

BROCKMEIER, CAROL 2002
Instructor in Health Occupations
A.S. in Nursing, Columbia Basin College, Pasco WA; B.S. in Nursing at University of Phoenix.

BROEDER, MARINA 2017
Instructor in ESL
B.A. in Linguistics, Intercultural Communications, and Teaching English to Speakers of Other Languages, Moscow State Linguistic University. Diploma in Linguistics, Intercultural Communication, and Teaching English to Speakers of Other Languages (TESOL); Graduated with High Honors, Moscow State Linguistic University.

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
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 Kinesiology Men’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.

BYRD, AJANI 2018
Director of EOPS/CARE
Ph.D. in Higher Education, Loyola University, Chicago; M.A. in Sports Management, University of San Francisco; B.A. in Liberal Studies, San Francisco State University.

CABANILLA, JOANNE 2015
Instructor in Biological Sciences
Ph.D. in Medicine, University of the Philippines; B.S. in Zoology, University of the Philippines.

CAMERON, MELODIE 2015
DSPS Counselor/Veterans Counselor
M.A. in Education/Counseling and Student Personnel, San Jose State University; B.A. in Psychology, San Jose State University.

CAO, MICHAEL 2014
Instructor in Mathematics
M.A. in Applied Mathematics, University of California, San Diego; B.S. in Mathematics of Computation, University of California, Los Angeles.

CARR, MINDY 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California, Berkeley.

CHAMBERS, KARA 2001
Instructor in English as a Second Language
M.A. in TESOL, San Francisco State University; B.A. in Comparative Literature and English, San Francisco State University.

CHAN, POOI-SEE 2018
Instructor in Biological Sciences
Ph.D. in Animal Science, Michigan State University; M.S. in Animal Science, The University of Georgia; B.S. in Biology and Chemistry, Campbell University.

CHAVEZ, NOHEMY Z. 2015
Counselor/Puente Project Co-Coordinator
M.S. in Counseling, Sacramento State University; B.S. in Community & Regional Development, University of California, Davis.

CHRISTOPHER, BETTY PAINE 1986
Instructor in Accounting
M.B.A. in Accounting and Finance, University of California, Los Angeles; B.A. in German, Stanford University; Certificate in Online Teaching, Cerro Coso Community College; graduate work in Adult Education, University of California, Santa Cruz. Certified Management Accountant (C.M.A.), Enrolled Agent (E.A.), Certified Financial Planner (C.F.P.). 1999-2017

COLEMAN, YOLANDA 1999
Articulation Officer/Counselor
M.S. in Counseling/Career Development, California State University, Sacramento; B.A. in Sociology/ Organizational Studies, University of California, Davis.

CORMIER, JEFF 2004
Instructor in Psychology
M.A. in Sociology, San Jose State University, California: additional graduate study in Psychology, Northcentral University, Arizona: B.A. Clinical Psychology, San Jose State University, California.

CONSTANTIN, ELLI 2013
Instructor in Learning Services
B.S. in Business Administration, M.Ed. in Education Mild to Moderate Disabilities

COSTANZA, JENNIFER 1990
Instructor in English as a Second Language
M.A.in Education with a Specialization in TESOL, Monterey Institute of International Studies; Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology (Specializing in the Middle East), University of California, Santa Barbara.

COUCH, PAMELA 2004
Instructor in English as a Second Language
Ed.D. in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota; B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN 1996
Instructor in Health Occupations
M.S. in Community Health & Nursing Administration, University of California, San Francisco, CA; additional study, University of California, Berkeley, CA; A.A. Pre-Nursing, Foothill College, Los Altos Hills, CA; B.S. in Nursing, San Jose State University, CA.

DEDINSKY, JOHN 1982
Instructor in Mathematics
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.

DEL FRATE GOLDEN, JUDIE 1995
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, California State University, San Francisco; B.S. in Health Education, California State University, Chico.

DENNIS, HAZE 1996
Instructor in Hospitality Management/ Work Experience
M.S. in Recreation and Tourism, Cal State University East Bay; B.S. in Hotel/ Restaurant Administration, University of Nevada, Las Vegas; A.S. in Hotel/ Restaurant Management, St. Louis Community College.

DINESH, PRIYANKA 2017
Counselor
M.A. in Education and Psychology, University of Cambridge; M.Sc in Counseling Psychology, Bangalore University; B.A. in Psychology, Bangalore University.

DISNEY, KATE 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.

DYER, JUDITH 2019
Instructor in Health Occupations
MSN in Nursing Education, Aspen University, Denver; Physician’s Assistant (PA), Kennesaw State University; BSN in Nursing, Kennesaw State University.

ELLIS, DAVID 2016
Program Manager, Silicon Valley High Tech Apprenticeship.
M.A. in Instructional Design Technology, San Jose State University; B.S. in Industrial Technology, San Jose State University.

ENGEL, MARK 2004
Instructor in Art
MFA, San Jose State University; BFA, Bachelor Fine Arts, San Jose State University; both with Pictorial Art major.

ESCAJEDA, JACQUELINE 2019
Dean Career and Technical Education
A.A. in Social Science, Sacramento City College; B.S in Organizational Behavior, University of San Francisco; M.A. in Higher Education Leadership, California State University, Sacramento.

ESCOBAR, MARIA 2017
Director of Enrollment and Financial Services
D.Ed. and M.Ed. in Counselor Education, Penn State University; B.A. in Psychology, University of San Francisco.

ESPARZA, NITA 2013
Instructor in Communication Studies
M.A. in Communication Studies, Humboldt State University; A.A. in Liberal Arts, West Valley College.

FARIS, ASHLEY 2011
Instructor in Chemistry
Ph.D. in Chemistry, University of California, Santa Barbara; B.S in Chemistry, minor in Mathematics, Trinity University, San Antonio, TX.

FERGUSON, KAITLIN 2018
Instructor in Kinesiology
M.A. in Coaching and Athletic Administration, Concordia University; M.A. in Kinesiology, Fresno Pacific University; B.A. in Communication and Sport Management, UC Santa Barbara; A.A in Fitness, Nutrition, Health and Kinesiology, Santa Rosa Junior College; Personal Training Certification through the National Academy of Sports Medicine, as well as a TRX® Suspension and Ripp Training certifications, and the Madd Dog Spinning® certification.

FINEMAN, BENJAMIN 2015
Instructor in Mathematics
Ph.D. in Mathematics, University of California, Davis; B.A. in Mathematics, Haverford College, Haverford, PA.

FLORES, JEANINE 2018
Instructor in Graphic Design
M.S. in Education (Online Teaching and Learning), California State University, East Bay. B.F.A. in Industrial Design, University of Illinois at Champaign-Urbana, Urbana, IL.
FRIEDMAN, CAROL ANN 2017
Educational Dean of Instruction, Nursing and Health Occupations Division
MSN in Nursing Education, Chamberlain University; DNP in Nursing Leadership, Walden University.

GAMBLE, ROB 2013
Director Business/Community Engagement and Workforce Development
B.A. in Psychology, California State University, Chico.

GARRETT, MARK 2000
Instructor in Graphic Design
M.F.A. in Fine Art, University of California, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GEE, KAREN 2012
Instructor in Psychology
M.A. in Education, Stanford University; M.A. in Experimental Psychology, San Jose State University; B.A. in Psychology, Minor in Human Biology, Stanford University.

GLASER, LORA 2006
Instructor in English as a Second Language
M.A. in Linguistics/ TESOL, San Jose State University; B.A. in German Literature and Language, State University of New York, College at Oneonta, New York. Two years of advanced coursework in the German language and German literature at the University of Wurzburg, Germany.

GOLDBERG, RACHAEL 2013
Director of Student Development
Master of Public Administration from California State University, San Bernardino; B.A. Psychology from California State University, San Marcos.

GREEN, CHIA 2002
Lab Faculty Specialist, Academic Support Center
M.Ed. in Instructional Technology, Arkansas Tech University; Graduate Certificate in TESOL, Penn State University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.

GUARDINO, BIANKA 2000
Counselor
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A. in Psychology, Stetson University, Turlock. A.A. in Psychology, Modesto Junior College, Modesto.

HALE, DONNA 1999
Program Director, CalWORKs & EDD
M.A. in Counseling, Santa Clara University; B.A. in Health Science: School and Community Health, California State University, Fresno.

HAND, VERONICA 2016
Counselor
M.A. in Education-Counseling and Student Personnel, San Jose State University; M.A. in Social Sciences in Education with a focus in Higher Education, Stanford University; B.A. in Journalism, San Jose State University.

HARDINGE, TARA 2012
Instructor in Sociology
Ph.D. in Sociology, University of California, Irvine; M.A. in Sociology, University of California, Irvine; B.A. in Psychology and Social Behavior, University of California, Irvine.

HARRISON, CYNTHIA 2002
Health Workforce Initiative Regional Director, Instructor in Health Occupations
M.S. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP 2004
Instructor in Music
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional course work at Bethal College, Kansas.

HERNAS, PATRICIA 2005
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

HITTLEMAN, MICHELE 2017
Counselor
M.Ed. in Education, University of California, Los Angeles; B.A. in History, Brandeis University.

HOUSTON, DON 2010
Facilities Manager
B.A. and M.A. in Architecture from University of California, Berkeley.

HOUSTON, QIANA 2011
Instructor in Sociology
M.A. in Sociology, San Jose State University; B.A. in Sociology, San Jose State University.

HUDAK, PATRICK 1995
Instructor in Computer Applications
M.A. Educational Technology, San Diego State University; M.A. in Linguistics/ TESOL, San Jose State University; B.A. in Psychology, University of California, Davis; additional graduate work in Project Management/Technology at Capella University.

HUERTA, JAVIER
Instructor in English (Puente Project Coordinator)
MFA in English, Creative Writing, University of Texas at El Paso; BA in English, University of Houston.

JAVIER-TOLENTINO, LAUREN 2017
Instructor in Biological Science
Ph.D. in Biological Sciences, University of California at Irvine; M.S. in Biological Sciences, University of California, Irvine; B.A. in Biology, University of Hawaii at Manoa, Hawaii.

JENSEN, VALERIE 2018
Educational Dean of Instruction, Instructional Support Division
M.A. in Speech Communication, California State University, Hayward; B.A. in Speech Communication: Organizational Communication/Public Relations, California State University, Hayward; Graduate Certificate in Community College Leadership, University of Nebraska, Lincoln.

JOHNSON, KEITH 1999
Instructor in Music
Ph.D. in Music Composition, University of California, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, California State University, Long Beach; A.A. in Music, Cuesta Community College.

JOHNSTON, MATTHEW 2010
Instructor in Philosophy
M.A. in Philosophy, University of Illinois, Champaign-Urbana; B.A. in Philosophy, University of California, Santa Cruz; A.A. Humanities/Social Science, Gavilan Community College.

KAUR, SUPNEET 2018
Instructor in Health Occupations
M.S. in Nursing (Concentration-Family Nurse Practitioner), Holy Names University, Oakland, CA; B.S. in Nursing, San Francisco State University, San Francisco, CA; A.A. in Liberal Studies, College of San Mateo, San Mateo, CA.

KATOKU, CHIGUSA 2015
Program Director, International Student Center
M.A. in Teaching English to Speakers of Other Languages (TESOL), Middlebury Institute of International Studies, Monterey Institute of International Studies; B.A. in English and American Literature, Sagami, Women’s University, Japan.

KAWAMOTO, JAMES D. 2001
Instructor in Engineering
Ph.D. in Civil Engineering Massachusetts Institute of Technology, Cambridge, Massachusetts; B.S. in Civil Engineering, University of California, Berkeley.

KERBEY, JAMES 1997
Manager, Parking and Traffic Operations
B.S. in Management and Organizational Behavior, University of San Francisco; A.A. in Social Science, Mission Community College.

KIM, MICHELLE 2012
Instructor in Economics
M.A. in Economics, University of California, Irvine; B.A. in Political Economy of Industrial Societies, University of California, Berkeley; B.A. in Economics, University of California, Berkeley.

KRAVETS, ZOYA 2005
Instructor in Mathematics
M.S. in Mathematics, California State University, Hayward; M.S. in Statistics, California State University East Bay; BS in Mathematics, Leningrad Institute of Education, Russia.

KWONG, WILLY 2019
Instructor in Child Development
M.A. in Child and Adolescent Development, San Jose State University; B.A. in Child and Adolescent Development, San Jose State University.

LAM, CLEMENT 1997
Educational Dean of Instruction, Math, Science and Engineering Division
Ph.D in Mathematics, University of Iowa; M.S. in Mathematics, University of Iowa; B.S. in Mathematics, University of Iowa.

LANG, DAVID 2001
Instructor in English
M.A. and B.A. in English Language and Literature, Oxford University; M.A. in English, California State University, Hayward; M.A. in English (Composition) and Certificate in Teaching Post-Secondary Reading, San Francisco State University.

LAVALLO, PATRICK 2001
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Barbara; B.A. in Mathematics and minor in Physics, University of California, San Diego.
MURILLO, OMAR 2016
Vice President of Student Services
Ed.D., Educational Leadership, SFSU; M.Ed., Education, Counseling and Student Services with PPS Credential, SJSU; B.A., Liberal Studies, Minor in Spanish Literature and Culture, CSU Monterey Bay.

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
Instructor in English as a Second Language

NAKAHAMA, JOHN 2002
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University.

NAVARRO, KARIN 2015
Director of Child Development Center Lab
Ed.D in Leadership for Educational Equity, University of California, Berkeley. M.A. in International Policy Studies and International Development Policy. Stanford University; B.A. in Political Science, University of California, San Diego.

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.

NGUYEN, CHAU 2006
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Child Development, California State University, Hayward.

NGUYEN, DANNY 2006
Vice President, Administrative Services
Ph.D. (ABD) in Mathematical Logic and Recursion Theory, University of Wisconsin; MBA in Operations and Control, Boston University; BSBA in Philosophy and Logic, Boston University.

PARK, GAOZONG 2013
Instructor in Mathematics
Counselor, International Students
M.A. in Mathematics, San Jose State University; B.S. in Mathematics, University of California, San Diego.

PECK, DANIEL 2005
President
M.A. in Sociology, Indiana University; B.A. in Sociology and English (Double Major), Indiana University.

POEBROOK, CURTIS 2001
Instructor in Mathematics
Counselor, International Students
M.A. in Education-Counseling and Student Personnel, San Jose State University; B.A. in Psychology, California State University, Fresno.

POE, CLINT H. 1995
Instructor in Mathematics
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.S. in Physics, University of North Carolina, Chapel Hill.

PORRATA VALLEJO, GABRIEL JOSE 2017
Instructor in Mathematics
M.S. in Mathematics, The University of Iowa, Iowa City; B.S. in Mathematics, University of Puerto Rico at Cayey, Cayey, PR.

PURDUM, KRISTEN 2017
Instructor in Mathematics
M.S. in Applied Mathematics, Santa Clara University, Santa Clara, CA; B.S. with Honors in Mathematics, Minor in Physics and Secondary Education, Mount Union College, Alliance, OH.

RAMSEY, RAEANN 2013
Instructor in History
Ph.D. in Humanities, Faulkner University; M.A. in Humanities/History, California State University, Dominguez Hills; B.A. in English and Philosophy, University of the Pacific.

RASHIDI, EDRINA 2017
Program Director, Student Programs
M.A. in History, University of Illinois, Urbana-Champaign; B.A. in Humanities, emphasis in European Studies, San Jose State University.
REED, ROBERT 2012
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California, Santa Cruz.

REPLICON, JEAN 1995
Instructor in Biological Sciences
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

RETTERATH, LINDA 1990
Instructor in Mathematics
M.A. in Mathematics, University of California, Los Angeles; M.A. in Counselor Education, San Jose State University; Masters of Christian Studies, New College, Berkeley; B.A. in Mathematics, University of California, Los Angeles.

RITZ, CHRISTINE 2002
Instructor in English
M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at University of California, Santa Cruz Extension.

RIVAS, MONICA 1999
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, Universita per Stranieri, Perugia, Italy; and L’Instituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism; B.A. in Spanish, California State University, Chico.

RIVAS, RICK 2004
Instructor in Graphic Design and Multimedia Design
M.S. in Multimedia Design and Marketing, California State University, Chico; B.A. in Philosophy, University of California, Los Angeles; additional course work and Certified at Butte College and Mission College.

ROSE, DAVID 2008
EMT Program Director

ROSNER, JULIAINE 2000
Instructor in English as a Second Language
M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Ma. at Amherst; Studies abroad in Spain.

ROTHENBERG, HEATHER 2000
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.

SALAZAR, MANUEL 2016
Director of TRIO
M.A. Degree Counselor Education, SJSU; B.A. in Sociology and Minor in Mexican American Studies, SJSU

SCHAFFER, ROBERT 2019
Instructor in Engineering
Ph.D in Electrical Engineering, Stanford University, Palo Alto, California; B.S. in Electrical and Computer Engineering at George Mason University.

SCHWEPEPE, JAMES 2013
Instructor in Chemistry
Ph.D. in Chemistry, Bryn Mawr College; M.A. in Chemistry, Bryn Mawr College; B.S. in Biochemistry, Marlboro College.

SEER, NATALIE 2018
Instructor in Child Development
Ed.D. in Educational Leadership, Mills College, Oakland, CA; M.A. in Leadership Program in Early Childhood, Mills College, Oakland, CA; B.A. in Human Biology, Stanford University; Stanford, CA.

SHAN, WENLEI 2014
Instructor in Business
MBA, Arizona State University; M.S. in Electrical Engineering from Purdue University.

SHANI, GUY 2018
Instructor in Biological Sciences
Ph.D. in Microbiology, University of Davis, Davis, California; B.S. in Biological Science, California Polytechnic State University, San Luis Obispo, California.

SHANK, TED 2015
Instructor in English
M.A. in English, San Jose State University; B.A. in English, San Jose State University; CA Single Subject Teaching Credential, English; Crosscultural, Language, and Academic Development (CLAD) Certified.

SHEA, CATHERINE 1984
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.

SHEPHERD, ARAM 2013
Instructor in English
Ph.D. in English, University of North Carolina; B.A. in English, University of California, Berkeley.

SKLAR, MAX 2015
Instructor in Mathematics
M.S. in Mathematics, University of Massachusetts; B.A. in Mathematics with Physics Minor, University of California, Santa Cruz.

SOBALA, JOANNA 2013
Instructor in Economics
M.A. in Economics, San Jose State University; M.A. in English Literature, University of Toronto; Certificate in Teaching English as a Second Language, University of Toronto; Hon. B.A. in English and Philosophy, University of Toronto.

SONGCO, KEN 2012
Director, Student Equity and Success
M.P.A. in Public Administration, San Francisco State University; B.A. in Psychology University of California, Santa Cruz.

SPECK, MICHELE 2004
Librarian
M.L.I.S. in Library and Information Studies, University of Hawaii; M.A. in Instructional Technology, San Jose State University; B.S. in Business Administration, University of Nevada, Reno.

SULLIVAN, SARAH 2010
Instructor in Reading
M.S. Ed in Language/Literacy, Simmons College; SECE, (Secondary Ed. Cert.) Mass College of Liberal Arts; B.A. in English, Colgate University.

SUN, HELEN 2004
Instructor in CSIT
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

THOMPSON, TERESA 2013
Instructor in Accounting
M.B.A. in Entrepreneurship, University of California, Irvine; Certified Public Accountant; B.S. in Business Administration Accounting, University of California, Riverside.

TODARO, LYNETTE 2002
Instructor in Art
M.F.A. from San Francisco Art Institute; B.S. from Southwest Missouri State University.

TRAN, REBECCA 2004
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Mathematics for Elementary School Teachers, San Jose State University.

TRAN, THERESA 2002
Counselor, EOPS
M.A. in Counseling Psychology, Institute of Transpersonal Psychology, Palo Alto; B.A. in Psychology and Sociology, University of California, Santa Cruz.

TRANG, THUY 2005
Counselor
M.S. in Counseling with emphasis in College and Career Counseling, San Francisco State University; B.A. in Communications, University of California, Berkeley.

TSENG, JENNIFER 2017
Instructor in Accounting
M.B.A., University of California at Riverside; B.A. in Finance, University of Illinois at Urbana-Champaign; Certified Public Accountant.

VAREL, ANDY 2004
Instructor in English
M.A. in English Literature, San Francisco State University; B.A. in Literature University of California, Santa Cruz.

VIERNES, NEIL O. 2016
Instructor in Chemistry
M.S. in Chemistry, University of Illinois at Urbana-Champaign; B.S. in Chemistry, University of California, Berkeley.

WANG, JAN 2013
Instructor in Health Occupations
M.S. in Science in Nursing, University of California, San Francisco; B.S. in Nursing, Arkansas State University; Licensures; CA RN (Registered Nurse); CA PHN.

WILLIAMS, DEBRA 2012
Director of DSPS and Veteran Programs
M.S. in Education, Chaminade University, Honolulu; B.S., Business Administration, John F Kennedy University.
WINESOME, THAIS 2005
Instructor in Biological Sciences
Ph.D. in Ecology (Soil Biology), Institute of Ecology, University of Georgia; M.S. in Soil Science, University of California, Berkeley; B.S. in Conservation & Resource Studies, University of California, Berkeley.

WONG, ELAINE 2004
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; TEF/TEFLS Certificate University of California, San Diego; B.A. in Graphic Communications, San Diego State University; A.A. in Art, Mira Costa College.

WOOD, KATHRYN 2012
Instructor in Political Science
M.A. in Political Science, International Relations emphasis, from University of California at Santa Barbara; B.A. in Political Science from San Jose State University; A.A. in Social Sciences from San Jose City College.

WYLDE, NANETTE T. 2008
Instructor in Child Development
M.A. in Human Development with a specialization in Leadership in Education and Human Services from Pacific Oaks College.

WUNDRAM, BRENNA 2001
Instructor in Kinesiology (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 1989
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.

YANG, DAVID 2016
Counselor
M.S. in Counselor Education, Sacramento State University; B.A. in History, Asian American Studies, University of California, Santa Barbara.

YODER, KAREN
Director of Athletics
M.S. in Kinesiology, California State University, Hayward; B.S. in Physical Education, California State University, Hayward.

ZAVALA, ALEJANDRO 2016
Counselor, EOPS
M.A. in Counselor Education, SJSU; B.A. in Psychology, CSU Monterey Bay; A.A. in Behavioral Sciences, Hartnell College.

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.

ZILG, CHRISTOPHER 2015
Instructor in Business
M.S. in Finance, Golden Gate University, San Francisco; B.S. in Business Administration/Economics, High Point University, High Point, NC; Supply Chain Manager Certification, Institute of Supply Management, Arizona State University.

Associate Faculty

ABU-ZAINA, HASAN Computer Information
AKHOIRISHIDA, MOHAMMED Computer Information
ALLEN, FRED English as a Second Language
ALVAREZ, PATRICIA English
ANTONELLIS, VIVIAN Communications
ARIZZONE, ART Accounting
AYERA, JOSHUA Psychology
BABU, PRIYA Mathematics
BALUTA, JOLANTA Health Occupations
BALLESTEROS, DIANA Child Development
BASILE, MARIA Kinesiology
BECKUM, CALVIN Sociology
BERTOLA, MARIE French
BLANKENSHEP, AIMEE DSPS
BOLOURCHIAN, FARZIN Chemistry
BOWLEY, SUSAN Engineering
BOWMAN, WILLIAM Library
BOYLAN, JULIE Library
BRAUTIGAM, MARK Computer Information
BRATTON, GLORY DSPS
BROWN, KAREN Health Occupations
BROUSSARD, ANDREA Counseling
BUGG, JASON Kinesiology
BUTEAU, KAYLENE Kinesiology
CABRERA, FERNANDO, Spanish
CAFFERATA, COREY Kinesiology - Head Basketball Coach
CAMPBELL, HUSAYN Computer Information
CASSELL, CAROL, Mathematics
CASTELLO, KATHLEEN English as a Second Language
CHAN, AJ Computer Information
CHANG, BING RU Mathematics
CHASE, JOY Library
CHEN, LILLY English
CHEW, JOHN Fire Technology
CHIN, JAMES Health Occupations
CLEARY, DANIEL Anthropology
COBB, JEANNIE English
COON, CHERYL Art
CONSTANTIN, JENNIFER Psychology
CONTENTO, VIRGINIA Reading
CORDY, LINDA J. Retail Floristry
CUDAHY, MARY English
DAVIS, GEOFFREY Mathematics
DECKERT, ANNIE Child Development
DELLONA, NINA MARIA English as a Second Language
DEMIRAY, DENIZ Economics
DINH, HUNG Mathematics
DO, KOHI Biological Sciences
DRAKIEWICZ, ANETA Biological Science
DRION, YOKA Music
ECABANDE, JUDITH F. Health Occupations
ECTOR, JOHN Music
EL KAISSI, ROUBA Computer Information
ENSINGER, BETTY Communications
EVANS, ANNE Mathematics
FETTGAFFER, BOB Psychology
FICHMANN, JENNY Biological Sciences
FIECHTER, VALERIE English as a Second Language
FLORES, CAROL Health Occupations
FLORES, GUSTAVO Anthropology
FRAN, MICHELLE Reading
FRANKEL, VALERIE Reading/English
GARCIA, ALMA Counseling
GARD, IN A. J. English
GATT, LARRY Fire Technology
GEE, JOHN Mathematics
GHEBREAB, MICHAEL Chemistry
GHEORGHIU, DORIN Computer Information
GIBBS STAYTE, PATRICIA Sociology
GILL, HERMAN Psychology
GIRARDI, JUDITH Library
GHOFRANIHA, JAHAN Computer Information
GOMEZ, JOHN Sociology
GONZALES, ADRIAN Kinesiology - Head Women’s Tennis Coach
GONZALES, SHELLEY Child Development
GOODWIN, WILLIAM F. Computer Information
GREWAL, AMAN Accounting
GRZYMALA, KEVIN History
HALL, GUY Fire Technology
HALPERN, RENE J. Child Development
HAMADEH, MOHAMMAD Computer Information
HANLE, GREG Economics
HARNES, MARY ALLISON Biological Science
HARRIS, ELIZABETH Communication Studies
HARRIS, MELANIE R. Health Occupations
HASAN, ZAKI Kinesiology
HAVEN, KATHLEEN English as a Second Language
HEIZER, (SIZEMORE), KATHLEEN Communications
HILL, BOBBY Kinesiology – Head Baseball Coach
HOLLAND, KRISTY History
HSU, SHIH (Czech) Kinesiology
HUANG, ELLEN Y. Health Occupations
HULBERT, ROBIN Biological Science
HUNSAKER, MARCI Library
HUSEMAN, DAVID Fire Technology
HWANG, CLIFFORD Mathematics
IVERSON, CHARLES Mathematics
JACKSON, RASHAEDH Health Occupations
JAMELLO, CATRINA Counselor
<table>
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<th>Name</th>
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<td>JOHSEN, MARITES</td>
<td>Health Occupations</td>
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<td>JOSEPHINE, HELEN</td>
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<td>KASIKCI-ATA, GOKCE</td>
<td>Graphic Design &amp; Multimedia</td>
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<td>KAYE, MELANIE</td>
<td>Graphic Design &amp; Multimedia</td>
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<td>KERBEY, NICOLE</td>
<td>Child Development</td>
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<td>KNITTEL, GREG</td>
<td>History</td>
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<td>KIRKPATRICK, KERI</td>
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<td>KOPPIKAR, SANEE</td>
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<td>KRISHNAMURHY LATHITA</td>
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<td>LANG, GHSILAINNE</td>
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<td>LATTA, MARY</td>
<td>Child Development</td>
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<td>LEADBEATER, WARRELL F.</td>
<td>Business</td>
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<td>LESNEWSKY, SANDY</td>
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<td>Kinesiology – Head Women’s Softball Coach</td>
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<td>ZHOU, KALA JINGZI</td>
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</tbody>
</table>
Emeriti Administration and Faculty

(DATES INDICATE START OF EMPLOYMENT YEAR AND RETIREMENT YEAR)

ALAMEDA, CORA A. 1977-1993
Instructor in Business Office Technology

AMARELL, DIETRICH 1979-1998
Instructor in Hospitality Management

ANNING, PETER 1980-2013
Director, Marketing, Public Relations and Graphic Design Services

BECK, CAROL 1980-2017
Counselor

BEGGS, CATHY 2003-2017
Instructor in Health Occupations

BENNETT, RICK 2012-2018
Vice President of Student Services

BOGOHOLZ, MANFRED 1968-1994
Instructor in Health Occupations

BROWN, CHRISTY 1999-2017
Instructor in English

CALLAWAY, LEE W. 1970-2003
Instructor in English

CHAN, MARSHA J. 1986-2015
Instructor in English as a Second Language

CHAN, ROSALYN 1978-2016
Coordinator of Student Health Services

CHANDLER, ALAN 1990-2014
Instructor in Political Science

CHARLAND, RAY 1999-2009
Counselor

CHIANG, YUN-HWA (TERI) 1975-2004
Instructor in Mathematics

CLAUDE, CESARE S. 1964-1986
Instructor in Music

COGSWELL, ELIZABETH 2000-2008
Instructor in Health Occupations

CORDERO, DON 1974-2004
Counselor

COX, CATHERINE 1999-2015
Librarian

CREED, KATHLEEN 1998-2004
Instructor in Health Occupations

CROSS, SUE 1986-2007
Instructor in English

DAVIS, MOIRA 1992-2014
Instructor in Mathematics

DELONGCHAMP, JIM 1981-2009
Instructor Cultural and Technical Arts, Graphic Arts

DEMARCIO, PHILIP 1972-2002
Instructor in Business

ROB DEWIS 2002-2018
Instructor in Communications

DINGER, STEVE 1978-2008
Instructor in Business

DOOLEY, EDITH 1993-2009
Instructor in Health Occupations

DORIAN, MCKAY, DIANNE 1989-2015
Instructor in Reading

ENSMINGER, BETTY 1979-2012
Instructor in Communication Studies

ESTRADA, ERLINDA 1999-2005
Librarian

EVERETT, THELMA LEE 2005-2017
Instructor in Health Occupations

FISHER, CAROLYN 1977-2004
Instructor in Health Occupations

FLETCHER, MARY 1970-1996
Instructor in Sociology

FLOLO, HELENE 1966-2003
Instructor in Health Occupations

FONG, TAT 2004-2012
Instructor in Economics

FORD, JONEL 1968-1996
Instructor in English

FRANCO, DANIEL 1996-2010
Counselor

GARD, INA 1977-2003
Instructor in English

GOODY, ROY W 1979-2006
Instructor in Computer Networking Electronic Technology

GRAYSON, BETTY 1975-2004
Instructor in Health Occupations

GREENWOOD, GAIL 1987-2005
Instructor in History

GROGAN, RITA 2008-2015
Director of Student Enrollment and Financial Services

GUICH, DANIEL 1990-2016
Instructor in Psychology

HACKER, JO ANN 1986-2003
Instructor in English As a Second Language

HALL, MICHAEL 2001-2015
Program Manager, Environmental Training Center

HANSEN, GERALD 1980-1991
Instructor in Drafting

HARRIS, LYDIA 1976-2000
Instructor in Child Development and Reading

HAWKS, DORIS B. 1967-1979
Instructor in Vocational Nursing

HAYDEN, RICHARD 1964-1991
Instructor in Political Science

HENDERSON, KATHY, 2004-2016
Interim Educational Dean of Instruction, Liberal Studies and Language Arts, Instructor in English as a Second Language

HIROSE, STEVE 1988-2012
Instructor in Foreign Language

HOBBES, RICHARD 1985-2017
Instructor in Mathematics

HOM, GLORIA 1971-2003
Instructor in Economics

HOOPER, JUDITH E. 1990-2003
Counselor

HULBERT, ROBIN 2012-2018
Instructor in Biology

HULL, AL 1979-1988
Instructor in Graphic Technology

HUSTON, VIVIAN L. 1966-1979
Counselor

INOUE, BETTY, 2004-2016
Counselor

JACKINS, QUINLYNN C. 1988-2007
Instructor in Mathematics

JACKINS, TIMOTHY 1976-2004
Instructor in Mathematics

JAHAN, MINA 1993-2018
Educational Dean of Instruction, Applied Science and Business and Technology Divisions; Interim Dean of CTE

JIMENEZ, CHRIS 1979-2002
Counselor

JOHNSON, JONI 1987-2004
Counselor

JOHNSON, PENNY 2007-2014
Vice President, Student Support Services

JONES, PRISCILLA 2005-2016
Counseling

KARAS, TIMOTHY 2005-2014
Dean, Language Arts and Liberal Studies

KLEPPINGER, ED 1977-2009
Instructor in History, Humanities and Sociology

KNOWLES, MARJORIE 1990-2007
Instructor in English as a Second Language

KURI, CAROLYN 1977-2013
Director of Student Activities

LADEN, BERTHA 1981-1992
Counselor

LAIRD, RUTH M., 2001-2015
Instructor in Anthropology and Sociology

LAMKIN, DIANE 1990-2017
Instructor in Biological Science

LE, SON 1975-2009
Department Chair Instructor in Philosophy

LEFALLE, DEBORAH 1991-2011
Director, Extended Opportunity Programs & Services

LORIE, ILEANA 1988-2002
Instructor in Mathematics

MADELENA, RUTH 1974-1997
Dean Vocational Education and Matriculation

MAGALLON, MANUEL 1971-2003
Instructor in Art

MANSKE, STEVE 1990-2013
Instructor in Accounting
MARELICK, LIN 1989-2007
Instructor in Graphic Design

MATARANGAS, DAN 1969-2003
Vice President, Student Services

MCALISTER, ELLEN 1999-2010
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Ctr Specialist

MC CLELLAN, JOYCE 1975-2001
Counselor

MCKENNA, MICHAEL 1979-2001
Instructor in Fire Technology

MEYER, MELANIE 2002-2014
Instructor in Business

MICHELOZZI, BETTY N. 1968-1986
Counselor

MILLER, BOB 2001-2017
Counselor

MONROE, CLIFF 1991-2007
Instructor in Design Drafting Technology

MOORE, MARY 1980-2002
Instructor in Health Education Counselor

MORALEX, TAB 1987-2001
Counselor

MOSBY, JOHN, 2015-2018
Vice President of Student Services

MOSTYN, GREG 1978-2015
Instructor in Accounting

Instructor in Nursing Education

NELSON, JEFFREY, 1988-2017
Instructor in Kinesiology

NGUYEN, PHUONG 1996-2010
Counselor

NGUYEN, THANH, 2001-2017
Instructor in Vietnamese

NGUYEN, THOI 1990-2014
Instructor in Mathematics

OSTRANDER, HELEN 2001-2012
Coordinator, Disability Instructional Support Center,
Instructor/DISC

PACH, PHILIP 1987-2006
Dean of Workforce and Continuing Education

PANCELLA, SUSANNA 1997-2009
Instructor in Computer Applications

PEREZ, MICHAEL, 1990-2015
Athletic Director, Instructor in Kinesiology Baseball
Coach

PERLAS, CHAR 2001-2013
Counselor, MESA Program Director

PETTE, DIANE 1987-2003
Counselor

PINTO, JOSEPH 1981-2000
Instructor in Chemistry

POWERS, JOAN T. 1989-2017
Instructor in English as a Second Language

PRESCOTT, RACHEL 1997-2019
Instructor in English as a Second Language

PRZYBYLSKI, RICHARD 1977-2005
Instructor in Real Estate

QAZI, CAROL, 1999-2015
Director, International Student Center

RINGEL, KAY 1977-2002
Instructor in Computer Applications

ROBERTS, ANNI 1986-2003
Instructor in Reading

ROBLES, HARRIETT 1981-2010
Vice President, Instruction President

SABHERWAL, SABOR 1986-2015
Instructor in CSIT

SANCHEZ, REBECA, 1990-2016
Counselor

SANIDAD, DANIEL 2001-2015
Dean of Student Services

SCHN, PHILIP, 1979-2015
Instructor in Kinesiology

SMITH, JUDIE 1987-2005
Librarian

SMITH, R J 1968-1993
Counselor

STEPHENS, HYACINTH 1988-2009
Instructor in Children Development

SZABADOS, ANNA 1991-2010
Instructor in Graphic and Multimedia Design

TANABE, SUMI 1973-2002
Manager, Instruction

TAYLOR, JAMES R. 1967-2001
Instructor in English

TAYLOR, LOUIS JR. 1969-1987
Instructor in Psychology

THICKPENNY, HELAYNA 1990-2019
Instructor in Art History and Humanities

THODE, THOMAS A. 1964-1993
Instructor in Physical Science

TING, KARL, 1992-2016
Instructor in Mathematics

TOPPEL, CAROL 1982-2006
Instructor in Learning Services

TRASK, TOM 1975-2006
Instructor in Biological Science

VAN TASSLE, D., 1986-2016
Instructor in General Business

VERMA, KAMLESH 1987-2011
Instructor in Computer Information Systems

WALTON, IAN G. 1978-2011
Instructor in Mathematics

WEIBERG, CAMILLA 2005-2019
Instructor in Child Development

WILSON, CAROL 1988-2011
Instructor in English

WHEELER, REBECCA
Kinesiology

WISNER, SALLIE 2000-2004
Computer Lab Specialist/Webmaster

WONG, REYNOLD 1978-2011
Instructor in Computer Networking Electronics Technology

XIQUES, PETER 1977-2002
Instructor in Drafting

ZERBONI, CAROLYN 1969-2003
Instructor in English
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Gillmor Building—Floor 3
Science Building
1st Floor

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SCI-112
SCI-113
SCI-114
SCI-115
SCI-116
SCI-119
SCI-120
SCI-140

SCI-130
STEM Learning Center

Faculty Offices
SCI-131

Men's Restroom
Women's Restroom

SCI-132

SCI-160
Physics Lab

SCI-161

SCI-171

SCI-170
Physics Lab

SCI-180
Physics Lab

Faculty Offices

SCI-210
Biology Service Area

SCI-216
Microbiology

SCI-220
Anatomy & Physiology

SCI-230
Biology

SCI-240

SCI-250

SCI-260
Organic Lab

SCI-261
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SCI-263
Balance Room

SCI-270
Inorganic Lab

SCI-271

SCI-280
Inorganic Lab

SCI-281

Fire Alarm Panel Room

Science Building
2nd Floor
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CAMPUS PHONE DIRECTORY

Mission College has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 9 a.m. - 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 Main Menu ......................... 408.988.2200
Mission College Welcome Center ................. 408.855.5083
Academic Senate Office .............................. 408.855.5413
Academic Support Center/Tutoring Center .. 408.855.5095
Admissions ............................................... 408.855.5000

Administrative Offices:
Community Education .............................. 408.855.5106
Evening/Weekend Administrator (Cell) ....... 408.590.2657
Marketing, PR and Graphic Design Services 408.855.5127
President’s Office ...................................... 408.855.5123
VP Administrative Services Office .............. 408.855.5230
VP Instruction Office ................................. 408.855.5180
VP Student Services Office ........................ 408.855.5197
Articulation Office ..................................... 408.855.5045
Placement and Assessment Information ....... 408.855.5098
Placement and Assessment (Direct) ............. 408.855.5099
Athletics ................................................... 408.855.5540
Bookstore .................................................. 408.855.5080
Business, Technology and Kinesiology
Division Office .......................................... 408.855.5211
Cafeteria ................................................... 408.855.5117
CalWORKs ............................................... 408.855.5228
Career Technical Education Division Office 408-855-5201
Cashiers (Fees/Refunds) ......................... 408.855.5028
Child Development Center ........................ 408.855.5173
Community Ed/Corporate Ed Training .......... 408.855.5106
Counseling ............................................... 408.855.5030
Disability Support Programs and
Services Center (DSPS) ........................... 408.855.5085
TTY ...................................................... 408.727.9243
Duplicating Services .................. 408-855-5410/408-855-5198
Education Technology Services (ETS) Help Desk (Message) ........................................ 408.855.5359
ETS Audio Visual Services ...................... 408.855.5135
ETS Instructional Classroom
Computer Services .................................... 408.855.5359
ETS Instructional Media Services ............... 408.855.5132
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Extended Opportunity Program
& Services (EOPS) ................................. 408.855.5055
Facilities Rental ....................................... 408.855.5289
Financial Aid ............................................ 408.855.5065
Health Occupations Division Office ............ 408-855-5374
Humanities, Social Sciences and
Art Division Office ................................. 408-855-5152
Institute for International Studies (IIS) ...... 408.855.5110
Instructional Support Division Office ........ 408-855-5380
KJ’s Café ............................................... 408.855-5577
Language Arts and Library Division Office ... 408.855.5219
Library Information Desk ....................... 408.855.5151
Library Check Out Desk ......................... 408.855.5150
Lost and Found (MC Police Office) ......... 408.855.5435
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Math, Science and Engineering
Division Office ........................................ 408.855.5295
Mathematics Engineering Science Achievement (MESA) ............... 408.855.5482
MC2IT .................................................. 408.855.5319
Parking Permits (MC Police Office). ........... 408.855.5435
Police Business Office (MC Police Office) .. 408.855.5435
Puente Program ....................................... 408.855-5385
Records Office .......................... 408.855.5022 or 855.5023
Recruitment and Outreach ...................... 408.855.5072
Research, Planning and Institutional
Effectiveness ............................................ 408-855-5204
STEM Learning Center ......................... 408.855.5261
Student Health Services ......................... 408.855.5140
Student Services Division Office ........... 408.855.5196
Transfer Center ........................................ 408.855.5115
Transcripts .......................................... 408-855-5011
TRIO Program ......................................... 408.855.5192
Valor Center/Veterans Services ............... 408.855-5237
Veteran Certification Services ................. 408.855.5005
Welcome Center Office ......................... 408.855.5083

Safety Escort Service
Monday–Thursday: 8:30am–9:30pm .......... 408.855.5435
Friday: 8:30am–4:30pm ......................... 408.855.5435
After hours and weekends ............... 408.299.2311