



**MISSION  
COLLEGE**  
SANTA CLARA



[missioncollege.edu](https://missioncollege.edu)

# MISSION COLLEGE 2021–2022 CATALOG

Catalog Addendum: Effective January 27, 2022.



# COLLEGE CALENDAR

# 2021-2022

## Fall Semester 2021

August 28, 2021  
August 30, 2021  
September 6, 2021  
September 12, 2021  
September 12, 2021  
September 13, 2021  
September 16, 2021  
November 12, 2021  
November 18, 2021  
November 18, 2021  
November 25-27, 2021  
December 13-18, 2021  
December 24, 2021 – January 3, 2022

## August 28, 2021 – December 18, 2021

Saturday classes begin  
Monday–Friday classes begin  
Campus Closed - Labor Day  
Last day to ADD a full semester course, add code needed  
Last day to DROP a full semester course without a “W” and receive a refund  
CENSUS for full-term course  
Deadline to petition for fall completion of a degree or certificate  
Campus Closed - Veterans' Day Observed  
Last day to submit Pass/No Pass grading option for full term course  
Last day to WITHDRAW from full-term classes with a “W”  
Campus Closed - Thanksgiving Break  
Final Exams  
Campus Closed – Winter Break

## Winter Session

January 4, 2022  
January 17, 2022  
Last day of class

## January 4, 2022 – January 27, 2022

First Day of Classes  
Campus Closed - Martin Luther King Day  
Final Exams

## Spring Semester 2022

January 29, 2022  
January 31, 2022  
February 13, 2022  
February 13, 2022  
February 14, 2022  
February 17, 2022  
February 18-21, 2022  
March 20, 2022  
March 31, 2022  
March 28 – April 2, 2022  
May 2, 2022  
May 21-27, 2022  
May 27, 2022

## January 30, 2022 – May 28, 2022

Saturday classes begin  
Monday–Friday classes begin  
Last day to ADD a full semester course, add code needed  
Last day to DROP a full semester course without a “W” and receive a refund  
CENSUS for full-term course  
Deadline to petition for spring completion of a degree or certificate  
Campus Closed – Presidents' Day  
Last day to submit Pass/No Pass grading option for full term course  
Campus Closed - Cesar Chavez Day  
Spring Break  
Last day to WITHDRAW from a full-term classes with a “W”  
Final Exams  
Commencement

## Summer 2022

Summer Term 2022 instruction dates are 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 2022 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.

# MISSION COLLEGE CATALOG

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## 2021-2022 ADDENDUM

### NEW/REVISED PROGRAMS:

Business Administration 2.0 .....	A S - T
Communication .....	AAT
Culinary Arts .....	CA
Culinary Arts .....	AS
Fire Prevention Internship Certification .....	CA
Fitness and Health Certificate .....	CA
History .....	AAT
Management and Leadership .....	CA
Spanish.....	AAT
User Experience & Interface Design.....	CA
Anthropology.....	AA-T

### NEW/REVISED COURSES:

ACC 001A	ECN 001B	GDS 077	MAT 000D
ACC 001B	EGR 010	GDS 084	MAT 000G
ACC 040	EGR 010H	GDS 085	MAT 001
ACC 041	EGR 023	HIS 031	MAT 001X
ACC 042	EGR 024	HOC 001A	MAT 002
ACC 043	EGR 024L	HOC 019G	MAT 003A
ACC 044	EGR 026	HOC 020	MAT 003AH
ACC 045	EGR 030	HOC 022	MAT 004C
ACC 046	ENG 001A	HOC 023A	MAT 009
ACC 051A	ENG 001AX	HOC 023B	MAT 010
ACC 051B	ENG 001B	HOC 023C	MAT 010H
ACC 052	ENG 001C	HOC 024	MAT 010X
ACC 053A	ENG 005A	HOC 025A	MAT 012
ACC 053B	ENG 005B	HOC 025B	MAT 900DX
ACC 053C	ENG 006B	HOC 026A	MAT 901X
ACC 057A	ENG 007A	HOC 026B	MAT 902
ACC 058A	ENG 007B	HOC 027	MAT 903
ACC 058B	ENG 905AC	HOC 032	MAT 903M
ACC 067	ENG 908	HOC 033A	MAT 903MX
ACC 077	ESL 940LC	HOC 033B	MAT 909
ANT 055	ESL 940LS	HOC 033C	MAT 910X
ARB 002	ESL 940RV	HOC 033D	MAT 912X
ART 075A	ESL 950GW	HOC 034	MAT 900
ART 085A	ESL 950LS	HOC 035A	MTT 030
ART 088A	ESL 950PL	HOC 035B	MUS 081
AST 003	ESL 950RV	HOC 036A	NCB 901
BIO 001A	ESL 960EC	HOC 036B	NCB 902
BIO 001AH	ESL 960GW	HOC 042	NCH 003CW
BIO 004	ESL 960LS	HOC 043A	PHY 004B
BIO 014H	ESL 960RV	HOC 043B	PHY 004C
BIO 022	ESL 970AM	HOC 043C	PHY 010
BIO 030L	ESL 970GW	HOC 043D	PSY 007
BIO 031L	ESL 970LS	HOC 044	PSY 015
BIO 047	ESL 970RV	HOC 045A	PSY 015H
BIO 048	ESL 980	HOC 045B	PSY 025
BIO 048H	ESL 985	HOC 046A	SOC 016
BUS 010	NCE 930EC	HOC 046B	SOC 040
BUS 041	NCE 932	HOC 047	SPA 001
BUS 052	FDR 052	HOC 051	SPA 002
BUS 064B	FDR 052S	HOC 052	TRN 101
BUS 078B	FDR 058	HOC 053	TRN 143
BUS 108	FDR 078	HOC 054	TRN 144
BUS 114	FDR 106B	HOC 060	TRN 151
CAP 033A	FPT 051	HOC 061	TRN 152
CAP 033B	FPT 052	HOC 062	TRN 153
CHD 006	FPT 054	HOC 064	TRN 154
CHD 008A	FPT 056	HOC 905	TRN 155
CHD 010	FPT 060,	INS 030.	TRN 203B
CHD 013	FPT 065 T	INS 947	TRN 301
CHD 015	FPT 065C	JPN 002	TRN 302
CHD 026	FPT 065L ,	KIN 014B	TRN 303
CHM 001A	FPT 180	KIN 015D	TRN 402
CHM 001AH	FPT 200	KIN 023B	TRN 403
CHM 001B	FPT 300A	KIN 030D	TRN 404
CHM 001BH	FPT 300B	KIN 031B	TRN 405
CHM 002	FPT 300C	KIN 039A.	TRN 421
CHM 012A	FPT 300D	KIN 047C	TRN 441
CHM 012B	FRN 002L	KIN 047D	TRN 501
CHM 030A	FRN 003	KIN 061B	TRN 502
CHM 060	FRN 004	KIN 067	TRN 503A
CIS 035	GDS 051	KIN 068	TRN 503B
CIS 039	GDS 055A	KIN 087	TRN 503C
CIS 053	GDS 056	KIN 093	TRN 503D
CIS 055	GDS 063	KIN 094	TRN 504
CIS 056	GDS 065	MAT 000C	WRK 300CD
COU 012	GDS 068	MAT 000CM	
ECN 001A	GDS 076	MAT 00CMX	



# WELCOME TO MISSION COLLEGE

## ***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. All communities, backgrounds, and perspectives are welcome at Mission College—your unique experiences and your unique goals are what drive us.

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



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# INTRODUCTION



## 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.

Ground 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

### 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](mailto: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/](http://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/](http://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

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

### 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. This catalog spans the period of August 1, 2021 through July 31, 2022, providing graduation requirements for all students who begin their study or re-enroll during this period.

### 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.



# ADMISSIONS



## Welcome Center

The Mission College Welcome Center located in the entry lobby of the Student Engagement Center (SEC) assists prospective, new, continuing, 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 student support services, and any other general questions you may have about Mission College.

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](http://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](http://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 all prerequisite(s) 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, students in the 9th grade and below must apply for admission to receive a student 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. Students admitted to Mission Early College High School (MECHS) are exempt from paying the enrollment fees. High school students 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 credit for 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).
- Take Vocational-Technical Career Courses not available at their school or 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 one of the accepted English language exams: iBT TOEFL, IELTS, STEP EIKEN, Duolingo, PTE, GTEC, Cambridge English Language Assessment, and Itep. The qualifying test scores for each exam can be viewed on our website. Students without a qualifying language proficiency score may attend Mission College's Intensive English Language Program first.
- 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 2021-2022 academic year, the non-resident tuition and fee is \$307.00 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 ORIENTATION

*[mcportal.missioncollege.edu](https://mcportal.missioncollege.edu)*

### ☐ 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.

### ☐ PLACEMENT & ASSESSMENT

I have completed the Placement process and confirmed my placements 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).

# REGISTRATION

## Registration

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 uses your US high school data provided by the CalPass Plus system, or as you reported during the CCCApply process. Students from the Student Portal must click on "My Math/English Placements" to view and confirm the placements. Students for whom sufficient high school data is not available will be redirected from here to an alternative placement process. Students must complete this process before they will be able to enroll in most Math or English courses.

Students seeking placement in English as a Second Language (ESL) courses can also access this process from the Student Portal by clicking on "English as a Second Language (ESL) Placement. Assistance with the placement process is available from Placement and Assessment Services. Information about this office is found at [placement.missioncollege.edu](http://placement.missioncollege.edu).

Students with disabilities who need help with the placement process 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](mailto: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. There are several different ways to complete the Mission College Orientation: a) students can complete the Online Orientation through their Mission College Student Portal, or b) 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 enroll into open classes from the time of their assigned registration dates 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. High school students are limited to no more than 8 units per term, with the exception of students admitted into the Mission Early College High School.

## 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: [www.missioncollege.edu/admissions/forms.html](http://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.

A student wishing to audit a class must obtain prior written permission from the instructor. Attendance, participation, and related academic expectations shall be determined by the instructor. Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards. The fee for auditing a class shall be \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are non-refundable.





### 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 four (4) 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 four (4) courses in its offerings and a student has received passing grades or notations in these courses, the maximum attempts allowed may be fewer than four (4). Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions & Records Office for consideration of attempts beyond the four (4) within an individual family.

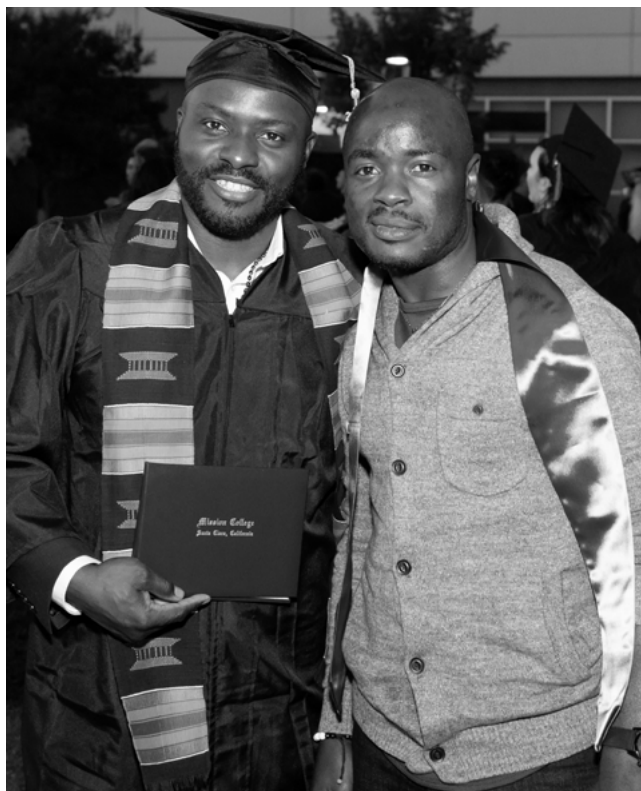
### Drop/Withdrawal Procedures and Policies

Any student dropping or withdrawing from a class must follow established college procedures. The responsibility for withdrawing from courses by the published deadlines rests with the student. 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 withdraw prior to the census date, and no notation of the course will be made on the student's academic record.

Students who fail to attend a course in which they are registered may be dropped by the instructor prior to or on the census date, and no notation of the course will be made on the student's academic record.



### Withdrawal from a Course with a "W"

After the second week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the 12th week or before the 75% mark of a term. A "W" grade shall be recorded on the student's academic record. In courses 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 recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hard-ship), may petition the Student Petition Committee for an exception to this policy. Any extenuating circumstance must be verified in writing, including, but not limited to, a letter from a physician, official accident report, obituary notice, etc.). Supporting documentation is required.

#### 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.

# STEPS TO APPLY TO MISSION COLLEGE

## APPLY.MISSIONCOLLEGE.EDU

### STEP 1

#### APPLY FOR ADMISSION

- Submit the application for admission via CCC Apply. View a tutorial video.
- Explore college resource on MyPath.
- Apply for Financial Aid by submitting the FAFSA, (the Free Application for Federal Student Aid) and /or the CADream Act Application.
- Visit [financialaid.missioncollege.edu](http://financialaid.missioncollege.edu) for information.

**For Help: Connect with the Welcome Center.**  
[welcome.missioncollege.edu](http://welcome.missioncollege.edu)

### STEP 2

#### DETERMINE YOUR PLACEMENT

- Complete the Placement Process from within your My Mission Portal
- Clear Prerequisites if applicable.

**For Help: Connect with Placement and Assessment Services.**  
[assessment.missioncollege.edu](http://assessment.missioncollege.edu)

### STEP 3

#### COMPLETE ORIENTATION

- Go to My Mission Portal to complete the self-paced, online orientation.
- View tutorial video on getting started.
- Students can only sign up for orientation after they register for their first class.

**For Help: Connect with the Counseling Center.**  
[counseling.missioncollege.edu](http://counseling.missioncollege.edu)

### STEP 4

#### SELECT & REGISTER FOR CLASSES

- Meet with a counselor to identify classes.
- Register and pay fees on your assigned registration date using the MY Mission Portal.

**For Help: with class selection, connect with [counseling.missioncollege.edu](http://counseling.missioncollege.edu).**  
**For Help: with class registration, connect with [welcome.missioncollege.edu](http://welcome.missioncollege.edu).**  
**For Help: with paying for classes, connect with [financialaid.missioncollege.edu](http://financialaid.missioncollege.edu).**  
**For Help: Use My Mission Portal (video) [youtube.com/go2missionSC](https://youtube.com/go2missionSC)**

### STEP 5

#### CREATE AN EDUCATION PLAN WITH A COUNSELOR

- Schedule a counseling appointment at Counseling or email [askmccounselor@missioncollege.edu](mailto:askmccounselor@missioncollege.edu)
- Access completed educational plan in My Mission Portal.>View Tutorial Video.

**For Help: Connect with the Counseling Center**  
[counseling.missioncollege.edu](http://counseling.missioncollege.edu)

**Note: Priority Registration can be earned through completion of Steps two, three and five.**  
**See Student Success and Support site for details.**

# COST & FINANCIAL AID



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](https://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.

## 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 2021-22 academic year, the non-resident tuition fee is \$290 per unit for the summer 2021 term; and \$307 effective fall 2021, in addition to the California Resident Fee is \$46 per unit.

## 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 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.)*



## Other College Fees

### Associated Student Government (ASG) Representation Fee

This is a \$2.00 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 at the time of initiating registration for the first time for the term for which they are registering the student must indicate on the questionnaire presented that they do not want to be assessed the fee. If the student does not opt out the fee will be assessed.

### 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. During the summer, continuing students, those enrolled in spring, will not be assessed the SmartPass fee. Only new and returning students are assessed the \$10.50 fee during the summer.

### Health Fee

The health fee is \$21.00 per semester and \$18.00 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. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a debit/credit card refund. Refunds for eligible students are processed after census for full term courses, unless otherwise requested by the student. Refunds for complete withdrawals from short-term courses are processed within 7 to 10 business days.

## 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 or forward student information 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 student 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.

### Federal Financial Aid

Mission College participates in the Department of Education Title IV federal financial aid programs including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Loans. Detailed information about the federal financial aid programs is available from the U.S. Department of Education at [studentaid.ed.gov](http://studentaid.ed.gov).

### State Financial Aid

Mission College participates in state financial aid programs including California College Promise Grant (CCPG) Cal Grant A, 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: [missioncollege.edu/student\\_services/financial\\_aid/](http://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, a specific grade point average, overcoming obstacles, majoring in certain fields and many more. Additional scholarship information can be found at [mission.college.edu/scholarships](http://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 in federal work study funded positions. Additional information can be found at: [jobs.missioncollege.edu/](http://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](http://MyCollegePaymentPlan.com/wvmc) or call Nelnet at (800) 609-8056.

# STUDENT SERVICES



## Academic Support Center (ASC)/ Tutoring Center

[tutoring.missioncollege.edu](http://tutoring.missioncollege.edu) | SEC 154 | 408-855-5095

The Academic Support Center provides academic assistance for all Mission College students. Our in-person and online tutoring programs support students in a wide range of subject areas including basic skills, transfer, and courses that lead to degrees or certificates. We strive to offer students quality services in a variety of formats to respond to individualized learning needs. Our goal is to provide a positive learning environment to help students become independent and active learners.

### 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](http://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. 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
- Veterans VA certifications
- \* Athletic Certifications

### 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
- Admissions applications
- Student information changes
- Payment plans

### Records

SAO 2: Students who petitions 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](http://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

## Placement and Assessment Services

[placement.missioncollege.edu](http://placement.missioncollege.edu) | SEC 109

Students will use Mission College's Placement Assistance Tool for English, math, or ESL placements. The Placement and Assessment Services can assist students with the completion of the Placement Assistance Tool found at [assessment.missioncollege.edu](http://assessment.missioncollege.edu), which must be completed prior to enrollment in Transfer-Level English, math, or ESL courses.

Placement and Assessment Services also processes prerequisite clearances and challenges for student enrollment into Mission courses. If you have completed college courses elsewhere or passed AP exams that you would like considered for course eligibility at Mission College, please visit [Prerequisites.missioncollege.edu](http://Prerequisites.missioncollege.edu).

### Service Area Outcomes

SAO 1: Provide assessment and placement services to students to enable them to pursue their educational goal.

SAO 2: Students who submit an approved Prerequisite Clearance Form to the Assessment Center will have the prerequisite entered in Banner and a confirmation email sent to the Student.

## Associated Student Government (ASG)

Please see Student Government and Activities

## Athletics - Intercollegiate

[missionsaints.com](http://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 baseball, men's and women's tennis, women's basketball, women's badminton.

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: Student-athletes will be able to demonstrate and articulate the use of critical thinking skills while performing in a highly competitive environment and utilizing a positive level of citizenship.

SAO 2: Student-athletes will have the ability to be a member of the Athletics Leadership Council (ALC) that is designed specifically for student-athletes participating in intercollegiate athletics who have the desire to develop leadership qualities in order to work effectively with their teams.

SAO 3: Student-athletes will be able to demonstrate a commitment to their educational goals in order to achieve athletic eligibility per CCCAA bylaws.

## Bookstore

[mc.bncollege.com](http://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](http://mc.bncollege.com). For questions, please call (408) 855-5080.

## CalWORKs

[calworks.missioncollege.edu](http://calworks.missioncollege.edu) | 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 (CDC)

[cdc.missioncollege.edu](http://cdc.missioncollege.edu) | CDC | (408) 855-5173

The Mission College Child Development Center provides childcare for children of Mission College students, Mission College staff, and community members. Financial assistance is 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 experience at Mission College CDC Lab.

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](http://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 counseling
- Career exploration
- Goals clarification
- Personal counseling
- Community referrals
- Personal issues that impact academic success
- Crisis intervention

Students are encouraged to meet with a counselor for a comprehensive educational plan during their first semester or by the time they have completed 15 units.

### Service Area Outcomes

SAO 1: New, incoming, SSSP 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 immediate 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.



## Disability Support Programs and Services (DSPS)

[dspd.missioncollege.edu](http://dspd.missioncollege.edu) | CC 240 | (408)-855-5085 | TTY 408-727-9243

The program's goal is to support students with documented disabilities access college-level courses for degree, transfer, certificate programs and career. DSPS emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DSPS is support, information and training for college-level course instructors to ensure student success.

DSPS encompasses two areas: academic support services for mainstream classes (such as priority registration, shared notes, test-taking arrangements, tutoring), and compensatory strategies classes in technology, expressive language, mathematics and study skills.

### Service Area Outcomes

SAO 1: Upon receipt of all eligibility documentation, prospective DSPS students will be scheduled for and meet with an Advisor within one week.

SAO 2: DSPS students who regularly attend DSPS-specific Tutoring will report a positive impact on their success in college-level coursework.

## Employment Development Department (EDD)

If you are attending Mission College and need assistance with your unemployment forms, visit the Program Director in the CalWORKs office, room SEC 144. Our office will assist you in completing your forms and act as your liaison with the Employment Development Department. You can also email the Program Director at [donna.hale@missioncollege.edu](mailto:donna.hale@missioncollege.edu).

## Extended Opportunity Program and Services (EOPS)

[eops.missioncollege.edu](http://eops.missioncollege.edu) | SEC 148 | (408) 855-5056

EOPS offers support services and grants to students from educationally and economically disadvantaged backgrounds, who are often within the first generation in their families to attend college. The intent, purpose, and resources of EOPS are geared toward assisting students achieve their academic and career goals.

Support services available include: financial grants, enrollment assistance and priority registration; financial aid application assistance; book vouchers; school supplies; academic counseling and advising; tutorial assistance; workshops; transfer assistance; and community resource referrals.

### Service Area Outcomes

SAO 1: Retention: 80% of program participants will complete at least 3 contacts with their EOPS counselor each semester.

SAO 2: Persistence: EOPS will retain 80% of continuing program participants each semester.

SAO 3: EOPS will increase the percentage of Disproportionately Impacted students served.

## Cooperative Agencies Resources for Education (CARE)

[eops.missioncollege.edu](http://eops.missioncollege.edu) | SEC 148 | (408) 855-5057

The Cooperative Agencies Resources for Education (CARE) Program, a component of EOPS, is designed to focus on the unique needs of single-parent students who receive Cash Assistance or TANF. CARE endeavors to assist students in realizing their visions of educational success and economic independence.

Program services include an additional grant, book services, workshops, educational trips and more. In order to maximize the resources available, students may participate in both CARE and CalWORKs at the same time.

### Service Area Outcomes

SAO 1: Personal Growth: CARE students will participate in at least one educational workshop every semester that focuses on navigating institutional systems, personal growth, and/or academic success.

## Financial Aid

[Financial.aid.missioncollege.edu](http://Financial.aid.missioncollege.edu) | SEC 118 | (408)-855-5065

Mission College's Financial Aid Office provides current and prospective students with complete information on the types of student financial assistance available to help reduce students' 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/](http://www.missioncollege.edu/student_services/financial_aid/)

Additional information can be found on the Financial Aid webpage or for questions please email [mcafa@missioncollege.edu](mailto:mcafa@missioncollege.edu).

### Service Area Outcomes

SAO 1: Satisfactory Academic Progress Appeal applicants will be informed of decisions within 3 business days of the committee's review.

SAO 2: Students with calculated overpayments will be notified within 10 business days from the date the overpayment is identified.

## Hispanic Serving Institution Programs (HSI)

[hsi.missioncollege.edu](http://hsi.missioncollege.edu) | SEC 350 | (408) 855-5526

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 Admission applications.

### HSI STEM Transfer Alliance: Paid Summer Research & Internship placements

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 Program

[honors.missioncollege.edu](http://honors.missioncollege.edu)

The Honors 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 Program will participate in activities outside of the classroom that will complement their educational experience.

SAO 2: Students in the Honors Program will have the opportunity to work with faculty to develop and conduct research.

## International Student Center

**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 (IIS), 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.

### 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.

SAO 2: F-1 international students will identify five (5) services available to them through International Student Services.

## Job & Internship Placement Center

jobs.missioncollege.edu | SEC 122 | 408-855-5304

The Career Services 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 jobs.missioncollege.edu. Also we offer:

- Employer Tabling
- Employer Panels
- Employer Information Sessions
- Dress for Success Services
- Job Fairs
- Resume and Cover Letter Templates
- Student Orientations (Overview of College Central Network)

## Library

missioncollege.edu/lib | (408)-855-5150

The Mission College Library offers numerous resources and services to students, faculty, and staff. These include personalized reference assistance such as library research help, library orientations, and special library collections. The Mission College Student/Staff ID card is your library card. ID cards are available at the Campus Center and online. Visit the Student Government page to request your student ID online. This card allows access to all library services and collections.

The Library's collection includes both print and ebooks, instructor and textbook reserves, Food for Textbook Program textbooks, online databases, streaming videos, anatomy models as well as a microscope. All online resources are available off-campus by using the college's single sign-on information.

The Library provides computers with Internet access, Microsoft Office programs, and adaptive software and tables. Free wireless access is provided for those wishing to use their own laptops. Other equipment such as printers, scanners and a photocopier are also available. A quiet reading room, group study rooms, study tables and carrels give students a variety of study spaces.

Consult the Library web site for information on hours of operation. The library is open on all instructional days and has limited hours during summer and winter sessions.

Contact the Information Desk for research assistance. Use the Librarian's Cranium Café. Contact the Check Out Desk for inquiries regarding library account such as checked out items, overdue items or fines. Write to mc.circ@wvm.edu or call (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.

## Math Engineering Science Achievement (MESA)

mesa.missioncollege.edu | SEC 152 | (408) 855-5482

MESA CCP (Math Engineering Science Achievement Community College Program) provides support academic, community, and leadership support to transfer pathway math, engineering or science major students who are first generation college students, and receive need-based financial aid. MESA CCP is a partnership with the California Community College Chancellor's Office and the University of California MESA Statewide Office.

Through greater access to STEM opportunities, MESA students receive the mentorship and academic support they need on campus, while getting connected to external scholarships, internships and summer research at Universities. MESA CCP's rigorous academics, leadership preparation, and collaborative problem-solving training have helped create transfer students who graduate as part of the STEM workforce that is so urgently needs the diversity and skills MESA students offer.

MESA's components include:

Opportunities on Campus: Priority Registration, Academic and Transfer Counseling; Career Advising; Dedicated Student Study Center (SEC 152) with access to printing, a lending library, and key course software; Tutoring and weekly Academic Excellence Workshops (AEW's) in Math, Physics, Biology, Chemistry

Opportunities off Campus: UC/CSU campus and lab tours, industry tours, leadership retreats, STEM student conferences, partnerships with professional organizations, connections to Scholarships and summer undergraduate research, and volunteer opportunities.

### 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.

## Puente 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 2 students will complete two college level English courses and a transfer timeline assignment.

SAO 2: Phase 3 students who are eligible to transfer will earn an associate degree and/or certificate and/or be admitted to a university as a transfer student.

## 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 & leadership, financial need, major, athletics, 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 mcscholarships@missioncollege.edu.

## 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 advantage 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 internship 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 in 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

## Student Government and Activities

asg.missioncollege.edu | CC 231 | 408.855.5407

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

SAO 2: The ASG and Campus Clubs will understand Parliamentary procedures through training workshops.

SAO 3: The Office of Student Activities shall provide quality customer service to the Mission College community and the general public.

## Student Health Services

Healthservices.missioncollege.edu | 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.

### Service Area Outcomes

SAO 1: The Mission College Student Health Services will provide clinical services consisting of immunizations, tuberculosis skin tests and laboratory tests to students each year.

SAO 2: The Mission Student Health Services will provide the "Student Health 101" website - an online health and wellness magazine - to a combined audience of student and employees.

## 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

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 STEM

[trio.missioncollege.edu](http://trio.missioncollege.edu) | SEC 146 | (408) 855-5192

TRIO and TRIO STEM are federally funded Student Support Services projects that provides assistance for Mission College students that are underrepresented in higher education. The focus of the programs 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: Persistence: 82% of TRIO students will persist from one academic year to the next, or graduate with an associate's degree or certificate, and/or transfer to a 4-year institution.

SAO 2: Academic Standing: 90% of all enrolled TRIO participants served will maintain in good academic standing.

SAO 3: Graduation: 30% of new TRIO participants each year will graduate with an associate's degree or certificate within 4 years.

SAO 4: Transfer: 25% of new TRIO participants each year will transfer to a 4-year institution within 4 years.

## Umoja Community

[umoja.missioncollege.edu](http://umoja.missioncollege.edu) | [umoja.community@missioncollege.edu](mailto:umoja.community@missioncollege.edu)

Umoja is a Kiswahili word meaning unity. The Mission College Umoja Community (MCUC) will empower and motivate African American students and other students from disproportionately impacted populations to excel in academics through community engagement, cultural empowerment, culturally responsive pedagogy and self-love. Students of all backgrounds are welcome to join. Students that are interested in learning more about the Umoja Community are encouraged to visit [umoja.missioncollege.edu](http://umoja.missioncollege.edu) or email [UmojaCommunity@wvm.edu](mailto:UmojaCommunity@wvm.edu).

If you want to go quickly, go alone. If you want to go far, go together. -African proverb



## Veterans Program (VALOR)

[valor.missioncollege.edu](http://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), student-veterans have access to a full-time staff and ongoing appointments with a VA Certifying Official and Student-Veteran Counselors. The VALOR Center hosts outside resources including VA Health through the Palo Alto Medical Center, Department of Rehabilitation as well as benefit assistance through Veteran Administration services.

The VALOR Center is an inclusive and welcoming environment that assists our Student-Veterans have continued success and retention throughout their program of study. Services include:

- Welcome Desk with Peer Mentoring
- Access to Certifying Official
- Peer tutoring
- Lounge and Study Area
- Academic, Career and Disability Counseling
- Access to Outside Resources
- Computer Lab and printing
- Coffee and snacks

### 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

[welcomecenter.missioncollege.edu](http://welcomecenter.missioncollege.edu) | 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 process, accessing 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 Winter/Spring/Summer/Fall academic periods for prospective students, new students and their parents.



# CAMPUS & COMMUNITY INFORMATION



## Community Education

[communityed.missioncollege.edu](http://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

## Food Services

WM Café located in the Campus Center is open weekdays during the regular semester when classes are in session offering an assortment of food options including hot breakfast items, Asian and Mexican food plus an expansive salad bar.

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](http://www.missioncollege.edu/depts/food) or by calling 408-855-5245.

## Parking Information

[parking.missioncollege.edu](http://parking.missioncollege.edu) | 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](http://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](mailto:parking.services@wvm.edu). More details can also be found at the District parking website: [wvm.edu/parking/](http://wvm.edu/parking/)

## Public Transportation Information

[missioncollege.edu/student\\_services/student-government/smartpass.html](http://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.

# RIGHTS & RESPONSIBILITIES



In addition, please refer to the West Valley-Mission Community College District Website for additional information on the following areas:

## Chapter 5: Student Services: [wvm.edu/policies](http://wvm.edu/policies)

- Drug-Free Environment and Drug Prevention Program WVMCCD Administrative Procedure – AP 3550
- Standards of Conduct WVMCCD Board Policy – BP 5500
- Student Discipline Procedures WVMCCD Administrative Procedure – AP 5520
- Student Rights and Grievances WVMCCD Administrative Procedure AP 5530
- Speech: Time, Place and Manner WVMCCD Administrative Procedures AP 3900

## Student Rights and Responsibilities

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, the presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the district, and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual orientation or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college.

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations, and procedures of the district. Each student bears full responsibility for his or her actions.

Specific complaints, questions, or concerns may be directed to the Associate Vice Chancellor of Human Resources, (408) 741-2060, or the Mission College responsible officer, Vice President of Student Services, (408) 855-5197.

## 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 nagdidiskriminate sa kanilang uri, kulay, pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakaran nito. Ang kakayahan sa pag Ingles ay hindi maaring maging hadlang sa pagsali sa mga palatuntunan ng Vocational Education. Ang mga taong 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 pinagbabawalan ang sino mang maga-aral dahil sa kanilang kasarian. Sa mga klase ng Physical Education ang mga maga-aral ay maaring paghiwalayin sangayon sa kanilang coeducational na klase, kagaya ng larong wrestling, football, o kahit na anong laro o kilos na maaring magkadikit ang ano mang parte ng kanilang katawan.

## **IGUAL OPORTUNIDAD SIN DISCRIMINACION (Spanish)**

Mission Community College cumple con las leyes de Acción Afirmativa y de Igual Oportunidad de acuerdo con la Sección 504 del Acto de Rehabilitación de 1973, Título IX de las Enmiendas Educativas de 1972 y Título VI del Acto de Derechos Civiles de 1964, y no discrimina a base de raza, color, origen nacional, desventajas mentales o físicos,

edad o sexo en ninguno de sus reglamentos, prácticas o procedimientos. La habilidad limitada con el uso del inglés no impedirá el ingreso y la participación en programas de Educación Vocacional. A las personas que busquen información o resolución de supuestos actos de discriminación se les ruega dirigirse a las oficinas anotadas abajo.

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

### **Chánh Sách Không Kỳ Thị (Vietnamese)**

Học Khu Đại Học Cộng Đồng West Valley-Mission luôn mở rộng cửa đón nhận sinh viên các nơi.

Trường Đại-Học Cộng Đồng Mission không kỳ thị vì tuổi tác, giới tính, khuyết tật, chủng tộc, màu da, khuynh hướng tình dục, trong mọi chương trình hay trong các lớp học.

Sinh Viên Việt-Nam Xin Chú Ý

Trường Đại-học Cộng-Đồng Mission đã có Giáo-sư Cố-Vấn người Việt-Nam làm việc toàn thời gian (Full-time Vietnamese Counselors).

Xin các bạn cứ đến tại quy cố-vấn (Counseling Center) trong giờ làm việc (từ 9 giờ rưỡi sáng đến 7 giờ chiều, thứ hai cho đến thứ năm), hoặc gọi số (408) 855-5030 để lấy hẹn.

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

### **Title IX: Sexual Harassment and Assault**

Mission College provides a safe environment that supports learning and encourages 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.

Mission College 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](mailto:TitleIX@MissionCollege.edu)

Anyone who files a sexual harassment or sexual violence complaint is protected from all forms of 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.

#### **WVMCCD Board Policy: Prohibition of Harassment**

WVMCCD Administrative Procedure – AP 3430

Title IX, Education Amendments of 1972;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

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

derisive 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, patting, 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 interfere 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](http://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

### **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.

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

#### **Campus Safety**

WVMCCD 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, through 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
  - Mistake
- 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:
  - 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 REGULATIONS & POLICIES



## 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.

Excerpted from: West Valley-Mission Community College District Policy 4030, Academic Freedom (adopted Jan. 17, 2012), available online at [wvm.edu/WorkArea/DownloadAsset.aspx?id=6127](http://wvm.edu/WorkArea/DownloadAsset.aspx?id=6127)

## 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 to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism,

and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

- In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.
- Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.
- Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
- Furnishing false information: 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:

- Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- Issue an NC or a failing grade ("F") or "0" for the assignment in question.
- Refer the student to the Vice President of Student Services, for disciplinary action.

## 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.

**APREREQUISITE** 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 be 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 course listing the prerequisite or corequisite.

All prerequisites and corequisites 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 15.

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:** Most Mission College courses are credit courses, meaning students earn units for the courses that 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 have no units, value. 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-degree 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 for lecture classes, including class time, for each unit of credit, and prorated for short-term, laboratory, and activity courses. 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.

## 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 may 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. A one-hour transcript may be obtained at a cost of \$20 per transcript copy. For online transcript requests, go to: [missioncollege.edu/admissions](http://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](http://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

Student can apply for a certificate and/or degree online via the Portal, and the deadlines are available online at [missioncollege.edu/admissions/graduation/index.html](http://missioncollege.edu/admissions/graduation/index.html). 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 for any coursework being applied to your degree or certificate requirements. 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.

## Grade System

### Evaluative Grade Symbols

Grades from a grading scale shall be averaged based on 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.

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory, units awarded not counted in GPA)	No value
NP	No Pass (less than satisfactory, units not counted in GPA)	No value
SP	Satisfactory progress (satisfactory progress for noncredit courses only, units not counted in GPA)	No value

## Pass/No Pass

Courses may be offered in either or both of the following categories (as referenced in The California Code of Regulations, Title 5 §55752):

1. Courses in which all students are evaluated on a "Pass/No Pass" basis
  - a. When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the "Pass/No Pass" grading standard must be utilized. Pass (P) shall be awarded for meeting that standard and No Pass (NP) for failure to do so.
  - b. Transfer of Credit Units: a student is responsible for checking with a counselor or transfer institution to determine any limitation on the transfer of credit units.
  - c. Maximum Number of Credit Units: A maximum of 20 credit units of the "Pass/No Pass" type may be applied toward the completion of the associate degree; units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. Pass/No Pass units attempted for which No Pass (NP) is recorded, however, shall be considered in probation and progress dismissal procedures.
2. Courses in which a student may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade.
  - a. Courses in which such option exists will be so designated by the Department Chair in consultation with appropriate members of the Division faculty within each College.
  - b. The utilization of courses graded on a "Pass/No Pass" basis to satisfy major or certificate requirements must be approved by the Department Chair in consultation with appropriate members of the Division faculty within each College.
  - c. A maximum of 20 units toward an Associate degree may be applied from courses in which the student has elected a "Pass/No Pass" option.

## 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 supplanted 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 attending classes. Because of the open entry – open exit system of noncredit institutions, students are free to come and go from the class of their choosing. 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;
- g. 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 WVMCCD 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.

#### 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

### Academic Honors

**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 achieved a cumulative Mission College grade point average between 3.3-4.0 will be designated as Honors Graduates and receive special recognition at Commencement as outlined below:

- 3.30-3.49 Honors
- 3.50-3.79 High Honors
- 3.80-4.0 Highest Honors

**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 ASGGS for at least one semester with a cumulative 3.5 GPA or higher, or an ACTIVE 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.

### 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 the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75-grade point average



during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status 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

#### Grade Alleviation through Course Repetition

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.

f. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.

g. 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.

# CREDIT FOR PRIOR LEARNING



## 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 Schools
- 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 U.S. regionally accredited institutions 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 for A.A. and A.S. Degrees

The West Valley Mission Community College District has entered into a mutual agreement with 12 other Community Colleges to accept the General Education of these colleges "as completed." The participating colleges are Cabrillo College, Chabot College, De Anza College, Evergreen Valley College, Foothill College, Gavilan College, Hartnell College, Las Positas, Monterey Peninsula, Ohlone College, San Jose City College and West Valley College.

This means that students who obtain a certification of completion of the Associate Degree General Education requirements will have both their General Education and competency requirements 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.

## Completion of General Education for A.A. and A.S. Degrees for 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 in Arts or Associate in Science degree when the following are complete:

- 1 The student has completed all program 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 P 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.

## 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 or designee 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. Indirect 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.

## Course Evaluation for Elective Credit

Courses completed at a regionally accredited institution can be used to satisfy elective requirements at Mission College as long as they are associate degree or baccalaureate level.

## Course Evaluation of Upper Division Units

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, 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, IGEC 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 IGEC.

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 grade the student earned:

- IERF (International Education Research Foundation) | [www.ierf.org](http://www.ierf.org)
- NACES (The National Association of Credential Evaluation Services) | [www.naces.org](http://www.naces.org)
- WES (World Education Service) | [www.wes.org](http://www.wes.org)
- IIC (International Institute of California) | [www.iicus.com](http://www.iicus.com)
- IESCAREE (International Evaluation Service Center) | [www.iescaree.com](http://www.iescaree.com)

The official foreign evaluation along with a Transcript Evaluation form must be submitted to the Admissions & Records Office. For evaluation of general education, complete the Transcript Evaluation Form. For evaluation of major requirements, complete the Course Substitution Form. Both forms can be found at <https://missioncollege.edu/admissions/forms.html>.

Note: Foreign coursework cannot be used to satisfy requirements for ADTs, CSU or IGEC certifications

## Prerequisite Clearance and Challenge

Prior coursework, including some high school courses, external exams or alternative learning experiences can often be used to grant a student clearance to meet or bypass a course prerequisite. Please visit [prerequisites.missioncollege.edu](http://prerequisites.missioncollege.edu) for the most up to date information on the prerequisite clearance process.

## Credit for Military Service

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 examination 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.

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](http://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.

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.

Students are cautioned that any credits obtained by any of the methods listed below, while accepted by Mission College, may not be acceptable for credit by any other institution, public or private.

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

### Regulations for Credit by Internal Examination

1. The credit by exam status for each course is determined by each department and is noted on the official course outline of record. A master list of all courses eligible for credit by exam can be found on the college website: [missioncollege.org/admissions/forms.htm](http://missioncollege.org/admissions/forms.htm) (Credit by Exam).
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. A maximum of twelve (12) semester units toward an associate degree may be earned by courses for which credit has been earned by examination.
5. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student. The student's academic record will clearly indicate that the credit was earned by examination.
6. Grading for the examination shall be according to the regular grading system except that students shall be offered a "pass – no pass" option if that option is ordinarily available for the course.
7. The units earned through such examination shall not be used to satisfy the minimum twelve (12) semester hours of credit in residence required for an associate degree.
8. Credit by examination is not applicable to meeting of such load requirements a Selective Service deferment, Veteran's or Social Security benefits.
9. Examinations are only given during the Fall and Spring regular semesters and requests must be received by the 6th week of the semester to be processed during that semester.

### 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 32 –35. Students must have official scores sent to the Admissions & Records Office for credit to be applied toward MC graduation requirements and CSU GE-B/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 <https://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.

### Guidance for Assigning Academic Credit for the Defense Language Proficiency Test (DLPT)

Using the American Council on Education (ACE) recommendations as described below, three lower division semester hours for language shall equate to three semester units (or their quarter equivalent) in CSU GE Breadth Area C2. When assigning academic credit using the DLPT, campus articulation officers and credit transfer evaluators should refer to the ACE National Guide to College Credit for Workforce Training. This ACE online guide organizes foreign language test scores and credit recommendations by language, version of test and modality of language. The Guide then provides lower and upper division credit recommendations based on the DLPT test score in the following modalities: listening, reading, and oral. Campuses may continue to award additional GE and/or major course credit as they have done in the past.

The following documents may be accepted to award DLPT GE:

- Official Defense Language Institute Foreign Language (DLIFLC) Transcripts
- Official Joint Services Transcripts (JST)
- Defense Manpower Data Center (DMDC) DLPT Examinee Results
- DA Form 330 Language Proficiency Questionnaire



# COLLEGE CREDIT FOR ADVANCED PLACEMENT EXAM (AP)

EXAM	AA (MAJOR AND/OR GE) FOR MISSION COLLEGE	CSU GE	UNITS EARNED TOWARD AA & CSU TRANSFER	IGETC & UC SUBJECT AREA	UNITS EARNED TOWARD TRANSFER
Art History	ART 001A and 001B	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B UC-H	5.3 semester/8 quarter units
Biology	BIO 010+ BIO 010L	Area B2 and B3 4 semester units	6 semester units	Area 5B and 5C UC-S	5.3 semester/8 quarter units
Calculus AB	MAT 003A*	Area B4 3 semester units	3 semester units***	Area 2A UC-M	2.6 semester/4 quarter***
Calculus BC	MAT 003A and MAT 003B* (score of 5 only)	Area B4 3 semester units	6 semester units***	Area 2A UC-M	5.3 semester/8 quarter units***
Calculus BC/AB Subscore	MAT 003A and MAT 003B* (score of 5 only)	Area B4 3 semester units	3 semester units***	Area 2A UC-M	2.6 semester/4 quarter***
<b>AP CALCULUS EXAM LIMITATIONS:</b>			***Maximum one Calculus or Computer Science exam toward Bachelors		***Max 5.3 semester/8 quarter units for both AB and BC; Max 2.6 semester/4 quarter for both AB and the AB subscore
Chemistry	CHM 001A	Areas B1 and B3 4 semester units (EFF FA09)	6 semester units	Area 5A and 5C UC-S	5.3 semester/8 quarter units
Chinese Language & Culture	Area C	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Computer Science A	CIS 037A	N/A	3 semester units***	N/A	5.3 semester/8 quarter EFF FA18***
Computer Science AB	CIS 037A	N/A	6 semester units***	N/A	5.3 semester/8 quarter units**
Computer Science Principles	Department Approval Needed	Area B4 3 semester units	6 semester units***	N/A	5.3 semester/8 quarter units
<b>AP CS EXAM LIMITATIONS:</b>			***Maximum one Calculus or Computer Science exam toward Bachelors		***Maximum 5.3 semester/4 quarter units for Computer Science A and AB
Economics - Macroeconomics	ECN 001A	Area D 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter
Economics - Microeconomics	ECN 001B	Area D 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter
English - Language & Composition	ENG 001A	Area A2 3 semester units	6 semester units***	Area 1A UC-E	5.3 semester/8 quarter units***
English - Literature & Composition	ENG 001A and Area AC	Area A2 and C2 6 semester units	6 semester units***	Area 1A or 3B UC-E or UC-H	5.3 semester/8 quarter units***
<b>AP ENGLISH EXAM LIMITATIONS:</b>					***Maximum 5.3 semester/8 quarter units for both
Environmental Science	Area B	Area B1 and B3 4 semester units	4 semester units	Area 5A and 5C UC-S	2.6 semester/4 quarter units
French Language and Culture	FRN 003	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
German Language and Culture	Area C	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Government & Politics - Comparative	Area D1 or D2	Area D 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter units
Government and Politics - U.S.	POL 001	Area D and US-2** 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter units
<b>AP GOV'T EXAM LIMITATIONS:</b>		**Does not fulfill AHI California Government requirement. Student can satisfy the AHI requirement after transfer			
History - European	HIS 004B	Area C2 or D 3 semester units	6 semester units	Area 3B or 4 UC-B or UC-H	5.3 semester/8 quarter units
History - U.S. History	HIS 017A	Area C2+US-1 or D+US-1 3 semester units	6 semester units	Area 3B or 4 UC-B or UC-H	5.3 semester/8 quarter units
History - World History-Modern	Area C or Area D1	Area C2 or D 3 semester units	3 semester units	Area 3B or 4 UC-B or UC-H	5.3 semester/8 quarter units
Human Geography	Area D1	Area D 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter units
Italian Language & Culture	Area C	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Japanese Language & Culture	Area C	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Latin	Area C	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	2.6 semester/4 quarter units
Physics 1	PHY 004A	Area B1 and B3 4 semester units	4 semester units***	Area 5A and 5C UC-S	5.3 semester/8 quarter units***
Physics 2	PHY 004B	Area B1 and B3 4 semester units	4 semester units***	Area 5A and 5C UC-S	5.3 semester/8 quarter units***
Physics C - Mechanics	PHY 004A	Area B1 and B3 4 semester units*	4 semester units***	Area 5A and 5C UC-S	2.6 semester/4 quarter units***
Physics C - Electricity and Magnetism	PHY 004B	Area B1 and B3 4 semester units*	4 semester units***	Area 5A and 5C UC-S	2.6 semester/4 quarter units***
<b>AP PHYSICS EXAM LIMITATIONS:</b>			***Maximum 4 semester units toward GE and 6 semester units toward transfer		***Maximum 5.3 semester/8 quarter units for all
Psychology	PSY 001	Area D 3 semester units	3 semester units	Area 4 UC-B	2.6 semester/4 quarter units
Spanish Language and Culture	SPA 003	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Spanish Literature and Culture	SPA 004	Area C2 3 semester units	6 semester units	Area 3B and 6A UC-H	5.3 semester/8 quarter units
Statistics	MAT 010	Area B4 3 semester units	3 semester units	Area 2A UC-M	2.6 semester/4 quarter units
<b>AP STATISTICS EXAM LIMITATIONS:</b>					
Studio Art - 2D Design	Departmental Approval Needed	3 semester units	NA	NA	5.3 semester units /8 quarter***
Studio Art - 3D Design	Departmental Approval Needed	3 semester units	NA	NA	5.3 semester units /8 quarter***
Studio Art - Drawing	Departmental Approval Needed	3 semester units	NA	NA	5.3 semester units /8 quarter***
<b>AP STUDIO ART EXAM LIMITATIONS:</b>					***Maximum 5.3 semester/8 quarter units for all

Approved by MCAS Spring 2009; UPDATED based on EO 1036 ASA-2019-03, rev0521

#### Additional Notes:

- Use of AP credit varies at each transfer institution. Please check the transfer institution's catalog for details.
- UCLA will not grant AP credit if the exam is taken after the student has completed 24 semester units of college coursework.
- For the most updated AP information for CSU and UC, visit [CSU Advanced Placement](#) or [UC AP and Exam Credits](#).

# COLLEGE CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP EXAM	MINIMUM CLEP SCORE	AA/AS GE FOR MISSION COLLEGE (3 UNITS EACH)	MINIMUM CSU UNITS ALLOWED	CSU GE-B AREA and UNITS
CLEP American Government	50	Area D1	3 semester units	Area D, 3 semester units
CLEP American Literature	50	Area C	3 semester units	Area C2, 3 semester units
CLEP Analyzing and Interpreting Literature	50	Area C	3 semester units	Area C2, 3 semester units
CLEP Biology	50	Area B	3 semester units	Area B2, 3 semester units
CLEP Calculus	50	Math Competency and Area A2	3 semester units	Area B4, 3 semester units
CLEP Chemistry	50	Area B	3 semester units	Area B1, 3 semester units
CLEP College Algebra	50	Math Competency and Area A2	3 semester units	Area B4, 3 semester units
CLEP College Algebra – Trigonometry	50	Math Competency and Area A2	3 semester units	Area B4, 3 semester units
CLEP Financial Accounting	50	NA	3 semester units	NA
CLEP French Level I*	50	NA	6 semester units	NA
CLEP French Level II*	59	Area C	9 semester units	Area C2, 3 semester units
CLEP Freshman College Composition	50	NA	NA	NA
CLEP German Level I*	50	NA	6 semester units	NA
CLEP German Level II*	60	Area C	9 semester units	Area C2, 3 semester units
CLEP History, United States I	50	Area D1 or Area D2	3 semester units	Area D + US-1, 3 semester units
CLEP History, United States II	50	Area D1 or Area D2	3 semester units	Area D + US-1, 3 semester units
CLEP Human Growth and Development	50	Area D1 or Area E	3 semester units	Area E, 3 semester units
CLEP Humanities	50	Area C	3 semester units	Area C2, 3 semester units
CLEP Information Systems and Computer Applications	50	NA	3 semester units	NA
CLEP Introduction to Educational Psychology	50	NA	3 semester units	NA
CLEP Introduction to Business Law	50	NA	3 semester units	NA
CLEP Introductory Psychology	50	Area D1	3 semester units	Area D, 3 semester units
CLEP Introductory Sociology	50	Area D1	3 semester units	Area D, 3 semester units
CLEP Natural Sciences	50	Area B	3 semester units	Area B1 or Area B2, 3 semester
CLEP Pre-Calculus	50	Math Competency and Area A2	3 semester units	Area B4, 3 semester units
CLEP Principles of Accounting	50	NA	3 semester units	NA
CLEP Principles of Macroeconomics	50	Area D1	3 semester units	Area D, 3 semester units
CLEP Principles of Microeconomics	50	Area D1	3 semester units	Area D, 3 semester units
CLEP Principles of Marketing	50	NA	3 semester units	NA
CLEP Spanish Level I*	50	NA	6 semester units	NA
CLEP Spanish Level II*	63	Area C	9 semester units	Area C2, 3 semester units
CLEP Western Civilization I	50	Area C or Area D1	3 semester units	Area C2 or Area D, 3 semester
CLEP Western Civilization II	50	Area C or Area D1	3 semester units	Area D, 3 semester units

MC Articulation 062C

# COLLEGE CREDIT FOR INTERNATIONAL BACCALAUREATE PROGRAM EXAMS (IB)

EXAM	MINIMUM SCORE FOR MC AND CSU	AA/AS GE FOR MISSION COLLEGE	CSU GE-B AREA (3 units)	MINIMUM SCORE FOR UC	IGETC AREA (3 units)	SEMESTER CREDITS EARNED TOWARD MC, CSU AND UC
IB Biology HL	5	Area B	Area B2	5	5B	6 MC, 6 CSU, 5.3 UC
IB Chemistry HL	5	Area B	Area B1	5	5A	6 MC, 6 CSU, 5.3 UC
IB Economics HL	5	Area D1	Area D	5	4	6 MC, 6 CSU, 5.3 UC
IB Geography HL	5	Area D1	Area D	5	4	6 MC, 6 CSU, 5.3 UC
IB History (any region) HL	5	Area D1	Area C2 or D	5	3B and 4	6 MC, 6 CSU, 5.3 UC
IB Language A Literature*	4	Area C	Area C2	5	3B and 6A	6 MC, 6 CSU, 5.3 UC
IB Language A – Language and Literature (except English)	4	Area C	Area C2	5	3B and 6A	6 MC, 6 CSU, 5.3 UC
IB Language B (any language) HL	4	Area C	NA	5	6A	6 MC, 6 CSU, 5.3 UC
IB Mathematics HL	4	Math Competency and Area A2	Area B4	5	2A	6 MC, 6 CSU, 5.3 UC
IB Physics HL	5	Area B	Area B1	5	5A	6 MC, 6 CSU, 5.3 UC
IB Psychology HL	5	Area D1	Area D	5	4	3 MC, 3 CSU, 5.3 UC
IB Theatre HL	4	Area C	Area C1	5	3A	6 MC, 6 CSU, 5.3 UC

\*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.

# MAJOR & CAREER PATHWAYS

## What are Major and Career Pathways?

They are groups of related programs based on similar interests and courses. Career pathways are designed to help you find a path to reach your educational and career goals and provide a structure to help you navigate the college experience.

## Ask a Counselor

We suggest scheduling an appointment with a counselor at [counseling.missioncollege.edu](https://counseling.missioncollege.edu), discuss the classes and work experience you already have accomplished and where you want to go.

## You Don't Need a Degree to Transfer

You don't need a degree/certificate to transfer to a university. However, depending on the transfer major you are seeking, it can be a great way to finish major preparatory coursework at Mission. And usually it is more affordable too!

## Don't Know What to Study? No Problem!

It's ok if you have not decided on a major, that is what college is for. To explore your options! Use these tools at [mcportals.missioncollege.edu](https://mcportals.missioncollege.edu).

**Career Coach:** Includes a free 6 question and 60 question-assessment to explore majors on your My Mission Portal

**Career Exploration Course:** Take a career exploration course, COU 012 (Career and Lifestyles)-3 units.

Go to [majors.missioncollege.edu](https://majors.missioncollege.edu) to explore all our degrees and certificates. The Major and Career Pathways are on the following page in the following categories



ART AND DESIGN



EXPLORATORY AND  
GENERAL STUDIES



STEM FIELDS



BUSINESS AND  
HOSPITALITY



HEALTH SCIENCES



LANGUAGES AND  
LIBERAL ARTS



PUBLIC SERVICE AND  
SOCIAL SCIENCES

While not part of our pathways programs we also have Apprenticeship, ESL, and Noncredit Programs



APPRENTICESHIPS  
PROGRAMS



CREDIT ESL  
PROGRAMS



NON-CREDIT  
PROGRAMS

Explore our Career Pathways at:

[majors.missioncollege.edu/current/documents/major-and-career-pathways-brochure.pdf](https://majors.missioncollege.edu/current/documents/major-and-career-pathways-brochure.pdf)

**SEE FULL LIST OF DEGREES AND CERTIFICATES ON NEXT PAGE**



# DEGREE & CERTIFICATE PROGRAMS

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	Transfer Degree**	Associate Degree	Certificate
<b>ART &amp; DESIGN</b>			
Art		AA	
Art History	AA-T		
Creative Arts		AA	
Digital Illustration			✓
Digital Music			✓
Graphic Design		AS	✓
Liberal Arts: Arts & Humanities		AA	
Studio Arts	AA-T		
Three-Dimensional Arts			✓
Web Design			✓
User Experience & Interface Design			✓
Web Development			✓
<b>BUSINESS &amp; HOSPITALITY</b>			
Accounting		AS	✓
Baking and Pastry		AS	✓
Business		AS	
Business Administration	AS-T		
Business Administration 2.0	AS-T		
Business Information Professional 1			✓
Business Computing			✓
CPA Exam Preparation 1: Auditing & Attestation (AUD)			✓
CPA Exam Preparation 2: Business Environment & Concepts (BEC)			✓
CPA Exam Preparation 3: Financial Accounting & Reporting (FAR)			✓
CPA Exam Preparation 4: Regulation (REG)			✓
Culinary Arts		AS	✓
Economics	AA-T		
Entrepreneurship & Small Business			✓
Food Service & Restaurant Management			✓
Fundamental Food Service Skills			✓
Hospitality Management		AS	
Management and Leadership			✓
Microsoft Office			✓
Office Administration		AS	✓
Office Information Systems		AS	✓
Project Coordinator			✓
Project Management			✓
<b>LANGUAGE &amp; LIBERAL ARTS</b>			
Communication Studies	AA-T		✓
English	AA-T		
Liberal Arts: Communication in English & Critical Thinking		AA	
Spanish	AA-T		
<b>EXPLORATORY &amp; GENERAL STUDIES</b>			
Liberal Arts: Arts & Humanities		AA	
Liberal Arts: Communication in English & Critical Thinking		AA	
Liberal Arts: Natural Science and Mathematics		AA	
Liberal Arts: Social and Behavioral Science		AA	
General Education CSUGE-B Transfer Studies			✓
General Education IGETC Transfer Studies			✓
<b>HEALTH SCIENCE</b>			
Fitness & Health			✓
Human Biology		AS	
Kinesiology	AA-T		
Nursing Assistant			✓
Nutrition and Dietetics	AS-T		

## 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.

	Transfer Degree**	Associate Degree	Certificate
Registered Nursing (LVN to RN)		AS	
Vocational Nursing		AS	✓
<b>PUBLIC SERVICE &amp; SOCIAL SCIENCE</b>			
Administration of Justice	AS-T		
Anthropology	AA-T		
Associate Teacher			✓
Early Childhood Education	AS-T	AS	
Early Intervention Assistant			✓
Economics	AA-T		
Fire Fighter/EMT Academy			✓
Fire Technology		AS	
Fire Prevention Internship Certification			✓
History	AA-T		
Liberal Arts: Social and Behavioral Science		AA	
Master Teacher			✓
Political Science	AA-T		
Psychology	AA-T		
Social Justice Studies	AA-T		
Sociology	AA-T		
<b>SCIENCE TECHNOLOGY ENGINEERING &amp; MATH</b>			
Biology	AS-T		
Biological Science		AS	
Cisco Certified Network Administration (CCNA)			✓
Computer Information Systems		AS	✓
Computer Network Technology		AS	
Data Analyst Associate			✓
Engineering		AS	✓
Human Biology		AS	
IT Helpdesk Technician			✓
Liberal Arts: Natural Science and Mathematics		AA	
Mathematics	AS-T	AS	
Mechatronic Technology		AS	✓
Nutrition and Dietetics	AS-T		
Physics	AS-T		
Web Design			✓
Web Development			✓
<b>APPRENTICESHIP PROGRAMS</b>			
Coach Operator			✓
Overhead line Worker			✓
Public Transit Leadership			✓
Service Mechanic			✓
Track Worker			✓
<b>CREDIT ESL PROGRAMS</b>			
English as a Second Language			X
<b>NON CREDIT PROGRAMS</b>			
Low- Beginning ESL			Ø
High- Beginning ESL			Ø
Beginning ESL			Ø
ESL for Childcare			Ø
Beginning Computer Skills			Ø
Basic Writing Skills			Ø
Community Health Worker			Ø
English For Careers in Food Service			Ø
English for Child Development			Ø

AA-T = Associate of Art Degree for Transfer

AS-T = Associate of Science Degree for Transfer

AA= Associate of Art Degree

AS= Associate of Science Degree

✓ = For Credit Certificate of Achievement

x= Department issued For Credit Certificate of Proficiency

Ø = Non Credit Certificate of Competency or Certificate of Completion

\*\*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

# ACADEMIC PROGRAMS



Mission College offers a wide variety of degree and certificate programs to help students achieve their educational goals.

## Degrees

### Associate in Arts and Associate in Science

These degrees may be sought as either a final educational goal or preparation for direct entry into an occupation. In addition to the individual program requirements, which can be found beginning on page 52, students seeking an Associate in Arts or Associate in Science degree must fulfill the Mission College competency and general education requirements found on pages 41-43. Potential transfer students may choose to fulfill the more comprehensive CSU GE-B (pages 46-48) or IGETC (pages 49-51) general education requirements while earning the A.A. or A.S. Completion of general education requirements for A.A. and A.S. Degrees may be completed through reciprocity agreements or prior degree completed (see page 31 for details). The A.A. in Liberal Arts, with four general concentration areas, may also be a good option for students still deciding upon a program of study.

### Associate Degrees for Transfer

These associate degrees are fully transferable to the CSU and require no more than 60 semester units. Students who meet the CSU's minimum eligibility requirements are guaranteed priority admission to a CSU campus, though not necessarily to a particular campus or major. General education requirements for the Associate Degree for Transfer and for those wishing to transfer to the California State University system or the University of California system can be fulfilled by completion of the CSU GE-B or IGETC general education requirements. These are found beginning on page 46. Individual requirements for Associate Degrees for Transfer programs can be found beginning on page 51.

### Earning Multiple Majors or Additional Degrees

#### Multiple Majors

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

1. Completion of all requirements for the additional major(s). Double-counting is allowable.
2. Completion of General Education and Competency Requirements
3. Completion of 12 units in residence at Mission College.

#### Additional Associate Degrees

A student who has already earned an AA, AS, AA-T, AS-T, BA or BS degree from a US regionally accredited institution, may apply for additional AA or AS degrees once all program requirements for the second degree (per Title 5 55063) have been complete. No additional general education will be required. AA/AS holders wishing to pursue an AA-T or AS-T will be held to the major requirements as well as any remaining CSU GE-B or IGETC requirements. NOTE: Per Title 5 55063, degrees awarded prior to Fall 2009 may be subject to a full evaluation.

## Certificates

Multiple certificate programs are also offered. In many cases the certificate coursework can be applied toward completion of the degree. Certificate programs are listed in this catalog in the Degree and Certificate Program Requirements section beginning on page 52.

### 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 be noted on a student's transcript. The Certificate of Proficiency is a department awarded certificate which is not noted on the student transcript, nor is it eligible for financial aid. At least 1/3 of the program requirements must be completed at Mission College.

### Noncredit Certificates

Mission College offers a limited number of noncredit Certificate of Competency programs. Noncredit coursework is not applicable to degrees or credit certificates. However, the noncredit coursework and certificates may offer valuable and documented academic or vocational skill building opportunities.

## 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 to develop an educational plan which will identify the courses needed to transfer to the student's institution of choice.

## 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 [assist.org](http://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 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 San Bernardino, 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 Marcos, CSU Stanislaus, California Maritime Academy, Cal Poly Pomona, Cal Poly San Luis Obispo, Fresno State University, Humboldt State University, San Diego State University, San Francisco State University, San Jose State University and 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:

1. 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.
2. Complete one of the following:
  - a. Minimum general education requirements
  - b. California State University General Education Breadth Requirements (CSU GE-B)
  - c. California State University General Education Breadth for STEM Requirements (CSU GE-B for STEM)
  - d. 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 (CSU GE-B)

The Board of Trustees of the California State University allows community colleges to certify the completion or partial completion of general education breadth requirements for students transferring to a California State University. Proper planning should enable students to satisfy the university lower division breadth requirements concurrently with the requirements for graduation with an associate degree from Mission College. Thirty-nine (39) units must be completed in the five areas outlined below, for certification. 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](http://www.assist.org) for updated information. Complete requirements for the CSUGE-B can be found in this catalog on page 46

### 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.

### IGETC for CSU

Students transferring to CSU may also complete the IGETC. Complete requirements for the IGETC can be found in this catalog on page 49.

Advanced Placement, International Baccalaureate and CLEP scores can be used to satisfy CSU requirements (see Examination Charts starting on page 32). Visit the Counseling Office or [www.assist.org](http://www.assist.org) for a complete listing of requirements and courses.

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

## 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 junior 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](http://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 19 majors: Administration of Justice, Art History, Biological Sciences, Business Administration, Communication Studies, Early Childhood Education, Economics, English, History, Kinesiology, Mathematics, Nutrition and Dietetic, Physics, Political Science, Psychology, Sociology, Social Justice Studies, Spanish, Studio Arts. For a current list of degrees, visit the Counseling Office ([counseling.missioncollege.edu](http://counseling.missioncollege.edu)) or the Transfer Center ([transfer.missioncollege.edu](http://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 52.

### Requirements for an Associate Degree for Transfer

- A. Completion of the AA-T or AS-T major courses with grades of C or P 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 CSU GE-B for STEM) or the CSU Intersegmental General Education Transfer Curriculum for CSU (IGETC CSU).

## 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 Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC Santa Cruz, UC San Francisco (graduate programs only), UC Santa Barbara and UC San Diego.

### Admission Requirements for Transfer to UC

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

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

**Transfer Applicant** - A transfer applicant is a student who has completed high school (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 or IGETC for STEM)



### 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 "P" 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 P or better. Complete requirements for the IGETC can be found in this catalog on pages 49-51.

### IGETC for STEM

IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics. The IGETC for STEM allows students to defer two course requirements, one in Arts and Humanities, and one in Social and Behavioral Sciences, until after transfer. 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 degrees\* AND the UC major program or college you're applying to accepts partial IGETC certification. Although IGETC for STEM is an option, you should prioritize completing major-preparation courses for the specific campuses and programs you're considering.

\* At this time, at Mission College, the IGETC for STEM requirements can only be used with the Biology AS-T.

Advanced Placement and International Baccalaureate scores can be used to satisfy IGETC requirements (see Examination Charts on pages 34,36). Visit the Counseling Office or [www.assist.org](http://www.assist.org) for a complete listing of requirements and courses.

## 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 Counseling Office ([counseling.missioncollege.edu](mailto:counseling@missioncollege.edu)) or the Transfer Center ([transfer.missioncollege.edu](http://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](mailto:counseling@missioncollege.edu)) or the Transfer Center ([transfer.missioncollege.edu](http://transfer.missioncollege.edu)).

## 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](http://www.assist.org).

## MISSION COLLEGE

## GRADUATION REQUIREMENTS 2021-2022

## 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: the requirements listed below in accordance with [WVMCCD Board Policy 4025](#) and [Title 5 § 55063](#); **OR** the [CSU GE-B requirements](#) **OR** the [IGETC requirements](#). Graduation requirements (Major, Competency, and General Education) are listed in the College Catalog at the time studies begin. Those requirements may be followed throughout the course of study as long as the student remains in continuous enrollment which is defined as enrollment for at least one 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, and mathematics

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 REQUIREMENT:** 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. Completion of ENG 001A or ENG 001AX (grade of C or better) or REA 054 (C or P or better) OR
- B. Completion of a transfer-level course approved to satisfy the First-Year Composition requirement at a college or university (C or P or better).

**Writing:**

- A. Completion of the ENG 001A or ENG 001AX (grade of C or better) OR
- B. Completion of a transfer-level course approved to satisfy the First-Year Composition requirement at a college or university (C or P or better).

**Oral Communication:**

- A. Completion of COM 001, 001H, 020, 020H for the *A.A. Degree* OR
- B. Completion of COM 001, 001H, COM 004, COM 020 or 020H for the *A.S. Degree* OR
- C. Competency determined by Communication Studies Department committee evaluation process.

**Mathematics:**

- A. Completion of MAT 000C or equivalent (C or P or better) OR
  - B. Completion of two semesters of High School Algebra II, Integrated Math 3, Common Core Math 3 or equivalent or higher with a grade of C- or better in both semesters OR
  - C. Completion of a transfer-level course approved to satisfy the Quantitative Reasoning requirement at a college or university (C or P or better) OR
  - D. A minimum score of 70% on an Intermediate Algebra departmental exam
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 English Composition with Additional Support
2. One additional course:
 

COM 001, 001H Public Speaking	FRN 003,004 Intermediate Language (5 ea)
COM 004 Small Group Communications	MAT 000C or equivalent or any transfer level Math course (3-6 units)
COM 020, 020H Argumentation and Debate	PHI 002 Logic
CIS 001 Introduction to Computer Science and Technology (4)	PHI 003 Introduction to Ethics
ENG 001B English Composition	POL 020 Controversial Legal Issues
ENG 001C Clear Thinking in Writing	REA 054 Critical College Reading & Thinking
EGR 030 Intro to Computing for Engineers	SOC 016 Introduction to Statistics in Social and Behavioral Sciences
	SPA 003, 004 Intermediate Language (5 ea)

**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                                       | <u>BIO 030L Tropical Ecology Field Studies (1)</u>                     |
| AST 001 Astronomy   | <u>BIO 032 California Plants and Animal (4)</u>                        |
| <u>AST 003, 003H Astronomy with Lab (4)</u>                         | <u>BIO 047, 048, 048H Human Anatomy, Physiology (5 ea)</u>             |
| AST 004 Astrobiology  | <u>CHM 001A, 001AH, 001B, 001BH General Chemistry (5 ea)</u>           |
| <u>BIO 001A, 001AH, 001B General Biology (5 ea)</u>                 | CHM 002 Introductory Chemistry   |
| <u>BIO 004 Microbiology (5)</u>                                     | <u>CHM 002L Introduction to Chemistry Lab (1)</u>                      |
| BIO 010 Introduction to Biology                                     | <u>CHM 012A, 012AH, 012B, 012BH Organic Chemistry (5 ea)</u>           |
| <u>BIO 010L Introduction to Biology Lab (1)</u>                     | <u>CHM 030A Fundamentals of Chemistry (4)</u>                          |
| <u>BIO 011 Human Biology (4)</u>                                    | <u>CHM 060 Survey of General, Organic and Biological Chemistry (4)</u> |
| BIO 012 Emerging Infectious Disease                                 | GEO 001 Introduction to Physical Geography                             |
| BIO 014, 014H Introductory Neuroscience                             | NTR 015 Human Nutrition  |
| <u>BIO 016 Marine Biology (4)</u>                                   | NTR 040 Nutrition and Disease  |
| BIO 017, 017H Genetics and Society                                  | <u>PHY 002A, 002B General Physics (5ea)</u>                            |
| BIO 019 Oceans: Life in the Sea                                     | <u>PHY 004A, 004B, 004C Engineering Physics (5ea)</u>                  |
| <u>BIO 022 Anat. &amp; Physiology for Allied Health Workers (4)</u> | PHY 004D Engineering Physics - Atomic (2)                              |
| BIO 025 Environmental Biology                                       | <u>PHY 010 Introduction to Physics (4)</u>                             |
| BIO 030 Tropical Ecology (3)  | PSY 007 Biological Psychology  |

The requirements listed here were accurate at the time of publication.  
Please visit the Counseling Office ([counseling.missioncollege.edu](http://counseling.missioncollege.edu)) for updated requirements.

**AREA C – HUMANITIES – 3 semester 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	GDS 073 Digital Photography
ART 001A Survey of Western Art I	HIS 004A, 004AH History of Western Civilization
ART 001B Survey of Western Art II	HIS 004B, 004BH History of Western Civilization
ART 001D Survey of Modern Art	HIS 015, 015H World History to 1500
ART 004 Art Appreciation	HIS 016, 016H World History since 1500
ART 007 Survey of Asian Art	HIS 017A, 017AH History of the United States to 1877
ART 011 The History of Modern Design	HIS 017B, 017BH History of the United States since 1877
ART 031A,B Drawing	HIS 033, 033H Women's Issues Past and Present <sup>#</sup>
ART 033A Basic Design: Two-Dimensional	HUM 001A,001B Human Values in and from the Arts
ART 033B Basic Design: Three-Dimensional	HUM 007 International Films
ART 034A,B Introduction to/Advanced Digital Art	HUM 015 Introduction to Film Analysis
ART 035A,B Life Drawing	HUM 016A Hispanic Roots and Culture <sup>#</sup>
ART 039A Survey of Printmaking	HUM 018, 018H African American Culture/Humanities <sup>#</sup>
ART 047A,B Watercolor	HUM 020 Asian Roots and Culture <sup>#</sup>
ART 048A,B Airbrush Painting	HUM 022 Introduction to Islam <sup>#</sup>
ART 049A,B Painting	HUM 024 The Asian American Experience <sup>#</sup>
ART 065A,B Ceramics-Handbuilding	HUM 030, Cultural Studies <sup>#</sup>
ART 067A,B Ceramics-Potter's Wheel	JPN 001,002 First/Second Semester Japanese - Elementary (5 ea)
ART 075A,B Metalsmithing	KIN 041 – 048 All Dance Classes see catalog for complete course titles and units) (1 ea)
ART 078A,B Furniture Design and Construction	KIN 080 Dance Appreciation (formerly WHP 040)
ART 085A,B Sculpture	MUS 005 Fundamentals of Music Theory
ART 088A,B Metal Sculpture Casting	MUS 006 Commercial Music Theory I
CHI 001, 002 First/Second Semester Chinese	MUS 007 Commercial Music Theory II
COM 012 Intercultural Communication <sup>#</sup>	MUS 010 Music Appreciation
ENG 001B English Composition	MUS 016 Survey of Rock and Popular Music
ENG 005A,005B English Literature	MUS 017 Musics of the World
ENGL 006B World Literature	MUS 030A,B/031A,B Beginning/Intermediate Piano (1 ea)
ENG 007A,007B American Literature	MUS 032A,B/033A,B Beginning/Intermediate Voice (1 ea)
ENG 013 Chicana/o-Latina/o Literature <sup>#</sup>	MUS 036A,B Beginning Guitar (1 ea)
ENG 015 Introduction to Film Analysis	MUS 041A, B Mission Chorus (1 ea)
ENG 043 Classical Mythology	MUS 048A, B Symphony Orchestra (1 ea)
ENG 048 Introduction to Shakespeare	PHI 001 Introduction to Philosophy
ENG 070 Creative Writing	PHI 002 Logic
ETH 013 Chicana/o-Latina/o Literature <sup>#</sup>	PHI 003 Introduction to Problems in Ethics
ETH 016A Hispanic Roots and Culture <sup>#</sup>	PHI 005 Introduction to Social and Political Philosophy
ETH 018, 018H African American Culture and Humanities <sup>#</sup>	POL 003 Introduction to Social and Political Philosophy
ETH 024 The Asian American Experience <sup>#</sup>	SPA 001,002 First/Second Semester Spanish - Elementary (5 ea)
FRN 001, 002 First/Second Semester French - Elementary (5 ea)	SPA 001L,2L Spanish Lab (.5 ea)
FRN 003, 004 Third/Forth Semester French - Intermediate (5 ea)	SPA 003,004 Third/Forth Semester Spanish - Intermediate (5 ea)
FRN 001L, 2L French Lab (0.5 ea)	SPA 050A,B Basic Conversational Spanish
GDS 011 The History of Modern Design	VIE 001, 002 First/Second Semester Vietnamese - Elementary (5 ea)
GDS 012 History of Photography	VIE 049A, 049B Vietnamese Language & Culture for Fluent Speakers
GDS 015 Photo-media and Social Change	

The requirements listed here were accurate at the time of publication.  
Please visit the Counseling Office ([counseling.missioncollege.edu](http://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:

- |  |  |
|--|--|
| ANT 003 Cultural Anthropology <sup>#</sup>                         | POL 002 Comparative Government                           |
| ANT 055 Magic, Witchcraft, & Religion <sup>#</sup>                 | POL 004 International Relations                          |
| BUS 061 Business and Society                                       | POL 005 Political Science Research Methodology           |
| CHD 001 Child Growth & Development                                 | POL 006 Politics of Race, Class and Gender <sup>#</sup>  |
| CHD 002 Child, Family and Community                                | POL 007 International Films                              |
| CHD 013 Teaching Children in a Diverse Society <sup>#</sup>        | POL 020 Controversial Legal Issues                       |
| COM 025 Mass Communication and Society                             | PSY 001, 001H General Psychology                         |
| COU 055 Valuing Diversity <sup>#</sup>                             | PSY 007 Biological Psychology                            |
| ECN 001A Principles of Macroeconomics                              | PSY 010 Social Psychology                                |
| ECN 001B Principles of Microeconomics                              | PSY 012 Human Growth and Development                     |
| ECN 006 The Global Economy   | PYS 015, 015H Introduction to Research Methods           |
| ETH 016A Hispanic Roots and Culture <sup>#</sup>                   | PSY 025 Introduction to Abnormal Psychology              |
| ETH 018, 018H African American Culture and Humanities <sup>#</sup> | PSY 030 Psychology of Addiction and Substance Abuse      |
| ETH 024 The Asian American Experience                              | PSY 045 Human Sexuality (Also ANT/SOC 045)               |
| GEO 002 Introduction to Cultural Geography                         | SJS 001 Social Justice <sup>#</sup>                      |
| GEO 006 World Regional Geography                                   | SJS 002 Introduction to Gender Studies <sup>#</sup>      |
| HIS 004A, 004AH, 004B, 004BH History of Western Civilization       | SJS 003 Introduction to LGBTQ Studies <sup>#</sup>       |
| HIS 015, 015H World History to 1500                                | SOC 001, 001H Introduction to Sociology <sup>#</sup>     |
| HIS 016, 016H World History since 1500                             | SOC 002, 002H Social Problems                            |
| HIS 017A, 017AH United States History to 1877                      | SOC 021 Sociology of Minorities in the U.S. <sup>#</sup> |
| HIS 017B, 017BH United States History since 1877                   | SOC 040 Marriage and Family                              |
| HIS 020 History and Geography of California                        | SOC 045 Human Sexuality                                  |
| HIS 033, 033H Women's Issues Past and Present <sup>#</sup>         | SOC 047 Sociology of Criminology                         |
| HUM 016A Hispanic Roots and Culture <sup>#</sup>                   | SOC 050 Introduction to Criminal Justice                 |
| HUM 018, 018H African American Roots and Culture <sup>#</sup>      | SOC 054 Concepts of Criminal Law                         |
| HUM 024 The Asian American Experience <sup>#</sup>                 | SOC 060 Community and the Justice System                 |
| POL 001, 001H American Government                                  |  |

**Series 2: American History and Institutions (3 sem/4-5 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:

- |  |   |
|--|---|
| HIS 017A, 017AH History of United States to 1877 | HIS 017B, 017BH History of United States since 1877 |
| HIS 020 History and Geography of California      | POL 001, 001H American Government                   |

**AREA E — LIFELONG LEARNING — 3 semester/4-5 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 acquiring the skills necessary to adapt to change, gain self-understanding, and set achievable goals.

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

- |  |  |
|--|--|
| BIO 025 Environmental Biology                                    | HOC 006 Personal Health and Lifestyle                    |
| BUS 061 Business and Society                                     | HOC 008 Community Health Problems                        |
| CHD 002 Child, Family and Community                              | KIN 078 Introduction to Kinesiology                      |
| CHD 013 Teaching in a Diverse Society <sup>#</sup>               | KIN 079 Lifetime Fitness                                 |
| CHD 017 Child Health and Safety                                  | LIB 010, 010H Information Competency (1)                 |
| COM 004 Small Group Communication                                | NTR 015 Human Nutrition                                  |
| COM 008 Interpersonal Communication                              | NTR 040 Nutrition and Disease                            |
| COM 012 Introduction to Intercultural Communication <sup>#</sup> | PSY 012 Human Growth and Development                     |
| COU 005 Strategies for Success                                   | PSY 025 Introduction to Abnormal Psychology              |
| COU 012 Careers and Lifestyles                                   | PSY 030 Psychology of Addiction and Substance Abuse      |
| COU 012A Careers and Lifestyles (1)                              | PSY 045 Human Sexuality                                  |
| COU 017 Transfer Success and Life Transitions                    | SOC 002, 002H Social Problems                            |
| COU 023 Becoming a Master Student-Athlete (2)                    | SOC 021 Sociology of Minorities in the U.S. <sup>#</sup> |
| COU 055 Valuing Diversity <sup>#</sup>                           | SOC 040 Marriage and Family                              |
|  | SOC 045 Human Sexuality                                  |

**AREA F — CULTURE, DIVERSITY AND EQUITY — 0-3 semester/0-4 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 multiethnic world.

Select one course from any of the above areas that is marked with the # sign. Courses in this area will "double-count" to meet other AA/AS GE requirements. **NOTE:** Not all AA/AS Area F courses satisfy the [CSU GE-B Area F Ethnic Studies requirement](#).

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

## MISSION COLLEGE

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### 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 /12-15 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 2<sup>nd</sup> composition graduation requirement)

#### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 SEMESTER/12-15 QUARTER UNITS)

Complete at least one course from the Biological Science area, the Physical Science area and the Mathematics area.

##### B1. Physical Sciences

AST 001 Astronomy  
AST 003, 003H Astronomy with Lab (4,4)  
AST 004 Astrobiology  
CHM 001A, 001AH, 001B, 001BH General Chemistry (5,5)  
CHM 002 Introductory Chemistry (4)  
CHM 002 Introductory Chemistry  
CHM 002L, Introductory Chemistry Lab (1)  
CHM 012A, 012AH, 012B, 012BH Organic Chemistry I (5,5)

CHM 030A 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, 014H 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 030L Tropical Ecology Field Experience (1)  
BIO 032 California Plants and Animals (4)  
BIO 047 Human Anatomy (5)  
BIO 048, 048H Human Physiology (5,5)

##### 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 010X Elementary Statistics with Additional Support (6)

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/12-15 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 031A Drawing

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 Survey of Rock and Popular Music

MUS 017 Music of the World

**C2. Humanities**

ARB 001, 002 First/Second Semester Arabic

CHI 001, 002 First/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

ETH 013 Chicana/o-Latina/o Literature

ETH 016A Hispanic Roots and Culture

ETH 018, 018H African American Culture and Humanities

ETH 024 The Asian American Experience

FRN 001, 002 First/Second Semester French (5,5)

FRN 003, 004 Third/Fourth Semester French (5,5)

FRN 001L,002L French Laboratory (.5,.5)

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

HUM 015 Introduction to Film Analysis (Also ENG 15)

HUM 016A Hispanic Roots and Culture

HUM 018, 018H African American Culture and 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 (5,5)

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

SPA 001, 002 First/Second Semester Spanish (5,5)

SPA 003, 004 Third/Fourth Semester Spanish (5,5)

SPA 001L, 002L Spanish Laboratory (.5,.5)

SPA 050A,050B Basic Conversational Spanish (3,3)

VIE 001, 002 First/Second Semester Vietnamese – Elementary (5,5)

VIE 049A,049B Vietnamese Language/Culture for Fluent Speakers (3,3)

**C3. One additional course from either C1 or C2.** (Biology AS-T majors can defer Area C3 until after transfer).



**AREA D – SOCIAL SCIENCES (6 SEMESTER/8 QUARTER UNITS)**

Complete three (2) courses. **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).**

POL 001, 001H American Government

**AND**

HIS 017A, 017AH United States History

**OR**

HIS 017B, 017BH United States History

**Section 2:**

ANT 003 Cultural Anthropology

ANT 055 Magic, Witchcraft and Religion

BUS 061 Business and Society

CHD 001 Child Growth and Development

CHD 002 Child, Family and Community (FA11)

CHD 013 Teaching in a Diverse Society (FA15)

COU 055 Valuing Diversity

ECN 001A Principles of Macroeconomics

ECN 001B Principles of Microeconomics

ECN 006 The Global Economy

ETH 016A Hispanic Roots and Culture

ETH 018, 018H African American Culture &amp; Humanities

ETH 024 The Asian American Experience

GEO 002 Introduction to Cultural Geography

GEO 006 World Regional Geography

HIS 004A, 004AH, 004B, 004BH History of Western Civilization

HIS 015, 015H World History to 1500

HIS 016, 016H World History since 1500

HIS 017A, 017AH, 017B, 017BH United States History

HIS 020 History and Geography of California

HIS 031 History of East Asia

HIS 033, 33H Women's Issues Past and Present

HUM 007 International Films

HUM 016A Hispanic Roots and Cultures

HUM 018, 018H African American Culture &amp; Humanities (FA14)

HUM 024 The Asian American Experience

POL 001, 001H American Government

POL 002 Comparative Government

POL 004 International Relations

POL 005 Political Science Research Methodology

POL 006 Politics of Race, Class and Gender

POL 007 International Films

POL 020 Controversial Legal Issues

PSY 001, 001H General Psychology

PSY 007 Biological Psychology

PSY 010 Social Psychology

PSY 012 Human Growth and Development

PSY 015 015H Introduction to Research Methods

PSY 025 Introduction to Abnormal Psychology

PSY 030 Psychology of Addiction and Substance Abuse

PSY 045 Human Sexuality (Also SOC 045)

SJS 001 Social Justice

SJS 002 Introduction to Gender Studies

SJS 003 Introduction to LGBTQ Studies

SOC 001, 001H Introduction to Sociology

SOC 002, 002H Social Problems

SOC 021 Sociology of Minorities in the U.S.

SOC 040 Marriage and Family

SOC 045 Human Sexuality (Also PSY 045)

SOC 047 Sociology of Criminology

SOC 050 Introduction to Criminal Law

SOC 060 Community and Justice System (FA15)

**AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT (3 SEMESTER/4-5 QUARTER UNITS)**

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

BIO 025 Environmental Biology

CHD 002 Child, Family and Community (FA11)

CHD 013 Teaching in a Diverse Society (FA15)

CHD 017 Child Health and Safety (FA15)

COM 004 Small Group Communication

COM 008 Interpersonal Communication

COM 012 Introduction to Intercultural Communication

COU 005 Strategies for Success

COU 012 Careers and Lifestyles

COU 017 Transfer Success and Life Transitions

COU 055 Valuing Diversity (FA15)

HOC 006 Personal Health and Lifestyle

HOC 008 Community Health Problems

KIN 078 Introduction to Kinesiology

KIN 079 Lifetime Fitness

LIB 010, 010H Information Competency (1)

NTR 015 Human Nutrition

PSY 012 Human Growth and Development

PSY 045 Human Sexuality

SOC 045 Human Sexuality

Verified DD214

**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](http://www.sjsu.edu) and [CSUEB](http://www.csueb.edu). Visit their websites for more information.

**AREA F – ETHNIC STUDIES (3 SEMESTER/4 QUARTER UNITS) \*\*\*FOR STUDENTS WHO BEGIN FALL 2021 OR LATER\*\*\***

Mission College will not be offering courses in this area during the 2021-22 academic year. Students should consult with a counselor to discuss this requirement or seek options at other institutions.

Requirements are subject to change after catalog publication.

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 051921

## MISSION COLLEGE

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM  
CERTIFICATION AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which allows California Community College students to fulfill lower-division general education (GE) requirements for either the CSU or UC system without the need, after transfer, to take additional lower-division GE requirements. **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

\*UC credit limited to 3 units. See

[www.assist.org](http://www.assist.org) for details.

**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**

(CSU TRANSFER AND AA-T/AS-Ts)

COM 001, 001H Public Speaking

COM 020, 020H Argumentation and Debate

**AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 semester/4-5 quarter units)**

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 010X Elementary Statistics with Additional Support (6)

\*MAT 012 Calculus for Business (4)

MAT 019 Discrete Mathematics (4)

\*SOC 016 Introduction to Statistics Social and Behavioral Sciences

\*UC Transfer credit is limited for most MATH courses. See [www.assist.org](http://www.assist.org) for details.

**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

GDS 011 The History of Modern Design

GDS 012 History of Photography (FA14)

GDS 015 Photo-media and Social Change

KIN 080 Dance Appreciation

MUS 005 Fundamentals of Music Theory I

MUS 010 Music Appreciation

MUS 016 Survey of Rock and Popular 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 006B World Literature

ENG 007A, 007B American Literature

ENG 013 Chicana/o-Latina/o Literature

ENG 015 Introduction to Film Analysis

ENG 043 Classical Mythology

ENG 048 Introduction to Shakespeare

ETH 013 Chicana/o-Latina/o Literature

ETH 016A Hispanic Roots and Culture

ETH 018, 018H African American Culture and Humanities

ETH 024 The Asian American Experience

FRN 002, 003, 004 French – Elementary, Intermediate (5ea)

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

HUM 015 Introduction to Film Analysis

HUM 016A Hispanic Roots and Culture

HUM 018 African American Culture & Humanities

HUM 018H African American Culture & Humanities—Honors (FA17)

HUM 020 Asian Roots and Culture

HUM 022 Introduction to Islam

JPN 002 Second Semester Japanese – Elementary (5)

PHI 001 Introduction to Philosophy

PHI 005 Introduction to Social and Political Philosophy

POL 003 Introduction to Social and Political Philosophy

POL 007 International Films

SPA 002, 003, 004 Spanish – Elementary, Intermediate (5ea)

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)  
 ECN 001A Principles of Macroeconomics (4)  
 ECN 001B Principles of Microeconomics (4)  
 ECN 006 The Global Economy  
 ETH 016A Hispanic Roots and Culture  
 ETH 018, 018H African American Culture and Humanities  
 ETH 024 The Asian American Experience  
 GEO 002 Introduction to Cultural Geography  
 GEO 006 World Regional Geography  
 HIS 004A, 004AH, 004B, 004BH History of Western Civilization  
 HIS 015, 015H World History to 1500  
 HIS 016, 016H World History since 1500  
 HIS 017A, 017AH, 017B, 017BH United States History  
 HIS 020 History and Geography of California  
 HIS 031 History of East Asia  
 HIS 033, 033H Women's Issues Past and Present (FA17)  
 HUM 016A Hispanic Roots and Culture  
 HUM 018 (FA14), 018H (FA17) African American Roots and Culture  
 PHI 005 Introduction to Social and Political Philosophy  
 POL 001, 001H American Government  
 POL 002 Comparative Government

POL 003 Introduction to Social and Political Philosophy  
 POL 004 International Relations  
 POL 005 Political Science Research Methodology  
 POL 006 Politics of Race, Class and Gender  
 POL 020 Controversial Legal Issues  
 PSY 001, 001H General Psychology  
 PSY 007 Biological Psychology  
 PSY 010 Social Psychology  
 PSY 012 Human Growth and Development  
 PSY 015, 015H Introduction to Research Methods  
 PSY 025 Introduction to Abnormal Psychology  
 PSY 045 Human Sexuality (Also SOC 045)  
 SJS 001 Social Justice  
 SJS 002 Introduction to Gender Studies  
 SJS 003 Introduction to LGBTQ Studies  
 SOC 001 001H Introduction to Sociology  
 SOC 002 002H Social Problems  
 SOC 021 Sociology of Minorities in the U.S.  
 SOC 040 Marriage and Family  
 SOC 045 Human Sexuality  
 SOC 047 Sociology of Criminology  
 SOC 050 Introduction to Criminal Justice  
 SOC 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 with Lab (4)  
 AST 004 Astrobiology  
 \*CHM 001A, 001AH, 001B, 001BH General Chemistry (5ea)  
 \*CHM 002 Introductory Chemistry  
CHM 002L Introductory Chemistry Lab (1)  
 CHM 012A, 012AH, 012B, 012BH Organic Chemistry (5ea)

\*CHM 030A Fundamentals of Chemistry (4)  
 GEO 001 Introduction to Physical Geography  
 \*PHY 002A, 002B General Physics (5ea)  
 \*PHY 004A Engineering Physics – Mechanics (5)  
 \*PHY 004B Engineering Physics - Electricity and Magnetism (4)  
 \*PHY 004C Engineering Physics - Light and Heat (4)  
 \*PHY 010 Introduction to Physics (4)

**GROUP 5B: 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  
BIO 010L Introduction to Biology Lab (1)  
BIO 011 Human Biology (4)  
 BIO 012 Emerging Infectious Disease  
 BIO 014, 014H Introduction to Neuroscience  
 BIO 015 Human Genetics

BIO 017, 017H Genetics and Society  
BIO 016 Marine Biology (4)  
 BIO 019 Oceans: Life in the Sea  
 BIO 025 Environmental Biology  
 BIO 030 Tropical Ecology  
BIO 030L Tropical Ecology Field Studies (1)  
BIO 032 California Plants and Animals (4)  
BIO 047 Human Anatomy (5)  
BIO 048, 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.

\*UC Transfer credit is limited for SCIENCE courses. See the limitation information for the specific department on [www.assist.org](http://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](http://www.assist.org) 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](http://www.assist.org) for specific limitations.

Courses may be taken to satisfy only one Area Requirement

MC Office of Articulation 051921

## 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, nor is it the only way to fulfill the lower-division, general education requirements. Depending on a student's major, the student may find it better to take courses fulfilling the CSU's General Education requirements or those of the UC campus or college to which the student plans to transfer.

### I HAVE COMPLETED COURSES AT OTHER COLLEGES. WILL THEY COUNT TOWARD IGETC?

*Yes.* Courses that are completed at any **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 after catalog publication.

Visit the ASSIST website at [WWW.ASSIST.ORG](http://WWW.ASSIST.ORG) for a complete listing of CSU and UC transferable courses as well as updated IGETC and major requirements.



# DEGREE & CERTIFICATE PROGRAM REQUIREMENTS



# ACCOUNTING (ACC)

accounting.missioncollege.edu

Department Chair: Teresa Thompson  
408-855-5349 | GC-321C  
teresa.thompson@missioncollege.edu  
Dean: Jeff Pallin

## 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. Accrediting/Licensing Requirements: The program offers many courses needed to take the CPA (Certified Public Accountant) and CMA (Certified Management Accountant) exams.

### 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.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Required Courses (11 units):		Units
ACC 001A	Financial Accounting AND	4.0
ACC 001B	Managerial Accounting AND	4.0
BUS 028A	Business Law I AND	3.0

Required Courses (3-4 units):		Units
ACC 033	Forecasting Financial Statements Using Excel AND	1.5
ACC 034	Business Financial Planning Using Excel OR	1.5
ACC 075	Cloud Computing and Analytics in Accounting	4.0

Required Courses (3-4 units):		Units
ACC 060	Computerized Accounting: QuickBooks OR	3.0
ACC 061	QuickBooks: Online Software OR	3.0
ACC 073	Accounting Information Systems	4.0

List A: Plus at least 11-12 units from the following:		Units
ACC 023	Small Business Accounting OR	3.0
ACC 051A	Taxation of Individuals OR	4.0
ACC 051B	Taxation of Business Entities OR	3.0
ACC 052	Payroll and Business Tax Accounting OR	3.0
ACC 053A	Volunteer Income Tax Assistance (VITA) I OR	3.0
ACC 053B	Volunteer Income Tax Assistance (VITA) II OR	1.0
ACC 053C	Volunteer Income Tax Assistance (VITA) III OR	1.0
ACC 057A	Cost Accounting OR	4.0
ACC 058A	Intermediate Accounting I OR	4.0
ACC 058B	Intermediate Accounting II OR	4.0
ACC 059A	Financial Auditing OR	4.0
ACC 066	Accounting for Governmental & Nonprofit Entities OR	3.0
ACC 067	Advanced Accounting OR	4.0
ACC 070	Ethics in Accounting OR	3.0
ACC 073	Accounting Information Systems OR	4.0
ACC 075	Cloud Computing and Analytics in Accounting OR	4.0
ACC 077	Business Processes and Enterprise Resource Planning Systems	4.0

List B: Plus at least 3-4 units from the following:		Units
ACC 070	Ethics in Accounting OR	3.0
ACC 073	Accounting Information Systems OR	4.0
ACC 077	Business Processes and Enterprise Resource Planning Systems OR	4.0
BUS 021	Introduction to Business Computing OR	3.0
BUS 021L	Introduction to Business Computing Lab OR	1.0
BUS 056A	Marketing Principles OR	3.0
BUS 064B	Business Math OR	4.0
BUS 051	Introduction to American Business OR	3.0
BUS 078B	Business Communications OR	3.0
ACC 040	Introduction to Personal Financial Planning OR	1.0
ACC 041	Insurance Planning OR	1.0
ACC 042	Investment Planning OR	1.0
ACC 043	Tax Planning OR	1.0
ACC 044	Retirement Planning OR	1.0
ACC 045	Estate Planning OR	1.0
ACC 046	Personal Finance	3.0

**\* Required Units for the Major: 31.0-35.0**

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

**Total Required Units: 60.0**

# ACCOUNTING (ACC)

accounting.missioncollege.edu

Department Chair: Teresa Thompson  
408-855-5349 | GC-321C  
teresa.thompson@missioncollege.edu  
Dean: Jeff Pallin

## Certificate of Achievement in Accounting

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.**

### Required courses (8 units):

		Units
ACC 001A	Financial Accounting AND	4.0
ACC 001B	Managerial Accounting AND	4.0

### Required courses (3-4 units):

		Units
ACC 033	Forecasting Financial Statements Using Excel AND	1.5
ACC 034	Business Financial Planning Using Excel OR	1.5
ACC 075	Cloud Computing and Analytics in Accounting	4.0

### Plus at least 12-13 units from the following:

		Units
ACC 023	Small Business Accounting OR	3.0
ACC 033	Forecasting Financial Statements Using Excel OR	1.5
ACC 034	Business Financial Planning Using Excel OR	1.5
ACC 051A	Taxation of Individuals OR	4.0
ACC 051B	Taxation of Business Entities OR	3.0
ACC 052	Payroll and Business Tax Accounting OR	3.0
ACC 053A	Volunteer Income Tax Assistance (VITA) I OR	3.0
ACC 053B	Volunteer Income Tax Assistance (VITA) II OR	1.0
ACC 053C	Volunteer Income Tax Assistance (VITA) III OR	1.0
ACC 057A	Cost Accounting OR	4.0
ACC 058A	Intermediate Accounting I OR	4.0
ACC 058B	Intermediate Accounting II OR	4.0
ACC 059A	Financial Auditing OR	4.0
ACC 060	Computerized Accounting: QuickBooks OR	3.0
ACC 061	QuickBooks: Online Software OR	3.0
ACC 066	Accounting for Governmental & Nonprofit Entities OR	3.0
ACC 067	Advanced Accounting OR	4.0
ACC 070	Ethics in Accounting OR	3.0
ACC 073	Accounting Information Systems OR	4.0
ACC 075	Cloud Computing and Analytics in Accounting OR	4.0
ACC 077	Business Process and Enterprise Resource Planning Systems OR	4.0
BUS 021	Introduction to Business Computing OR	3.0
BUS 021L	Introduction to Business Computing Lab OR	1.0
BUS 028A	Business Law I OR	3.0
ACC 040	Introduction to Personal Financial Planning OR	1.0
ACC 041	Insurance Planning OR	1.0
ACC 042	Investment Planning OR	1.0
ACC 043	Tax Planning OR	1.0
ACC 044	Retirement Planning OR	1.0
ACC 045	Estate Planning OR	1.0
ACC 046	Personal Finance	3.0

**Total Required Units: 23.0-25.0**

# ACCOUNTING (ACC)

accounting.missioncollege.edu

Department Chair: Teresa Thompson  
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Dean: Jeff Pallin

## CPA Exam Preparation 1: Auditing & Attestation (AUD) Certificate of Achievement

This certificate is designed for students working toward their Certified Public Accountant (CPA) license. A CPA license is a specialized and highly regarded credential in the field of accounting. Obtaining a CPA license enables individuals to work in public accounting, corporate accounting, business, government, not-for-profit, and education fields. The CPA Exam consists of four segments (1) Auditing and Attestation, (2) Business Environment & Concepts, (3) Financial Accounting & Reporting, and (4) Regulation. The CPA Exam Preparation 1 Certificate prepares students for the Auditing and Attestation section of the CPA Exam. The classes included in this certificate meet the 150-semester hour requirement for licensure in California.

### Program Learning Outcomes

- Students will analyze the concepts, computations, and reporting requirements needed to pass the Auditing & Attestation part of the CPA exam.
- Students will evaluate different ethical situations and apply relevant ethical standards.

### Career/Transfer Opportunities

The Accounting Program prepares students for careers as public accountants, management 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.

Required courses (19 units):		Units
ACC 001A	Financial Accounting	4.0
ACC 058A	Intermediate Accounting I	4.0
ACC 058B	Intermediate Accounting II	4.0
ACC 059A	Auditing	4.0
ACC 070	Accounting Ethics	3.0
Total Required Units:		19.0





# ACCOUNTING (ACC)

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Dean: Jeff Pallin

## CPA Exam Preparation 2: Business Environment & Concepts (BEC) Certificate of Achievement

This certificate is designed for students working toward their Certified Public Accountant (CPA) license. A CPA license is a specialized and highly regarded credential in the field of accounting. Obtaining a CPA license enables individuals to work in public accounting, corporate accounting, business, government, not-for-profit, and education fields. The CPA Exam consists of four segments (1) Auditing and Attestation, (2) Business Environment & Concepts, (3) Financial Accounting & Reporting, and (4) Regulation. The CPA Exam Preparation 2 Certificate prepares students for the Business Environment & Concepts (BEC) section of the CPA Exam. The classes included in this certificate meet the 150-semester hour requirement for licensure in California.

### Program Learning Outcomes

- Students will analyze the concepts, computations, and reporting requirements needed to pass the Business Environment & Concepts (BEC) part of the CPA exam.
- Students will evaluate different ethical situations and apply relevant ethical standards.

### Career/Transfer Opportunities

The Accounting Program prepares students for careers as public accountants, management 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.**

### Required courses (16 units):

		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
ACC 057A	Cost Accounting	4.0
ECN 001A	Principles of Macroeconomics	4.0

### Electives (select one):

ACC 073	Accounting Information Systems OR	4.0
ACC 075	Cloud Computing and Analytics in Accounting	4.0

### Total Required Units:

**20.0**

## ACCOUNTING (ACC)

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Department Chair: Teresa Thompson  
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teresa.thompson@missioncollege.edu  
Dean: Jeff Pallin

### CPA Exam Preparation 3: Financial Accounting & Reporting (FAR) Certificate of Achievement

This certificate is designed for students working toward their Certified Public Accountant (CPA) license. A CPA license is a specialized and highly regarded credential in the field of accounting. Obtaining a CPA license enables individuals to work in public accounting, corporate accounting, business, government, not-for-profit, and education fields. The CPA Exam consists of four segments (1) Auditing and Attestation, (2) Business Environment & Concepts, (3) Financial Accounting & Reporting, and (4) Regulation. The CPA Exam Preparation 3 Certificate prepares students for the Financial Accounting & Reporting (FAR) section of the CPA Exam. The classes included in this certificate meet the 150-semester hour requirement for licensure in California.

#### Program Learning Outcomes

- Students will analyze the concepts, computations, and reporting requirements needed to pass the Financial Accounting & Reporting (FAR) part of the CPA exam.
- Students will evaluate different ethical situations and apply relevant ethical standards.

#### Career/Transfer Opportunities

The Accounting Program prepares students for careers as public accountants, management 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.**

Required courses (19 units):		Units
ACC 001A	Financial Accounting	4.0
ACC 058A	Intermediate Accounting I	4.0
ACC 058B	Intermediate Accounting II	4.0
ACC 066	Accounting for Governmental & Nonprofit Entities	3.0
ACC 067	Advanced Accounting	4.0
<b>Total Required Units:</b>		<b>19.0</b>

# ACCOUNTING (ACC)

accounting.missioncollege.edu

Department Chair: Teresa Thompson  
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Dean: Jeff Pallin

## CPA Exam Preparation 4: Regulation (REG) Certificate of Achievement

This certificate is designed for students working toward their Certified Public Accountant (CPA) license. A CPA license is a specialized and highly regarded credential in the field of accounting. Obtaining a CPA license enables individuals to work in public accounting, corporate accounting, business, government, not-for-profit, and education fields. The CPA Exam consists of four segments (1) Auditing and Attestation, (2) Business Environment & Concepts, (3) Financial Accounting & Reporting, and (4) Regulation. The CPA Exam Preparation 4 Certificate prepares students for the Regulation (REG) section of the CPA Exam. The classes included in this certificate meet the 150-semester hour requirement for licensure in California.

### Program Learning Outcomes

- Students will analyze the concepts, computations, and reporting requirements needed to pass the Regulation (REG) part of the CPA exam.
- Students will evaluate different ethical situations and apply relevant ethical standards.

### Career/Transfer Opportunities

The Accounting Program prepares students for careers as public accountants, management 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.**

### Required courses (17 units):

	Units
ACC 001A Financial Accounting	4.0
ACC 051A Taxation of Individuals	4.0
ACC 051B Taxation of Business Entities	3.0
ACC 070 Ethics in Accounting	3.0
BUS 028A Business Law	3.0

### Total Required Units:

17.0

# ANTHROPOLOGY

accounting.missioncollege.edu

Department Chair: Karen Gee  
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karen.gee@missioncollege.edu  
Dean: Brian Miller

## Associate in Arts in Anthropology (AA-T)

The Associate in Arts in Anthropology for Transfer degree will enable students to develop a foundation in qualitative and quantitative scientific methodologies and a comprehensive understanding of human diversity and complexity. Students take classes in three of the discipline's primary subfields: archaeology, cultural anthropology, and physical anthropology. Through these courses, students cultivate strong critical thinking, communication, and problem-solving skills that will prepare them for the requirements of upper-division course work and a baccalaureate degree in anthropology (or a related major).

### Program Learning Outcomes

- Students will demonstrate in written or oral work, or lab exercise, knowledge and application of the scientific method, and the development of cultural and biological theory about humans.
- Students will classify universal shared elements of culture and assess alternative ways that human groups meet needs for stability, reproduction, and social control.
- Students will identify ethnocentrism (centered in one's own culture) in self and others and assess the effects of ethnocentrism on cross-cultural relations among individuals, groups, and nations.
- Students will name and describe living patterns and world views of several groups in the world today as well as that of their own group.

### Career/Transfer Opportunities

An Associate of Arts Degree in Anthropology allows Mission College graduates to better qualify for admission to university programs. As well as opportunities in the following careers:

Anthropologist, Instructor, Archaeology Technologist, Population Analyst, Archaeologist, Museum Curator, Environmental Impact Analyst,

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

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

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

Core Required Course (9 units)		Units
ANT 001	Introduction to Biological Anthropology	3.0
ANT 002	Introduction to Archaeology	3.0
ANT 003	Introduction to Cultural Anthropology	3.0

**List A: Select 3 units minimum from the following. Only 1 may be a statistics course: MAT 10, MAT 010H, MAT 010X, or SOC 016**

ANT 001L	Biological Anthropology Laboratory	1.0
SJS 001	Social Justice	3.0
SJS 002	Introduction to Gender Studies	3.0
HIS 017A	History of the United States to 1877	3.0
HIS 017AH	History of the United States to 1877 - Honors	3.0
HIS 017B	History of the United States Since 1877	3.0
HIS 017BH	History of the United States since 1877 - Honors	3.0
MAT 010	Elementary Statistics	4.0
MAT 010H	Elementary Statistics - Honors	4.0
MAT 010X	Elementary Statistics with Additional Support	6.0
SOC 016	Introduction to Statistics in Social And Behavioral Sciences	3.0
LNG 001	Introduction to Language and Linguistics	3.0

**List B: Select 1-2 courses (3-5 units) from the following:**

PSY015	Introduction to Research Methods	3.0
PSY015H	Introduction to Research Methods - Honors	3.0
BIO047	Human Anatomy	5.0

**List C: Choose 1 course from the following (3 units minimum):**

**Any course not selected from List A or B; and/or any anthropology course; and/or any other non-anthropology course from the humanities of social sciences on cultural diversity.**

CHD 013	Teaching in a Diverse Society	3.0
COM 012	Introduction to Intercultural Communication	3.0
ENG 013	Chicana/o-Latina/o Literature	3.0
ETH 013	Chicana/o-Latina/o Literature	3.0
ETH 016A	Hispanic Roots & Culture	3.0
ETH 018	African-American Culture and Humanities	3.0
ETH 018H	African-American Culture and Humanities - Honors	3.0
ETH 044	African American History	3.0
ETH 044H	African American History - Honors	3.0
HIS 031	History of East Asia	3.0
HIS 044	African-American History	3.0
HIS 044H	African American History - Honors	3.0
HUM 016A	Hispanic Roots & Culture	3.0
HUM 018	African-American Culture and Humanities	3.0
HUM 018H	African-American Culture and Humanities - Honors	3.0
HUM 020	Asian Roots and Culture	3.0
HUM 022	Introduction to Islam	3.0
HUM 024	The Asian-American Experience	3.0
MUS 017	Music of the World	3.0
POL 006	Politics of Race, Class and Gender	3.0
SOC 021	Minorities in the United States	3.0

**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**



## APPRENTICESHIP: TRANSPORTATION (TRN)

Director: Rob Gamble  
408-855-5255 | SEC-332A  
Email: rob.gamble@missioncollege.edu

### Certificate of Achievement in Coach Operator

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.

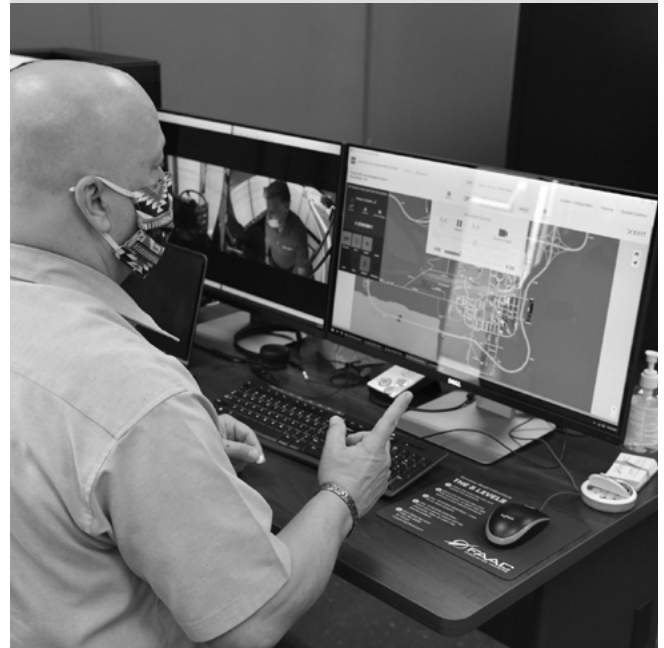
#### Program Learning Outcomes:

- 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/ 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).

Required Courses:		Units
TRN 101	Foundations of Public Service for Transit Workers	2.0
TRN 401	Coach Operator: New Operator Training I	2.0
TRN 402	Coach Operator: New Operator Training II	5.0
TRN 403	Coach Operator: New Operator Training III	1.0
TRN 404	Coach Operator: New Operator Training IV	1.0
TRN 405	Coach Operator: New Operator Training V	1.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
<b>Total Required Units:</b>		<b>18.0</b>



## APPRENTICESHIP: TRANSPORTATION (TRN)

Director: Rob Gamble  
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### 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/ 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).

Required Courses:		Units
TRN 141	Principles of Electricity and Test Equipment	3.0
TRN 142	Electrical Safety for the Trades	2.5
TRN 143	Theory and Power Components	2.0
TRN 144	Traction Power Safety Practices	2.5
TRN 151	Overhead Line Worker Apprenticeship Fundamentals I	2.5
TRN 152	Overhead Line Worker Apprenticeship Fundamentals II	2.5
TRN 153	Overhead Line Worker Apprenticeship Fundamentals III	2.5
TRN 154	Catenary Safe Work Practices	5.0
TRN 155	Mobile Crane - Boom Truck	2.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	1.0-4.0
<b>Total Required Units:</b>		<b>25.5-28.5</b>

# APPRENTICESHIP: TRANSPORTATION (TRN)

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## 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).

Required Courses:		Units
TRN 101	Foundations of Public Service for Transit Workers	2.0
TRN 102	Public Service and Stress Management for Public Transit Employees	1.0
TRN 103	Community Health Issues for Public Transit Employees	1.0
TRN 104	Peer Mentoring for Public Transit Workers: One-on-One Skills	1.0
TRN 105	Group Facilitation and Training Skills for Peer Mentors	1.0
TRN 106	Interpersonal Communication for Transit Workers	1.0
TRN 107	Labor/Management Problem Solving in Public Transit	1.0
TRN 108	Performance Coaching for Public Transit Leaders	1.0
TRN 109	Transit Business Technology and Practices for Transit Employees	1.0
TRN 110	Transit Operations for New Leaders	2.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
<b>Total Required Units:</b>		<b>18.0</b>

## APPRENTICESHIP: TRANSPORTATION (TRN)

Director: Rob Gamble  
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### Certificate of Achievement in Service Mechanic Apprenticeship

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/ 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).

Required Courses:		Units
TRN 201	Service Mechanic: Orientation & Safety	2.5
TRN 202	Service Mechanic: Tools & Fasteners	2.5
TRN 203A	Service Mechanic: Electrical/Electronics 1	2.5
TRN 203B	Service Mechanic: Electrical/Electronics 2	2.5
TRN 204	Service Mechanic: Air Brakes	2.5
TRN 205	Service Mechanic: Transmission	2.5
TRN 206	Service Mechanic: Diesel Engine	2.5
TRN 207	Service Mechanic: Hybrid Familiarization	2.5
TRN 208	Service Mechanic: I/O Controls	2.5
TRN 209	Service Mechanic: Preventative Maintenance - PMI	2.5
TRN 210	Service Mechanic: Overhaul & Repair Orientation	2.5
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
<b>Total Required Units:</b>		<b>33.5</b>



## APPRENTICESHIP: TRANSPORTATION (TRN)

Director: Rob Gamble  
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### Certificate of Achievement in Track Worker Apprenticeship

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/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).

Required Courses:		Units
TRN 121	Way, Power, & Signal Maintenance Core Training I	1.0
TRN 122	Way, Power, & Signal Maintenance Core Training II	1.0
TRN 123	Way, Power, & Signal Maintenance Core Training III	1.0
TRN 131	Basic Principles of Track Maintenance I	2.0
TRN 132	Basic Principles of Track Maintenance II	2.0
TRN 133	Advanced Principles of Track Maintenance I	2.0
TRN 134	Advanced Principles of Track Maintenance II	2.5
WRK 300TN	Occupational Work Experience for the Transportation Industry	7.0
<b>Total Required Units:</b>		<b>18.5</b>



# ART (ART)

art.missioncollege.edu

Department Chair: Mark Engel  
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mark.engel@missioncollege.edu  
Dean: Brian Miller

## Associate in Arts in Art History for Transfer (AA-T)

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:

- Completion of the following major courses with grades of C or better.
- Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
- 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 (9 units):

ART 001A	Survey of Western Art I AND	3.0
ART 001B	Survey of Western Art II AND	3.0
ART 031A	Beginning Drawing	3.0

### List A. Select one (1) course from the following (3 units):

ART 007	Survey of Asian Art	3.0
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### List B. Select one (1) course from the following (3 units):

ART 033A	Basic Design: Two-Dimensional OR	3.0
ART 033B	Basic Design: Three-Dimensional OR	3.0
ART 034A	Introduction to Digital Art OR	3.0
ART 035A	Life Drawing OR	3.0
ART 065A	Ceramics-Handbuilding OR	3.0
ART 085A	Sculpture	3.0

### List C. Select 1 (3 units).

- Any LIST A or B course not already used.
- Any CSU transferable Art History course (Except ARTH 100 Art Appreciation)
- Any Art or Humanities course articulated as CSU GE Area C1 or IGETC Area 3A.
- Any course articulated as CSU GE Area C2 or IGETC Area 3B in: a language other than English (except ASL); Art, History, humanities, Philosophy, Religion/Religious Studies, or the History of Costume
- Any course articulated as CSU GE Area D1, D3, D4, D6 or IGETC Area 4.

### Any course from List A or B not already selected

ANT 003	Introduction to Cultural Anthropology OR	3.0
ANT 055	Magic, Witchcraft and Religion OR	3.0
ART 001D	Art of the 20th Century Art OR	3.0
ART 011	The History of Modern Design OR	3.0
COU 055	Valuing Diversity OR	3.0
HIS 004A	History of Western Civilization OR	3.0
HIS 004AH	History of Western Civilization – Honors OR	3.0
HIS 004B	History of Western Civilization OR	3.0
HIS 004BH	History of Western Civilization – Honors OR	3.0
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
HIS 020	History and Geography of California OR	3.0
HIS 031	History of East Asia OR	3.0
HUM 001A	Human Values in and From the Arts OR	3.0
HUM 001B	Human Values in and From the Arts OR	3.0
HUM 007	International Films OR	3.0
HUM 015	Introduction to Film Analysis OR	3.0
HUM 016A	Hispanic Roots & Culture OR	3.0
HUM 018	African American Culture and Humanities OR	3.0
HUM 018H	African American Culture and Humanities – Honors OR	3.0
PHI 001	Introduction to Philosophy OR	3.0
PHI 003	Introduction to Problems in Ethics OR	3.0
SPA 050A	Basic Conversational Spanish and Culture OR	3.0
SPA 050B	Basic Conversational Spanish and Culture OR	3.0
VIE 049A	Vietnamese for the Vietnamese-Speaking OR	3.0
VIE 049B	Vietnamese Language and Culture for Fluent Speakers OR	3.0

### 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

# ART (ART)

art.missioncollege.edu

Department Chair: Mark Engel  
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Dean: Brian Miller

## 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:

- Completion of the following major courses with grades of C or better.
- Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
- 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 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:		Units
ART 001B	Survey of Western Art II	3.0
ART 031A	Beginning Drawing	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0

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

ART 001A	Survey of Western Art I	3.0
ART 007	Survey of Asian Art	3.0
ART 001D	Art of the 20th Century	3.0

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

<b>Drawing:</b>		<b>Units</b>
ART 035A	Life Drawing	3.0
ART 031B	Intermediate Drawing	3.0
<b>Painting:</b>		<b>Units</b>
ART 049A	Painting	3.0
<b>Printmaking:</b>		<b>Units</b>
ART 039A	Survey of Printmaking	3.0
<b>Ceramics:</b>		<b>Units</b>
ART 065A	Ceramics-Handbuilding	3.0
ART 067A	Ceramics-Potter's Wheel	3.0
<b>Sculpture:</b>		<b>Units</b>
ART 085A	Sculpture	3.0
<b>Digital Art:</b>		<b>Units</b>
ART 034A	Introduction to Digital Art	3.0
<b>Photography:</b>		<b>Units</b>
GDS 073	Digital Photography	3.0
<b>Color:</b>		<b>Units</b>
ART 033C	Basic Design: Color	3.0
<b>Applied Design:</b>		<b>Units</b>
ART 075A	Metalsmithing	3.0
<b>Other Media:</b>		<b>Units</b>
ART 088A	Metal Sculpture Casting	3.0
ART 078A	Furniture Design and Woodworking	3.0

Second Semester:		Units
ART 035B	Life Drawing	3.0
ART 049B	Painting	3.0
ART 065B	Ceramics-Handbuilding	3.0
ART 067B	Ceramics-Potter's Wheel	3.0
ART 085B	Sculpture	3.0

### 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**

# ART (ART)

art.missioncollege.edu

Department Chair: Mark Engel  
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Dean: Brian Miller

## 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:

- 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

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

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

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



# ART (ART)

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Dean: Brian Miller

## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### 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):

		Units
ART 001A	Survey of Western Art I	3.0
ART 001B	Survey of Western Art II	3.0
ART 004	Art Appreciation	3.0
ENG 006B	Survey of World Literature	3.0
HUM 015	Introduction to Film Analysis	3.0
HUM 018	African-American Culture and Humanities OR	3.0
HUM 018H	African-American Culture and Humanities – Honors	3.0
MUS 005	Fundamentals of Music Theory	3.0
MUS 010	Music Appreciation	3.0

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

# ART (ART)

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## 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:

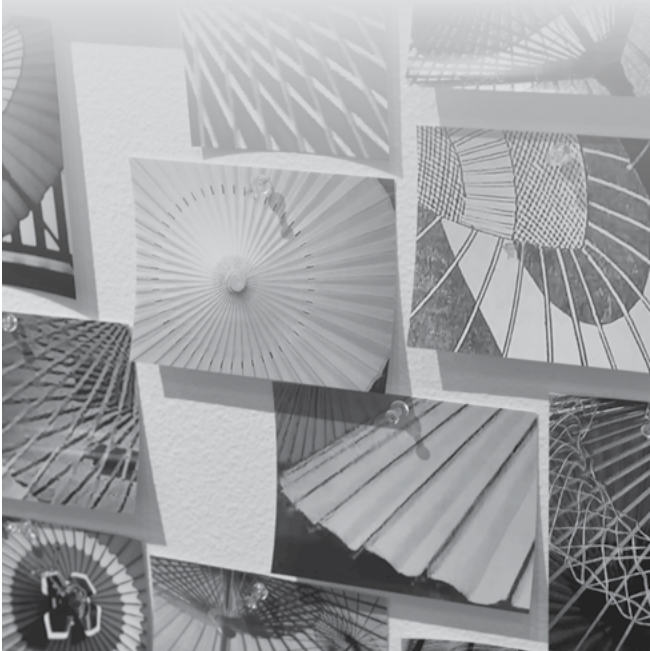
- Students will create and critique works of three-dimensional art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will develop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

Select five (5) courses:		Units
ART 033B	Basic Design: Three-Dimensional	3.0
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
Total Required Units:		15.0



# BIOLOGICAL SCIENCES (BIO)

missioncollege.edu/depts/biology

Department Chair: Kelly Neary  
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Dean: Clement Lam

## Associate in Science in Biology for Transfer (AS-T)

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 the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

### Required Courses:

		Units
BIO 001A	General Biology: Cells	5.0
BIO 001B	General Biology: Organisms	5.0
OR		
BIO 001AH	General Biology: Cells - Honors	5.0
BIO 001B	General Biology: Organisms	5.0

### List A – Complete all courses listed (24-25 units):

CHM 001A	General Chemistry I OR	5.0
CHM 001AH	General Chemistry I - Honors AND	5.0
CHM 001B	General Chemistry II OR	5.0
CHM 001BH	General Chemistry II - Honors AND	5.0
MAT 003A	Analytic Geometry and Calculus I AND	5.0
PHY 002A	General Physics - Mechanics and Thermodynamics OR	5.0
PHY 004A	Engineering Physics-Mechanics AND	5.0
PHY 002B	General Physics - Electricity, Magnetism and Optics OR	5.0
PHY 004B	Engineering Physics-Electricity and Magnetism	4.0

### List B - Complete listed course (3 units) Units

PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0

**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

# BIOLOGICAL SCIENCES (BIO)

missioncollege.edu/depts/biology

Department Chair: Kelly Neary  
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Dean: Clement Lam

## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Required Courses:

		Units
BIO 001A	General Biology: Cells	5.0
BIO 001B	General Biology: Organisms OR	5.0
BIO 001AH	General Biology: Cells - Honors	5.0
BIO 001B	General Biology: Organisms	5.0

### Select 8 units from the following courses:

NTR 015	Human Nutrition OR	3.0
BIO 047	Human Anatomy OR	5.0
ANT 001	Physical Anthropology OR	3.0
BIO 004	Microbiology OR	5.0
BIO010	Introduction to Biology OR	3.0
BIO010L	Introduction to Biology Lab OR	1.0
BIO011	Human Biology OR	4.0
BIO012	Emerging Infectious Diseases OR	3.0
BIO014	Introductory Neuroscience OR	3.0
BIO014H	Introductory Neuroscience - Honors OR	3.0
BIO016	Marine Biology OR	4.0
BIO017	Genetics and Society OR	3.0
BIO017H	Genetics and Society - Honors OR	3.0
BIO019	Oceans: Life in the Sea OR	3.0
BIO025	Environmental Biology OR	3.0
BIO030	Tropical Ecology OR	3.0
BIO030L	Tropical Ecology Field Studies OR	1.0
BIO032	California Plants and Animals OR	4.0
BIO048	Human Physiology OR	5.0
BIO 048H	Human Physiology	5.0

**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**



# BIOLOGICAL SCIENCES (BIO)

missioncollege.edu/depts/biology

Department Chair: Kelly Neary  
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Dean: Clement Lam

## 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:

- 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 commensurable, 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.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Required Courses:		Units
BIO 004	Microbiology AND	5.0
BIO 047	Human Anatomy AND	5.0
BIO 048	Human Physiology OR	5.0
BIO 048H	Human Physiology - Honors	5.0

Select 9 units from the following courses:		Units
HOC 001	Medical Terminology OR	3.0
ANT 001	Physical Anthropology OR	3.0
BIO 011	Human Biology OR	4.0
BIO 012	Emerging Infectious Diseases OR	3.0
BIO 014	Introductory Neuroscience OR	3.0
BIO 014H	Introductory Neuroscience - Honors	3.0
BIO 017	Genetics and Society OR	3.0
BIO 017H	Genetics and Society - Honors OR	3.0
BIO 022	Anatomy and Physiology for Allied Health Workers OR	4.0
CHM 001A	General Chemistry I OR	5.0
CHM 001AH	General Chemistry I - Honors OR	5.0
CHM 030A	Fundamentals of Chemistry I OR	4.0
CHM 060	Survey of General, Organic, and Biological Chemistry OR	4.0
NTR 015	Human Nutrition OR	3.0
NTR 040	Nutrition and Disease	3.0

### 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

## BUSINESS (BUS)

business.missioncollege.edu

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

### 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:

		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
BUS 028A	Business Law I	3.0
ECN 001A	Principles of Macroeconomics	3.0
ECN 001B	Principles of Microeconomics	3.0

#### List A - Select one (1) course:

		Units
MAT 010	Elementary Statistics	4.0
MAT 012	Calculus for Business and Social Sciences	4.0

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

		Units
	Any math course not selected from List A	4.0
BUS 021	Introduction to Business Computing AND	3.0
BUS 021L	Introduction to Business Computing Lab	1.0
BUS 051	Introduction to American Business	3.0
BUS 078B	Business Communications	3.0

#### 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



## BUSINESS (BUS)

business.missioncollege.edu

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Dean: Jeff Pallin

### Associate in Science in Business Administration 2.0 for Transfer (AS-T)

Associate in Science in Business Administration 2.0 for Transfer (AS-T) The Associate in Science in Business Administration for Transfer 2.0 (AS-T in Business 2.0) 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 accounting, financial, economics, management, and marketing facets of business. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, marketing, entrepreneurship, and business computing) through their choice of business electives. The AS-T in Business 2.0 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 AS-T in Business 2.0 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:

- Evaluate a company's (or a non-profit organization) and business sector performance with the application of the appropriate statistical, financial, and accounting techniques and methods.
- Identify and describe the major legal, and/or ethical, and/or social issues confronting today's contemporary organizations.
- Analyze economic models as they apply to market economies and specific product and business sector markets.
- Use well organized and accurate business communication channels, including written research analysis, and/or verbal presentations.

#### Career/Transfer Opportunities:

Career opportunities include the following: project supervisor, supply chain manager, business owner, marketing manager, operations manager, retail manager, finance executive, and human resource manager. To earn this AS-T degree, students must meet the following requirements: A. Completion of the following major courses with grades of C (or "P") or better B. Completion of a maximum 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 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).

Core Curriculum Courses Required (19 units):		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
BUS 028A	Business Law I	3.0
ECN 001A	Principles of Macroeconomics	4.0
ECN 001B	Principles of Microeconomics	4.0

Complete at least one of the following (4-5 units):		Units
MAT 012	Calculus for Business OR	4.0
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I - Honors	5.0

Complete at least one of the following (4 units):		Units
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors	4.0

Complete at least one of the following (3.0 units):		Units
BUS 051	Introduction to American Business OR	3.0
BUS 078B	Business Communications	3.0

<b>Required Units for the Major:</b>	<b>30.0-31.0</b>
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Completion of General Education Requirements as needed to reach 60 units.

<b>Total Required Units:</b>	<b>60.0</b>
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# BUSINESS (BUS)

business.missioncollege.edu

Department Chair: Christopher Zilg  
Christopher.Zilg@missioncollege.edu  
Dean: Jeff Pallin

## Associate in Science in Business

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 it's completion or pursue a 4-Year Degree in Business. The curriculum provides essential knowledge and skills in computer applications, business law, business communications, management, entrepreneurship and marketing. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, business operations, finance, marketing and entrepreneurship) through their choice of business electives.

### Program Learning Outcomes:

- Students will select the best software application to formulate productive solutions.
- Students will identify and describe the major legal, and/or ethical, and/or social issues confronting today's contemporary organizations.
- Students will use well organized and accurate business communication channels, including: written research analysis, and/or verbal presentations.
- Students will develop business strategies to create and sustained profitability in a dynamic economy.

### Career/Transfer Opportunities:

Career opportunities include the following: project coordinator, buyer, bank teller, business owner, sales representative, operations specialist, retail manager, and human resource specialist.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Required Courses:		Units
BUS 021	Introduction to Business Computing AND	3.0
BUS 021L	Introduction to Business Computing Laboratory AND	1.0
BUS 028A	Business Law I AND	3.0
BUS 051	Introduction to American Business AND	3.0
BUS 078B	Business Communications AND	3.0
BUS 118	Human Resources Management	3.0

Elective Courses (15 units):		Units
ACC 060	Computerized Accounting: QuickBooks	3.0
BUS 010	Global Business OR	3.0
BUS 022	Principles of E-Business OR	3.0
BUS 023	Social Media Marketing OR	3.0
BUS 037	Fundamentals of Project Management OR	3.0
BUS 038	Applied Project Management OR	3.0
BUS 040	Professional Selling OR	3.0
BUS 041	Beginning Business Analytics OR	3.0
BUS 052	Fundamentals of Financial Investing OR	3.0
BUS 054	Small Business Start Up and Management OR	3.0
BUS 056A	Marketing Principles OR	3.0
BUS 061	Business and Society OR	3.0
BUS 064B	Business Math OR	4.0
BUS 074	Supply Chain Management OR	3.0
BUS 102	Leadership OR	3.0
BUS 115	Operations Management OR	3.0
COM 001	Public Speaking OR	3.0
COM 001H	Public Speaking Honors OR	3.0

Up to a maximum of six (6) non-Business units may substitute for the Business electives listed Accounting, Computer Applications & Computer Information Systems.

**Required Units for the Major: 31.0-32.0**

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

**Total Required Units: 60.0**



## BUSINESS (BUS)

business.missioncollege.edu

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

### Certificate of Achievement in Business Computing

Certificate of Achievement in Business Computing The Certificate of Achievement in Business Computing is designed to prepare students with the necessary computer and technology knowledge to work in the business field. This certificate has course offerings in four different disciplines including business, computer applications, computer information systems and computer information technology. This program requires the successful completion of 18 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 and databases to generate reports and manage files.

#### Program Learning Outcomes:

- Students will select the best software application to formulate productive solutions.
- Students will identify and describe networking, and/or basic programming, and/or data manipulation techniques that build the foundation for productivity and efficiency within an organization.

#### 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.**

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing AND	3.0
BUS 021L	Introduction to Business Computing AND	1.0
BUS 051	Introduction to American Business	3.0

Choose a minimum of 11 units from the following:		Units
CAP 045A	Introductory Microsoft Project OR	1.0
CAP 045B	Intermediate Microsoft Project OR	2.0
CAP 046D	Introduction to Microsoft PowerPoint OR	1.0
CAP 046E	Intermediate Microsoft PowerPoint OR	1.0
CAP 062B	An Introduction to Microsoft Excel OR	1.0
CAP 063B	Intermediate Microsoft Excel OR	2.0
CAP 081B	Introduction to Microsoft Access OR	1.0
CIS 001	Introduction to Computer Science and Technology OR	4.0
CIS 007	Python Programming OR	4.0
CIS 051	Introduction to Data Analysis OR	4.0
CIS 055	Database Management Systems I OR	3.0
CIT 011	Introduction to Computer Hardware and Software (A+) OR	4.0
CIT 012	Introduction to Networking OR	4.0

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

**Total Required Units: 18.0-21.0**



# BUSINESS (BUS)

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## 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 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:

- Students will identify and describe the entrepreneurship fundamentals in the various discipline (i.e. Finance, Marketing, Law..)
- Students develop a business plan before launching a business venture.
- Students evaluate the feasibility of a business concept in the current local market along with its strengths and weaknesses.

### Career/Transfer Opportunities:

Business Owner, Art Freelancer, Music Freelancer, Financial Service Professional, Business Development Lead, Software Programmer and B2B Account Manager.

This program requires successful completion of 18 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.

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

### Core Curriculum Courses (Required):

		Units
BUS 054	Small Business Startup and Management AND	3.0
BUS 109	Business Law for Entrepreneurs AND	2.0
BUS 111	The Entrepreneurial Mindset AND	3.0
BUS 112	Business Modeling	3.0

### List A Select one (1) course:

		Units
BUS 114	Entrepreneurship Finance OR	2.0
ACC 060	Computerized Accounting: QuickBooks	3.0

### List B – Select one (2) course:

		Units
ACC 023	Small Business Accounting OR	3.0
BUS 022	Principles of E-Business OR	3.0
BUS 023	Social Media Marketing OR	3.0
BUS 056A	Marketing Principles OR	3.0
BUS 084	Internet Marketing OR	3.0
BUS 107	Soft Skills for Project Managers	2.0

### Total Required Units:

18.0 – 20.0

## BUSINESS (BUS)

business.missioncollege.edu

Department Chair: Christopher Zilg  
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### Certificate of Achievement in Project Coordinator

The Certificate of Achievement - Project Coordinator offers a multi-discipline program of business, computer application and communication courses. Also, this program has a comprehensive internship that provides students with on-the-job training in the field of project management. This certificate will lead students to an entry level position in project management.

#### Program Learning Outcomes:

- Students will apply the project management techniques, skills and tools to successfully complete a project on schedule, within budget and meet the customer's objectives.
- Students will display their written and oral communication skills with a variety of audiences.
- Students will identify, analyze and solve business problems utilizing several different software packages (MS Project, MS Excel).

#### Career/Transfer Opportunities:

Career opportunities include the following: Project Coordinator, Junior Project Manager, Assistant Project Manager and Associate Project Manager.

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

Core Curriculum Courses Required (22 units - 18 units in the classroom plus 4 units of the work experience internship)

#### Core Curriculum Courses Require:

		Units
BUS 021L	Business Computing Lab AND	1.0
BUS 037	Fundamentals of Project Management AND	3.0
BUS 051	Introduction to American Business AND	3.0
BUS 078B	Business Communications AND	3.0
BUS 105	Agile Project Management AND	2.0
CAP 045A	Introductory Microsoft Project AND	1.0
CAP 063B	Intermediate Microsoft Excel AND	2.0
COM 008	Interpersonal Communication AND	3.0
WRK300GW	General Work Experience	4.0

#### Total Required Units:

**22.0**

## BUSINESS (BUS)

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### Certificate of Achievement in Project Management

Mission College offers an 18-unit Project Management Certificate to students who successfully complete 18 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to successfully manage a project and to prepare for the PMP® or CAPM® certification exams. Topics covered include project integration, scope, cost management, software tools, project control, human resource management, risk management, quality management, procurement management, communications management and PMP®/CAPM® test preparation. This certification is noted on the student's college transcript informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in project management.

#### Program Learning Outcomes:

- Students will demonstrate the project life cycles and processes in the application of a project.
- Students identify and describe the 10 Project Management Knowledge areas with key inputs/outputs, tools, and techniques.

#### Career/Transfer Opportunities:

Project Control Specialist, Business Analyst, Junior Project Manager, Facilities Planner, IT Project Manager, Finance Project Manager, Risk Manager, Assistant Construction Project Manager and Software Project Manager. Accrediting/Licensing Requirements: As part of the CTE program update the department is evaluated every two years.

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

#### Core Courses Required (6 Units):

		Units
BUS 037	Fundamentals of Project Management	3.0
BUS 108	PMP & CAPM Exam Prep	2.0
CAP 045A	Introductory Microsoft Project	1.0

#### Elective Courses - Select a minimum of 12 units from the following:

BUS 038	Applied Project Management	3.0
BUS 041	Beginning Business Analytics	3.0
BUS 102	Leadership	3.0
BUS 104	Project Risk Management	3.0
BUS 105	Agile Project Management	2.0
BUS 107	Soft Skills for Project Managers	2.0
BUS 115	Operations Management	3.0
CAP 048	Microsoft Project	2.0

**Total Required Units: 18.0**



## BUSINESS (BUS)

business.missioncollege.edu

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

### Certificate of Achievement in Management and Leadership

Mission College offers an 18-unit Certificate of Achievement in Management and Leadership that provides students with basic skills who are interested in the field of management. Graduates of the program will seek leadership positions in different fields such as Finance, Manufacturing, Information Systems, Marketing and Human Resources. Students learn skills such as leading cross functional teams, applying employee empowerment, identifying the importance ethical leadership, utilizing electronic communication technology and the impact of organizational staffing. Through electives, you will have the opportunity to explore various areas of business and add a more in-depth level of skill that can use in becoming a successful entrepreneur.

#### Program Learning Outcomes:

- Students will analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
- Students will effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
- Students will develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing global environment.

#### Career/Transfer Opportunities:

Entry level management positions, marketing and management Trainees and business development associates. Depending on which electives students choose, the program also satisfies some of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Business.

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

#### Core Curriculum Courses (9 units):

		Units
BUS 03	Fundamentals of Project Management	3.0
BUS 102	Leadership	3.0
BUS 118	Human Resources Management	3.0

#### Elective Courses (minimum of 9 units):

		Units
BUS 010	Global Business	3.0
BUS 022	Principles of E-Business	3.0
BUS 038	Applied Project Management	3.0
BUS 054	Small Business Start Up and Management	3.0
BUS 074	Supply Chain Management	3.0
BUS 078B	Business Communications	3.0
BUS 104	Project Risk Management	3.0
BUS 107	Soft Skills for Project Managers	2.0
BUS 115	Operations Management	3.0
COM 001	Public Speaking	3.0
COM 001H	Public Speaking - Honors	3.0

#### Total Required Units:

**18.0-20.0**

# CHILD DEVELOPMENT (CHD)

cdc.missioncollege.edu

Department Chair: MyTra Nguyen-Vu  
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Dean: Jackie Escajeda

## 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:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 008A*	Practicum A	3.5

\*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.

**Students may also be interested in English for Childcare (non credit) and can see more information on page 96**

# CHILD DEVELOPMENT (CHD)

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Dean: Jackie Escajeda

## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 020	The Child with Special Needs	3.0
CHD 008A	Practicum A	3.5
CHD 016	Infant and Toddler Development	3.0

Plus at least 6 units from the following elective courses:		Units
CHD 003	Language and Literacy for the Young Child	3.0
CHD 004	Cognitive Experiences for Children	3.0
CHD 005	Music and Movement	3.0
CHD 006	Administration I: Programs in Early Childhood Education	3.0
CHD 007	Administration II: Personnel and Leadership in Early Childhood Education	3.0
CHD 014	Art and Creative Development of Young Children	3.0
CHD 018	Parenting Issues for Teachers	1.0
CHD 021	Children and Play	3.0
CHD 022	Adult Supervision in Early Childhood	2.0
CHD 024	Positive Guidance in Early Childhood	3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education	3.0

**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

**Students may also be interested in English for Childcare (non credit) and can see more information on page 96**

# CHILD DEVELOPMENT (CHD)

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Department Chair: MyTra Nguyen-Vu  
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Dean: Jackie Escajeda

## 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.**

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 008A	Practicum A	3.5
CHD 010	Principles and Practices in Education	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0

**Total Units Required: 21.5**

**Students may also be interested in English for Childcare (non credit) and can see more information on page 96**





# CHILD DEVELOPMENT (CHD)

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## Certificate of Achievement: Early Intervention Assistant

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 children's and family's 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.**

### List A - Required Core Courses (24 units):

	Units
CHD 001	Child Growth and Development 3.0
CHD 002	Child, Family, and Community 3.0
CHD 010	Principles and Practices in Education 3.0
CHD 016	Infant and Toddler Development 3.0
CHD 020	The Child with Special Needs in the Community 3.0
CHD 024	Positive Guidance in Early Childhood Programs: Managing Challenging 3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education 3.0
WRK 300CD	Occupational Work Experience for Child Development 3.0

### List B - Select one course from the following:

	Units
CHD 003	Language and Literacy for the Young Child 3.0
CHD 004	Cognitive Experiences for Children 3.0
CHD 015	Observation and Assessment of Children 3.0
CHD 018	Parenting Issues for Teachers 1.0
CHD 017	Child Health, Safety and Nutrition 3.0
CHD 021	Children and Play 3.0

**Total Required Units: 25.0-27.0**

**Students may also be interested in English for Childcare (non credit) and can see more information on page 96.**

# CHILD DEVELOPMENT (CHD)

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Dean: Jackie Escajeda

## 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.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 003	Language and Literacy for the Young Child	3.0
CHD 004	Cognitive Experiences for Children	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 008A	Practicum A	3.5
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 022	Adult Supervision in Early Childhood	2.0
Plus two of the following:		Units
CHD 005	Movement and Melody	3.0
CHD 006	Administration I: Programs in Early Childhood Education	3.0
CHD 007	Administration II: Personnel in Early Childhood Education	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 014	Art and Creative Development of Young Children	3.0
CHD 016	Infant and Toddler Development	3.0
CHD 021	Children and Play	3.0
CHD 020	The Child with Special Needs	3.0
CHD 024	Positive Guidance in Early Childhood	3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education	3.0
<b>Total Required Units:</b>		<b>35.5</b>

Students may also be interested in English for Childcare (non credit) and can see more information on page 96

# COMMUNICATION STUDIES (COM)

commstudies.missioncollege.edu

Department Chair: Steve Lipman  
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Dean: Aaron Tolbert

## 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:

A degree in Communication Studies is universally applicable across all organizations and industries. Some common career paths include broadcasting, consumer affairs, public relations, advertising, education, marketing, government, human resources, law, community/international affairs, politics negotiations, journalism, customer service, recreation, management, and recruiting. Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

### 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:

		Units
COM 001	Public Speaking OR	3.0
COM 001H	Public Speaking - Honors	3.0

### List A/B - Complete the following:

		Units
COM 004	Small Group Communication	3.0
COM 008	Interpersonal Communication	3.0
COM 012	Intercultural Communication	3.0
COM 020	Argumentation and Debate OR	3.0
COM 020H	Argumentation and Debate - Honors	3.0

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

		Units
ANT 003	Cultural Anthropology	3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology - Honors	3.0
ENG 001B	English Composition and Literature	3.0
ENG 001C	Clear Thinking in Writing	3.0

### 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.

# COMMUNICATION STUDIES (COM)

commstudies.missioncollege.edu

Department Chair: Steve Lipman  
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Dean: Aaron Tolbert

## Certificate of Proficiency in Communication Studies

\* This Certificate of Proficiency is awarded by the academic department. The certificate will not appear on your transcript; however, you can receive a documentation of the certificate by contacting the department chair upon completion of the required coursework.

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:

		Units
COM 001	Public Speaking	3.0
COM 020	Argumentation and Debate	3.0

### Plus 7 units from the following:

		Units
COM 004	Small Group Communication	3.0
COM 008	Interpersonal Communication	3.0
COM 012	Introduction to Intercultural Communication	3.0
COM 015	Fundamentals of Communication	3.0
COM 019A	Communication Activities	1.0
COM 001*	Public Speaking	3.0
COM 020*	Argumentation and Debate	3.0

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

**Total Required Units: 10.0**





# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
Christopher.Zilg@missioncollege.edu  
Dean: Jeff Pallin

## 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:

- 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 AA/AS Graduation Requirements, CSU GE-B or IGETC..

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

Plus 11-13 units from the following:		Units
ACC 001A	Financial Accounting	4.0
BUS 051	Introduction to American Business	3.0
BUS 118	Human Resource Management	3.0
CAP 046E	Intermediate Microsoft PowerPoint	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0
CAP 097A	Creating Web Pages - Course 1	1.0

**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

# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
Christopher.Zilg@missioncollege.edu  
Dean: Jeff Pallin

## 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:

- 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Core Curriculum Courses Required:		Units
COU 012	Careers and Lifestyles	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
BUS 021	Intro to Business Computing	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0

Plus 7 units from the following:		Units
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 097A	Creating Web Pages - Course 1	1.0
BUS 051	Introduction to American Business	3.0
BUS 054	Small Business Start Up and Management	3.0

**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

# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
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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.

### Core Curriculum Courses Required:

		Units
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 046E	Intermediate PowerPoint	1.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 071E	Microsoft Outlook	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 047	Visio for Visionaries	2.0

### Total Required Units:

18.0

# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

## 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.

### Core Curriculum Courses Required:

		Units
BUS 078B	Business Communications	3.0
COU 012	Careers and Lifestyles	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
BUS 021	Intro to Business Computing	3.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 063B	Intermediate Microsoft Excel	2.0

### Plus one (1) of the following courses:

		Units
CAP 013	Ten-Key Numeric Keypad	1.0
CAP 010C	Computer Keyboarding Speed and Accuracy	1.0
CAP 010A	Learning the Keyboard	1.0

### Plus three (3) units from the following:

		Units
CAP 046D	Introduction to Microsoft PowerPoint	1.0
BUS 021L	Introduction to Business Computing Lab	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 045A	Introductory Microsoft Project	1.0

### Total Required Units:

22.0



# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

## 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.**

### Core Curriculum Courses Required:

		Units
COU 012	Careers and Lifestyles	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
BUS 021	Intro to Business Computing	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0
CAP 092B	Google Apps for Personal Productivity	2.0

### Plus three (3) units from the following:

		Units
BUS 118	Human Resource Management	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	1.0

### Total Required Units:

**26.0**



# COMPUTER APPLICATIONS (CAP)

[missioncollege.edu/depts/computer-applications](http://missioncollege.edu/depts/computer-applications)

Department Chair: Christopher Zilg  
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 Dean: Jeff Pallin

## Certificate of Achievement: Business Information Professional 1

The Business Information Professional I Certificate of Achievement is a career pathway designed to help students acquire communication, technical, and management skills and knowledge that are in demand for the 21st Century workplace. These include presentation, critical thinking, and oral/written communication skills; proficiency in Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, and Outlook); and management skills including leadership, collaboration, decision-making, problem solving and human relations. Students who complete the Business Information Professional I Certificate are prepared for entry-level office and administrative support positions in a variety of business environments.

### Program Learning Outcomes:

- Students will apply effective business communication and presentation skills to satisfy customers' needs.
- Students will create a variety of business documents using Microsoft Office software.

### Career/Transfer Opportunities:

Office administrators, office clerks, office managers, retail salespersons, customer service representatives, receptionists, information clerks, and administrative assistants.

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

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing AND	3.0
BUS 078B	Business Communications AND	3.0
BUS 107	Soft Skills for Project Managers AND	2.0
BUS 118	Human Resources Management AND	3.0
CAP 010A	Learning the Keyboard AND	1.0
CAP 033A	Word Processing - Course AND	1.0
CAP 046D	Introduction to Microsoft PowerPoint AND	1.0
CAP 062B	An Introduction to Microsoft Excel AND	1.0
CAP 070	Using MS Windows AND	1.0
CAP 071E	Microsoft Outlook	1.0
<b>Total Required Units:</b>		<b>19.0</b>

# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
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Dean: Jeff Pallin

## Beginning Computer Skills Certificate of Completion (Noncredit)

This noncredit CDCP program teaches students basic computer skills needed for today's workforce. This includes touch keyboarding, searching the Internet, using application software and sending emails.

### Program Learning Outcomes:

- Students will use touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email.

### Career/Transfer Opportunities:

Students who complete this program will be able to carry out simple computer operations required of many entry-level jobs in business and technology.

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

Students must complete the following courses:		Units / Required Hours
CAP 100	Learning the Keyboard AND	0.00 / 54.0
CAP 101	Computers Simplified for Beginning Learners	0.00 / 18.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>72.0</b>

# COMPUTER INFORMATION SYSTEMS (CIS)

csit.missioncollege.edu

Department Chair: Wael Abdeljabbar  
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Dean: Jeffrey Pallin

## Associate in Science in Computer Information Systems

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 System Analyst, Software Developer, Computer Programmer and Other Computer Occupations such as Quality Assurance Engineer and Tester.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required (12 units):

		Units
CIS 007	Python Programming	4.0
CIS 043	Software Development With Java	4.0
CIS 044	Introduction to Data Structures Using Java	4.0

### Plus two or more additional courses from the following electives (at least 8 units with a minimum of 6 units of CIS courses and maximum of 2 units work experience):

		Units
CIS 008	Advanced Python Programming	4.0
CIS 033	Robotics and Embedded Systems	4.0
CIS 037A	Introduction to C Programming	4.0
CIS 039	Introduction to Computer Systems and Assembly Language	4.0
CIS 040	C++ Programming	4.0
CIS 045	Linux Essentials I	4.0
CIS 047	Linux System Administration	4.0
CIS 051	Introduction to Data Analysis	4.0
CIS 055	Database Management Systems I	3.0
CIS 056	Database Management Systems II	3.0
CIS 063	Mobile Apps Programming – Android	4.0
WRK 300GW	General Work Experience	1.0-2.0

### 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



# COMPUTER INFORMATION SYSTEMS (CIS)

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Dean: Jeffrey Pallin

## Certificate of Achievement in Computer Information Systems

Certificate of Achievement in Computer Information Systems The Computer Information Systems Certificate of Achievement prepares students to work in the information systems field. 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, 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 System Analyst, Software Developer, Computer Programmer and Other Computer Occupations such as Quality Assurance Engineer and Tester.

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

### Core Course Requirements (8 units):

		Units
CIS 043	Software Development With Java	4.0
CIS 007	Python Programming	4.0

### Plus two or more additional courses from the following electives (at least 8 units with a minimum of 6 units of CIS courses and maximum of 2 units work experience):

		Units
CIS 008	Advanced Python Programming	4.0
CIS 033	Robotics and Embedded Systems	4.0
CIS 037A	Introduction to C Programming	4.0
CIS 039	Introduction to Computer Systems and Assembly Language	4.0
CIS 040	C++ Programming	4.0
CIS 044	Introduction to Data Structures Using Java	4.0
CIS 045	Linux Essentials I	4.0
CIS 047	Linux System Administration	4.0
CIS 051	Introduction to Data Analysis	4.0
CIS 055	Database Management Systems I	3.0
CIS 056	Database Management Systems II	3.0
CIS 060	Mobile Apps Programming iPhone	4.0
CIS 063	Mobile Apps Programming - Android	4.0
WRK 300GW	General Work Experience	1.0-2.0

**Total Required Units: 16.0-18.0**

# COMPUTER INFORMATION SYSTEMS (CIS)

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Dean: Jeffrey Pallin

## Certificate of Achievement in IT Help Desk Technician

The goal of the Certificate of Achievement in IT helpdesk technician is designed to provide students with knowledge and skills required for a variety of entry level positions in the field IT support. The program includes foundation courses that aligned with industry certificates and a wide range of skill-builder courses.

### Program Learning Outcomes:

- Students will install, configure and support computing devices and software.
- Students will connect, maintain and support computing devices on a network.
- Students will advise and support users in their IT needs.

### Career/Transfer Opportunities:

Career opportunities include the following: Computer User Support Specialist, Computer Network Support Specialist, Network and Computer System Administrators.

### Core Curriculum Courses Required: (12.0 units)

		Units
CIT 011	Introduction to Computer Hardware and Software AND	4.0
CIT 012	Introduction to Networking AND	4.0
CIS 045	Linux Essentials	4.0

### Elective courses (minimum of 6 units of the following or any CIT course work):

		Units
CIT 017	Cyber Security Essentials OR	4.0
CIT 078	Microsoft Server Essentials OR	4.0
CIT 021	Introduction to Cisco Networks OR	4.0
BUS 078B	Business Communication OR	3.0
BUS 021L	Intro to Business Computer Lab OR	1.0
WRK 300GW	General Work Experience	1.0-4.0

**Total Required Units: 18.0-20.0**

# COMPUTER INFORMATION SYSTEMS (CIS)

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Department Chair: Wael Abdeljabbar  
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Dean: Jeffrey Pallin

## Certificate of Achievement in Cisco Certified Network Administration (CCNA)

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 design, install, operate, and maintain networks in small-to-medium businesses as well as enterprise and service provider environments. The program provides an integrated and comprehensive coverage of networking topics including; IP fundamentals, network security and services, network programmability and automation while providing learners opportunities for hands-on practical experience and career skills development. 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 develop critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer.

### Career/Transfer Opportunities:

Career opportunities include the following: Network Technician, Network Administrator, Network Engineer, Network Analyst, or Network security analyst.

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

### Core Curriculum Courses Required:

		Units
CIT 021	Introduction to Cisco Networks (Cisco-1)	4.0
CIT 022	Routing and Switching Essential (Cisco-2)	4.0
CIT 023	Scaling Networks (Cisco-3)	4.0

### Elective Courses (4 units):

CIT 011	Introduction to Computer Hardware and Software (A+)	4.0
CIT 012	Introduction to Networking	4.0
CIT 013	AWS 1 Cloud Practitioner- Foundational	3.0
CIT 014	AWS 2 Solutions Architect- Associate	4.0
CIT 016	IT Security & Ethical Hacking	4.0
CIT 017	Cyber Security Essentials	4.0
CIT 018	CCNA Cyber Security Operations	4.0
CIT 024	Connecting Networks (cisco-4)	4.0
CIT 078	Microsoft Server Essentials 1	4.0

### Total Required Units:

16.0



# COMPUTER INFORMATION SYSTEMS (CIS)

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Dean: Jeffrey Pallin

## Certificate of Achievement in Data Analyst Associate

The Certificate of Achievement in Data Analytics Associate is designed to provide students with knowledge and skills required for a variety of entry level positions in the field of Data Analytics. The program includes foundation courses in Data Analytics and a wide range of skill-builder courses.

### Program Learning Outcomes:

- Students will analyze a problem and identify and define the computing and data requirements appropriate to its solution.
- Students will apply data analytics techniques and tools to implement and test a specified design.
- Students will communicate and report data findings and solutions using data presentation and visualization tools.

### Career/Transfer Opportunities:

Career opportunities include the following: Computer System Analyst, Data Analyst, Data Warehousing Specialists, Computer and Information Research Scientists, Operations Research Analysts.

Core Curriculum Courses Required (11 units)		Units
CIS 007	Introduction to Python Programming AND	4.0
CIS 051	Introduction to Data Analysis AND	4.0
CIS0 55	Introduction to Database and SQL AND	3.0

### Elective courses (minimum 7 units of the following or any CIS course work)

	Units
CIS 001	Introduction to Computer Science and Tech OR 4.0
CIS 056	Database Management Systems II OR 3.0
BUS 021L	Intro to Business Computing Lab OR 1.0
BUS 078B	Business Communication OR 3.0
CAP 062B	An Introduction to Microsoft Excel. OR 1.0
CAP 063B	Intermediate Microsoft Excel OR 2.0
WRK 300GW	General Work Experience 1.0-4.0

**Total Required Units: 18.0-19.0**



# COMPUTER INFORMATION TECHNOLOGY (CIT)

csit.missioncollege.edu

Department Chair: Wael Abdeljabbar  
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Dean: Jeffrey Pallin

## Associate in Science in Computer Network Technology

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), Cybersecurity, and Microsoft Certified Solutions Associate (MCSA)

### 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: System Administrator, Network Technician, Network Administrator, and Network Analyst.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required

		Units
CIT 012	Introduction to Networking (Network +)	4.0
CIT 021	Cisco Network Fundamentals (Cisco-1)	4.0
CIT 022	Routing Protocols and Concepts (Cisco-2)	4.0

### Plus three or more additional courses from the following electives (at least 12 units):

		Units
CIT 011	Introduction to Computer Hardware and Software (A+)	4.0
CIT0 13	AWS 1 Cloud Practitioner- Foundational	3.0
CIT0 14	AWS 2 Solutions Architect- Associate	4.0
CIT 016	IT Security and Ethical Hacking	4.0
CIT 017	Cyber Security Essentials	4.0
CIT 018	CCNA Cyber Security Operations	4.0
CIT 023	Scaling Networks (Cisco-3)	4.0
CIT 024	Connecting Networks (Cisco-4)	4.0
CIT 078	Microsoft Server Essentials 1	4.0

### 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



# ECONOMICS (ECN)

missioncollege.edu/depts/economics

Department Chair: Karen Gee  
408-855-5222 | GC-337E  
karen.gee@missioncollege.edu  
Dean: Brian Miller

## 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.

Core Curriculum Course Required (16-17 units):		Units
ECN 001A	Principles of Macroeconomics	4.0
ECN 001B	Principles of Microeconomics	4.0
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors	4.0
MAT 012	Calculus for Business and Social Sciences OR	4.0
MAT 003A	Analytic Geometry and Calculus I	5.0

List A - Select one course (3-5 units):		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
BUS 021	Introduction to Business Computing	3.0
BUS 078B	Business Communications	3.0
MAT 008	Finite Mathematics	3.0
MAT 003B	Analytic Geometry and Calculus II	5.0

List B - Select one course (3-5 units):		Units
Any course not selected from List A		
ECN 006	The Global Economy	3.0
MAT 004A	Multivariable Calculus	4.0
MAT 004C	Linear Algebra	4.0

<b>Units Required for the Major:</b>	<b>22.0-26.0</b>
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Completion of General Education Requirements and electives as needed to reach 60 units.

<b>Total Required Units:</b>	<b>60.0</b>
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# ENGINEERING (EGR)

engineering.missioncollege.edu

Department Chair: Robert Schaffer  
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robert.schaffer@missioncollege.edu  
Dean: Clement Lam

## Associate in Science in Engineering

Engineers design and create the technology of 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 transportation systems 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 will assist in preparing students for transfer to engineering programs at many 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 engineering disciplines: aerospace, architectural, bio-engineering, biomedical, chemical, civil, computer, electrical, environmental, industrial, manufacturing, materials, mechanical, software, and nuclear. More career information can be found at <https://www.bls.gov/oes/current/oes170000.htm>

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required (35 Units) +

Select One Track (13-23 Units)	Units
EGR 010 Introduction to Engineering OR	4.0
EGR 010H Introduction to Engineering - Honors AND	4.0
MAT 003A Analytic Geometry and Calculus I AND	5.0
MAT 003B Analytic Geometry and Calculus II AND	5.0
MAT 004A Multivariable Calculus AND	4.0
MAT 004B Differential Equations AND	4.0
PHY 004A Engineering Physics-Mechanics AND	5.0
PHY 004B Engineering Physics-Electricity and Magnetism AND	4.0
PHY 004C Engineering Physics-Light and Heat	4.0

### Mechanical, Aerospace, Manufacturing

Engineering Track (22-23)	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry – Honors AND	5.0
EGR 023 Mechanics – Statics AND	3.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 025 Engineering Graphics and Design AND	4.0
EGR 026 Engineering Materials AND	4.0
EGR 030 Introduction to Computing for Engineers OR	4.0
MAT 005 Programming and Problem-Solving in MATLAB	3.0

### Civil Engineering Track (22-23 Units)

	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry – Honors AND	5.0
EGR 023 Mechanics - Statics AND	3.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 025 Engineering Graphics and Design AND	4.0
EGR 026 Engineering Materials AND	4.0
EGR 030 Introduction to Computing for Engineers OR	4.0
MAT 005 Programming and Problem-Solving in MATLAB	3.0

### Electrical Engineering Track (13 Units)

	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry – Honors AND	5.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 024L Introduction to Circuit Analysis Lab AND	1.0
EGR 030 Introduction to Computing for Engineers	4.0

### Computer, Software Engineering Track (16 Units)

	Units
CIS 044 Introduction to Data Structures w/Java AND	4.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 024L Introduction to Circuit Analysis Lab AND	1.0
EGR 030 Introduction to Computing for Engineers AND	4.0
MAT 019 Discrete Mathematics	4.0

**Required Units for the Major:** 48.0-58.0  
Completion of General Education Requirements and electives as needed to reach 60 units.

**Total Required Units:** 63.0-76.0

# ENGINEERING (EGR)

engineering.missioncollege.edu

Department Chair: Robert Schaffer  
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Dean: Clement Lam

## Certificate of Achievement in Engineering

Engineering Certificate: 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 transportation systems or a water treatment plant. Engineering problems usually involve teams of people, so engineers must work well with others and communicate effectively. The Engineering Certificate is modeled after the statewide Engineering Transfer Preparation Certificate and offers four distinct engineering tracks. It is identical to the Engineering AS degree except all general education degree requirements are omitted. In order to transfer to a 4-year college or university, students who complete one of the certificate tracks will also have to complete the minimum admissions requirements for the intended transfer institution. Upon completion of the Engineering Certificate, 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 Opportunities:

Career opportunities for students who have completed baccalaureate degrees in Engineering include the following engineering disciplines: aerospace, architectural, bioengineering, biomedical, chemical, civil, computer, electrical, environmental, industrial, manufacturing, materials, mechanical, software, and nuclear. More career information can be found at <https://www.bls.gov/oes/current/oes170000.htm>

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

### Core Curriculum Courses Required (35 Units) + Select One Track (13-23 Units)

	Units
EGR010 Introduction to Engineering AND	4.0
MAT003A Analytic Geometry and Calculus I AND	5.0
MAT003B Analytic Geometry and Calculus II AND	5.0
MAT004A Multivariable Calculus AND	4.0
MAT004B Differential Equations AND	4.0
PHY004A Engineering Physics-Mechanics AND	5.0
PHY004B Engineering Physics-Electricity AND Magnetism AND	4.0
PHY004C Engineering Physics-Light and Heat AND	4.0

### Mech, Aero, Manuf Track (22-23 Units)

	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry I - Honors AND	5.0
EGR 023 Mechanics - Statics AND	3.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 025 Engineering Graphics and Design AND	4.0
EGR 026 Engineering Materials AND	4.0
EGR 030 Introduction to Computing for Engineers OR	4.0
MAT 005 Introduction to MATLAB	3.0

### Civil Track (22-23 Units)

	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry I - Honors AND	5.0
EGR 023 Mechanics - Statics AND	3.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 025 Engineering Graphics and Design AND	4.0
EGR 026 Engineering Materials AND	4.0
EGR 030 Introduction to Computing for Engineers OR	4.0
MAT 005 Introduction to MATLAB	3.0

### Electrical Track (13 Units)

	Units
CHM 001A General Chemistry OR	5.0
CHM 001AH General Chemistry I - Honors AND	5.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 024L Introduction of Circuit Analysis Laboratory AND	1.0
EGR 030 Introduction to Computing for Engineers AND	4.0

### Computer, Software Track (16 Units)

	Units
CIS 044 Introduction to Data Structures Using Java AND	4.0
EGR 024 Introduction to Circuit Analysis AND	3.0
EGR 024L Introduction of Circuit Analysis Laboratory AND	1.0
EGR 030 Introduction to Computing for Engineers AND	4.0
MAT 019 Discrete Mathematics	4.0

**Total Required Units: 48.0-58.0**

# ENGLISH (ENG)

english.missioncollege.edu

Department Chair: Margaret Juncker  
408-855-5229 | SEC-246B  
margaret.juncker@missioncollege.edu  
Dean: Aaron Tolbert

## 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 literary analysis and research methods. Students majoring in English enroll in survey courses, which expose them to a wide range of types and styles of literature; courses in literature from many cultures and eras; 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 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).

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

Required Courses:		Units
ENG 001B	English Composition	3.0
ENG 001C	Clear Thinking in Writing	3.0

### List A - Select two (2) courses (a minimum of 6 units):Units

ENG 005A	Survey of English Literature	3.0
ENG 005B	English Literature from 19th Century to Present	3.0
ENG 006B	Survey of World Literature	3.0
ENG 007A	American Literature to 1865	3.0
ENG 007B	American Literature 1865 to Present	3.0

### List B - Select one (1) course (minimum 3 units).

#### Any course from List A not used above

ENG 015	Introduction to Film Analysis	3.0
ENG 048	Introduction to Shakespeare	3.0
ENG 070	Creative Writing	3.0

### List C - Select one (1) course (minimum of 3 units):

#### Any course from List A or List B not used above

BUS 078B	Business Communications	3.0
ENG 013	Chicana/o-Latina/o Literature	3.0
ENG 043	Classical Mythology	3.0
FRN 001	First Semester French (Elementary Level)	5.0
FRN 002	Second Semester (Elementary Level) French	5.0
FRN 003	Third Semester French (Intermediate Level)	5.0
FRN 004	Fourth Semester French (Intermediate Level)	5.0
HUM 001A	Human Values in and From the Arts	3.0
HUM 001B	Human Values in and From the Arts	3.0
JPN 001	First Semester Japanese I	5.0
JPN 002	Second Semester Japanese	5.0
SPA 001	First Semester Spanish (Elementary Spanish)	5.0
SPA 002	Second Semester Spanish (Elementary Level)	5.0
SPA 003	Third Semester Spanish (Intermediate Level)	5.0
SPA 004	Fourth Semester Spanish (Intermediate Level)	5.0
SPA 050A	Basic Conversational Spanish and Culture	3.0
SPA 050B	Basic Conversational Spanish and Culture	3.0
VIE 001	First Semester Vietnamese (Elementary Level)	5.0
VIE 002	Second Semester Vietnamese	5.0
VIE 049A	Vietnamese for the Vietnamese-Speaking	3.0
VIE 049B	Vietnamese Language and Culture for Fluent Speakers	3.0

**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 (NON CREDIT)

english.missioncollege.edu

Department Chair: Margaret Juncker  
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Dean: Aaron Tolbert

## Basic Writing Skills Certificate of Competency (Non Credit)

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.

### Students must complete the following courses:

### Units / Required Hours

NCB 901	Strategies to Improve Writing AND	0.00 / 54.0
NCB 902	Strategies to Improve Writing	0.00 /54.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>108</b>



# ENGLISH AS A SECOND LANGUAGE (ESL)

esl.missioncollege.edu

Department Chair: Amelia Akers-Martin  
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amelia.akers-martin@missioncollege.edu  
Dean: Aaron Tolbert

## Certificate of Proficiency in English as a Second Language

\* This Certificate of Proficiency is awarded by the academic department. The certificate will not appear on your transcript; however, you can receive a documentation of the certificate by contacting the department chair upon completion of the required coursework.

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:		Units
ESL 970LS	Advanced Listening and Speaking	3.0
ESL 970GW	Advanced ESL Composition and Grammar	5.0
ESL 970RV	Advanced Reading and Vocabulary	3.0
<b>Total Required Units:</b>		<b>11.0</b>



# ENGLISH AS A SECOND LANGUAGE (ESL)

esl.missioncollege.edu

Department Chair: Amelia Akers-Martin  
408-855-5092 | SEC-248H  
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Dean: Aaron Tolbert

## English for Childcare Certificate of Competency (Noncredit)

This program in English for Child Care equips students with essential English language skills they need in order to communicate at the low-intermediate level with and about children. This includes listening, speaking, reading, and writing skills as well as parenting and child care skills.

### Program Learning Outcomes:

- Students will respond adequately to spoken language appropriate for mid-beginning to intermediate level learners and use common concrete vocabulary to speak about and understand topics related to young children and their care.
- Students will read dialogs, stories, and articles suitable for the level and will write simple sentences and paragraphs using vocabulary common in this context.

### Career/Transfer Opportunities:

A familiarity with spoken and written English at the low-intermediate level is required in order to improve employability or to enter into English for Child Development courses.

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

Students must complete the following courses:

Courses Required:		Units/ Required Hours
NCE 920EC	ESL for Child Care: Intro AND	0.0 / 32.0
NCE 930EC	ESL for Child Care: Health and Safety AND	0.0 / 64.0
NCE 940EC	ESL for Child Care: Ages and States	0.0 / 64.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>160</b>

# ENGLISH AS A SECOND LANGUAGE (ESL-NON CREDIT)

esl.missioncollege.edu

Department Chair: Amelia Akers-Martin  
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Dean: Aaron Tolbert

## Low-Beginning ESL Certificate of Competency (Noncredit)

The program in Low-Beginning ESL offers students the opportunity to gain the English language skills they need for basic communication at home, school, and work. This includes listening, speaking, pronunciation, reading, grammar, writing skills. This program prepares students to enter ESL courses at the high beginning level.

### Program Learning Outcomes:

- Students will demonstrate the reading, vocabulary, grammar, writing, listening, and speaking skills necessary to succeed in the beginning level ESL courses.

### Career/Transfer Opportunities:

A familiarity with spoken and written English at the beginning level is required in order to improve employability or to succeed in ESL courses at the beginning level.

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

Students must complete the following courses:

Courses Required:		Units/ Required Hours
NCE 910A	Foundations in ESL I	0.0 / 64.0
NCE 910B	Foundations in ESL II	0.0 / 64.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>128</b>

# ENGLISH AS A SECOND LANGUAGE (ESL-NON CREDIT)

esl.missioncollege.edu

Department Chair: Amelia Akers-Martin  
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Dean: Aaron Tolbert

## Beginning ESL Certificate of Competency (Noncredit)

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.

### Students must complete the following courses: Units / Required Hours

NCE 920A	Beginning ESL I AND	0.0 / 64.0
NCE 920B	Beginning ESL II AND	0.0 / 64.0
NCE 924	Beginning ESL College Skills AND	0.0 / 32.0
NCE 920PL	Beginning Pronunciation and Listening OR	0.0 / 54.0
NCE 920GW	Beginning Grammar and Writing	0.0 / 54.0

**Total Required Units: 0.0**

**Total Required Hours: 214**

# ENGLISH AS A SECOND LANGUAGE (ESL-NON CREDIT)

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Dean: Aaron Tolbert

## High-Beginning ESL Certificate of Competency (Noncredit)

The High-Beginning English as a Second Language Program equips students with listening, speaking, reading, writing, and study skills for success in the first level of the college's credit ESL program.

### Program Learning Outcomes:

- Students will demonstrate the listening, speaking, reading, writing, and study skills necessary for success in the 940-level credit ESL program.

### Career/Transfer Opportunities:

With the ability to speak and write English at the high-beginning level, students can improve their employability, enter the Mission College credit ESL courses, and explore pathways to higher education.

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

### Students must complete the following courses:

Courses Required:		Units/Required Hours
NCE 931	High Beginning ESL Listening and Speaking AND	0.0 / 72.0
NCE 932	High Beginning Grammar and Writing AND	0.0 / 72.0
NCE 933	High Beginning Reading and Vocabulary AND	0.0 / 72.0
NCE 934	Bridge to ESL College Success	0.0 / 32.0
Total Required Units:		0.0
Total Required Hours:		248



# ENGLISH AS A SECOND LANGUAGE (ESL-NON CREDIT)

esl.missioncollege.edu

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Dean: Aaron Tolbert

## English for Careers in Food Service Certificate of Competency (Noncredit)

The Certificate of Competency in English for Careers in Food Service Program equips students with a foundation in the English language skills necessary for communication in the food service or culinary industry.

### Program Learning Outcomes:

- Students will respond adequately to spoken language appropriate for intermediate level learners and use common vocabulary to communicate about topics related to food preparation, workplace safety, and food service.
- Students will read dialogs and short texts suitable for the level and will write simple sentences and paragraphs using language structures common in the food-related context.

### Career/Transfer Opportunities:

Students completing this certificate will acquire contextualized listening, speaking, vocabulary, reading, and writing skills at the low intermediate level that will prepare them for the educational and career pathways in the ESL and CTE programs as well as in the food service workplace.

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

### Students must complete the following courses Units / Required Hours

NCE 930FD	English for Food Preparation	0 / 72.0 hours
NCE 940FD	English for Food Service	0 / 72.0 hours

**Total Required Units:** 0.0

**Total Required Hours:** 144.0

# ENGLISH AS A SECOND LANGUAGE (ESL-NON CREDIT)

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Department Chair: Amelia Akers-Martin  
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Dean: Aaron Tolbert

## English for Child Development Certificate of Competency (Noncredit)

This program in English for Child Development equips students with essential English language skills to communicate at the high-intermediate level with and about children. Students develop listening, speaking, reading, and writing skills as well as competencies in the areas of parenting and child development.

### Program Learning Outcomes:

- Students will respond adequately to spoken language appropriate for intermediate level to high intermediate learners and use common and academic vocabulary and structures to listen and speak with and about young children, focusing on their needs and development.
- Students will read and write in English at an intermediate to high-intermediate level to communicate effectively about children's needs and development.

### Career/Transfer Opportunities:

A familiarity with spoken and written English at the high-intermediate level is required to improve employability or to succeed in English for Child Development courses.

### Students must complete the following courses:

Courses Required:		Units/Required Hours
NCE 950EC	English for Child Development: Introduction AND	0/54.0
NCE 955EC	English for CHD: Factors in Child Development AND	0/54.0
NCE 960EC	English for CHD: Domains of Child Development, Part I OR	0/54.0
NCE 965EC	English for CHD: Domains of Child Development, Part II	0/54.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>162</b>



# NEW FIRE FIGHTER ACADEMY

Mission College can make your dream of becoming a firefighter a reality with our Fire Protection Technology programs. With classes from emergency response training to hazardous material training, these programs will prepare you for the challenges faced as a firefighter.

For more information visit

**[firetech.missioncollege.edu](http://firetech.missioncollege.edu)**

# FIRE PROTECTION TECHNOLOGY (FPT)

firetech.missioncollege.edu

Department Chair: Dave Rose  
408-855-5387 | GC-120  
david.rose@missioncollege.edu  
Dean: Jackie Escajeda

## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required:

		Units
CHM 030A	Fundamentals of Chemistry	3.0
FPT 051	Fire Protection Organization	3.0
FPT 052	Fire Behavior and Combustion	3.0
FPT 053	Fire Protection Equipment and Systems	3.0
FPT 054	Building Construction for Fire	3.0
FPT 055	Fire Prevention Technology	3.0
FPT 056	Hazardous Materials Technology	3.0
MAT 000C	Intermediate Algebra	5.0

### Plus 6 units from the following:

		Units
KIN 039A	Fire Agility - Introduction	2.0
FPT 057	Rescue Practices	3.0
FPT 060	Wildland Fire Technology	3.0
FPT 061	Fundamentals of Fire Suppression	3.0
FPT 065	Emergency Medical Technician I Theory	6.0
FPT 065C	Emergency Medical Technician 1	0.5
FPT 065L	Emergency Medical Technician Laboratory	1.5
FPT 180	Emergency Medical Technician-I Refresher	2.0

### 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



# FIRE PROTECTION TECHNOLOGY (FPT)

firetech.missioncollege.edu

Department Chair: Dave Rose  
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## Certificate of Achievement in Fire Fighter/EMT Academy

This Certificate of Achievement is designed to prepare an individual for the entry level position as a Firefighter/EMT. The certification is two-fold; once certified as an EMT, employment can be gained in the emergency medical field until the completion of the Firefighter 1 Academy. When both certifications are met, they are prepared for the entry level position as a Firefighter/EMT the EMT 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 inter-facility 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 July 2017. Students must also successfully complete FPT 065L and FPT 065C concurrently with FPT 065 to be eligible for certification. The Firefighter 1 Academy provides the skills and knowledge needed for the entry level Professional or Volunteer Fire Fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. This certification is required to become a Professional or Volunteer Firefighter/EMT, and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. Starting in 2013, State of California Fire Training requires that both Volunteer and Professional Fire Fighters complete a Fire Fighter 1 Academy. This has created an increase in demand. 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 Training in the field of fire technology as it relates to firefighters.

### Program Learning Outcomes:

- Students will be prepared for entry-level employment as a professional and competent Fire Fighter and meet the requirements for Firefighter 1 Certification from California State Fire Training
- Students will be prepared for entry-level employment as a professional and competent Emergency Medical Technician and meet the needs of the local health care community.

### Career/Transfer Opportunities:

Students are eligible for entry-level positions in fire protection and emergency response agencies.

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

Core Courses Required:		Units
FPT 065	Emergency Medical Technician I Theory	6.0
FPT 065C	Emergency Medical Technician 1 Clinical Experience	0.5
FPT 065L	Emergency Medical Technician Laboratory	1.5
FPT 200	Fire Fighter 1 Fire Academy	14.5
<b>Total Required Units:</b>		<b>22.5</b>



# FIRE PROTECTION TECHNOLOGY (FPT)

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## Certificate of Achievement: Fire Prevention Internship Certification

Fire Prevention 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 prevention bureau. 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. Fire Prevention Interns will be required to complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. Internships may have eligibility requirements that vary according to agency.

### Program Learning Outcomes:

- Students will utilize the Uniform Fire Code requirements and regulations when performing fire inspections.
- Students will explain how to determine Occupancy Classifications & Load
- Students will explain how Site Access & Emergency Access affect life safety
- Students will describe how to complete a Hood and Duct Inspection
- Students will describe the types of Fire Suppression Systems
- Students will identify the responsibility, authority and process for fire prevention inspections and fire cause determination
- Students will identify how to Determine the Operational Readiness of a Fire Detection and Alarm systems
- Students will describe the consequences of severe wildland fire conditions on unmitigated wildland urban interface areas.
- Students will identify the history of fire in the wildland urban interface environment.
- Students will achieve eligibility for certification on the State Fire Training Certification Tracks as a Fire Inspector I (Educational Requirements) from California State Fire Training through the completion of FPT 301 - Fire Inspector 1A, FPT 302 - Fire Inspector 1B, FPT 303 - Fire Inspector 1C, FPT 304 - Fire Inspector 1D.
- Students will demonstrate knowledge of building components, fire suppression systems, hazardous materials classifications, fire behavior and combustion, and rescue techniques.

### Career/Transfer Opportunities:

Career opportunities include the following: fire inspector, fire investigator, fire prevention specialist, fire marshal, deputy fire marshal, hazardous materials, and community education.

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

### Core Curriculum Courses Required: Units

FPT 300A	Fire Prevention Internship Course 1	3.0
FPT 300B	Fire Prevention Internship Course 2	3.0
FPT 300C	Fire Prevention Internship Course 3	3.0
FPT 300D	Fire Prevention Internship Course 4	3.0
FPT 301	Fire Inspector 1A Duties and Administration	1.5
FPT 302	Fire Inspector 1B: Fire and Life Safety	1.5
FPT 303	Fire Inspector 1C: Field Inspection	1.5
FPT 304	Fire Inspector 1D: Field Inspection CA	1.0
WRK 300FP	Occupational Work Experience for Fire Prevention Internship	12.0

Note: FPT 055 must be taken before FPT 300A (FPT 055 is a prerequisite of FPT 300A).

Required Courses (may be taken after completing FPT 055). WRK 300FP is a co-requisite with FPT 300A-D.

**Required Units for the Major: 32.5**

# GENERAL EDUCATION FOR TRANSFER

majors.missioncollege.edu

## 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 students 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.

# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

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Dean: Jeff Pallin

## Associate in Science in Graphic Design

Associate of Science in Graphic Design The Associate of 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. 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Core Curriculum Courses Required (30 Units):		Units
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 035	Graphic Design I	3.0
GDS 062	Digital Illustration with Adobe Illustrator	3.0
GDS 061	Page Layout	3.0
GDS 065	Typography	3.0
GDS 045	Web Design and Development 1	3.0
GDS 055A	Design Agency & Branding	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 067	Graphic Design II OR	3.0
GDS 084	Portfolio Production Studio	3.0
GDS 085	Professional Portfolio and Design	3.0

**Plus one additional course to complete the required minimum total of 33 semester units (minimum of 3 units). Courses may not be used to satisfy elective requirements if they have already been used to satisfy core curriculum requirements:**

core curriculum requirements:		Units
GDS 067	Graphic Design II	3.0
GDS 084	Portfolio Production Studio	3.0
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 056	Presentation Design	3.0
GDS 080	Packaging Design	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 077	Interactive Projects and Explorations in UXD	3.0
GDS 081	Motion Graphics with After Effects	3.0
GDS 073	Digital Photography	3.0
GDS 074	Video Production 1	3.0
ART 031A	Beginning Drawing	3.0
ART 031B	Intermediate Drawing	3.0
GDS 047	Web Animation	3.0
GDS 046	Intermediate Web Design 2	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 034A	Introduction to Digital Art	3.0
GDS 011	The History of Modern Design	3.0
GDS 012	History of Photography	3.0
GDS 015	Photo-media and Social Change	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0

**Required Units for the Major: 33.0**

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

**Total Required Units: 60.0**

# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

design.missioncollege.edu

Department Chair: Mark Garrett  
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Dean: Jeff Pallin

## 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.

Core Curriculum Courses Required:		Units
ART 031A	Beginning Drawing OR	3.0
ART 031B	Intermediate Drawing	3.0
ART 034A	Introduction to Digital Art OR	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 062	Introduction to Adobe Illustrator OR	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 068	Advanced Adobe Photoshop	3.0
GDS 085	Professional Portfolio and Design	2.0

### Plus additional course(s) required from the following to bring your total to a minimum of 17 units:

to a minimum of 17 units:		Units
GDS 035	Beginning Graphic Design	3.0
GDS 073	Digital Photography	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0
ART 034B	Advanced Digital Art	3.0
ART 031A*	Beginning Drawing	3.0
ART 031B*	Intermediate Drawing	3.0
ART 034A*	Introduction to Digital Art	3.0
GDS 064*	Introduction to Adobe Photoshop	3.0
GDS 062*	Introduction to Adobe Illustrator	3.0
GDS 066*	Advanced Adobe Illustrator	3.0

\*If not use as a Core Curriculum Course

**Total Required Units: 17.0**

# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

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## Certificate of Achievement in Graphic Design

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 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. 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.**

Core Curriculum Courses Required (30 Units):		Units
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 035	Graphic Design I	3.0
GDS 062	Digital Illustration with Adobe Illustrator	3.0
GDS 061	Page Layout	3.0
GDS 065	Typography	3.0
GDS 045	Web Design and Development 1	3.0
GDS 055A	Design Agency & Branding	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 067	Graphic Design II OR	3.0
GDS 084	Portfolio Production Studio	3.0
GDS 085	Professional Portfolio and Design	3.0

**Plus one additional course to complete the required minimum total of 33 semester units (minimum of 3 units). Courses may not be used to satisfy elective requirements if they have already been used to satisfy core curriculum requirements:**

core curriculum requirements:		Units
GDS 067	Graphic Design II	3.0
GDS 084	Portfolio Production Studio	3.0
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 056	Presentation Design	3.0
GDS 080	Packaging Design	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 077	Interactive Projects and Explorations in UXD	3.0
GDS 081	Motion Graphics with After Effects	3.0
GDS 073	Digital Photography	3.0
GDS 074	Video Production 1	3.0
ART 031A	Beginning Drawing	3.0
ART 031B	Intermediate Drawing	3.0
GDS 047	Web Animation	3.0
GDS 046	Intermediate Web Design 2	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 034A	Introduction to Digital Art	3.0
GDS 011	The History of Modern Design	3.0
GDS 012	History of Photography	3.0
GDS 015	Photo-media and Social Change	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0

\*If not used as a Core Curriculum Course.

**Total Required Units: 33.0**



# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

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Dean: Jeff Pallin

## Certificate of Achievement: Web Development

Certificate of Achievement: Web Development 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.

### Program Learning Outcomes:

- Students will develop front end code for interactive websites using technologies and languages including HTML, CSS, JavaScript and related front-end frameworks.
- Students will identify, explain, and apply current technologies in back-end web development such as SQL, CMS Systems, and back-end frameworks 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.

### Core Curriculum Courses Required (12 Units):

		Units
GDS 045	Web Design and Development 1	3.0
GDS 046	Web Design and Development 2	3.0
GDS 089	JavaScript 1	3.0
GDS 089B	JavaScript 2 and Web Development	3.0

### Plus select additional courses to complete the required minimum total of 21 semester units (minimum of 9 units):

		Units
GDS 047	Web Animation	3.0
GDS 049	WordPress and Content Management Systems	3.0
CIS 001	Introduction to Computer Science and Technology	4.0
CIS 007	Python Programming	4.0
CIS 008	Advanced Python Programming	4.0
CIS 043	Software Development with Java	4.0
GDS 051	Mobile Application and Web Development with Web Standards	3.0
CIS 055	Database Management Systems I	3.0
CIS 056	Database Management Systems II	3.0
CIS 037A	Introduction to C Programming	4.0
CIS 040	C++ Programming	4.0
CIS 044	Introduction to Data Structures Using Java	4.0
CIS 045	Linux Essentials I	4.0
CIS 047	Linux System Administration I	4.0
CIS 063	Mobile Apps Programming - Android	4.0

**Total Required Units: 21.0-22.0**

# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

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Department Chair: Mark Garrett  
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Dean: Jeff Pallin

## Certificate of Achievement in Web Design

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 of 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 identify, explain and apply design principles such as typography, color and layout to the creation and evaluation of web designs.
- Students will generate documents related to User Experience Design such as wireframes and personas.
- Students will apply basic front end coding skills, 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.**

Core Curriculum Courses Required (15 Units):		Units
GDS 035	Beginning Graphic Design	3.0
GDS 045	Web Design and Development 1	3.0
GDS 064	Introduction to Adobe Photoshop OR	3.0
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 046	Web Design and Development 2	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0

**List A – Select two courses from the following. Courses may not be used to satisfy elective requirements if they have already been used to satisfy core curriculum requirements:**

core curriculum requirements:		Units
GDS 047	Web Animation	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 049	WordPress and Content Management Systems(Check Title)	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 077	Interactive Projects & Explorations in UXD	3.0
GDS 051	Mobile Application and Web Development with Web Standards	3.0

**List B - Select one or more courses from the following additional to bring your total to a minimum of 24 units. Courses may not be used to satisfy elective requirements if they have already been used to satisfy core curriculum or List A requirements:**

core curriculum or List A requirements:		Units
ART 031A	Beginning Drawing	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
BUS 084	Internet Marketing	3.0
CAP 092A	Introduction to Cloud Technologies and Social Media	2.0
GDS 012	History of Photography	3.0
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
GDS 055A	Design Agency and Branding	3.0
GDS 062	Digital Illustration with Adobe Illustrator	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 073	Digital Photography	3.0
GDS 074	Digital Video Production with Final Cut Pro	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 077	Interactive Projects & Explorations in UXD	3.0
GDS 085	Professional Portfolio and Design Career Preparation	3.0
GDS 089	JavaScript 1	3.0

**Total Required Units: 24.0-26.0**

# GRAPHIC DESIGN AND MULTIMEDIA (GDS)

design.missioncollege.edu

Department Chair: Mark Garrett  
408-855-5293 | GC-321B  
mark.garrett@missioncollege.edu  
Dean: Jeff Pallin

## Certificate of Achievement in User Experience and Interface Design

The Certificate of Achievement in User Experience and Interaction Design is intended to provide the necessary basic technical and creative skills for those planning to enter this growing field of user experience, interaction, and/or user interface design. The program will prepare students for positions in web and mobile application and interactive media design fields such as entry level user experience designers, user interface and interaction designers, user researchers, information architects, digital media designers, and content developers. Other examples where students might find employment using their creative problem-solving and UX/IxD design skills might include website design and development, the creation of interactive media such as digital publications, marketing presentation design, interactive learning product design, virtual & augmented reality design, user research and usability testing. By the end of the program students will understand and apply the basic principles of user experience and interaction design as applied to digital media, web, and mobile application design.

### Program Learning Outcomes:

- Students will be able to identify, explain, and apply advanced User Experience and Interaction Design principles such as universal design, user research, heuristic analysis, personas, information architecture, storyboarding, user task flows, journey maps, prototyping, principles of interface design, and common UI design patterns.
- Students will be able to generate comprehensive documentation related to a UX business strategy and goals, user research, personas, application features and specifications, site and journey maps, wireframes, and storyboards.
- Students will apply the technical concepts and best practices used in user experience design, interaction design, and interface design to develop designs, assets, and functional prototype(s) for web, mobile, and other applications at an intermediate level.

### Career/Transfer Opportunities:

Career opportunities include the following: web design, user experience design, interaction design, interface design, information architecture, visual design, content strategy, and mobile design.

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

### Core Curriculum Courses Required (9 units):

		Units
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 072	Digital Imaging and User Interface Design OR	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 077	Interactive Projects & Explorations in UXD	3.0

### Plus at least 9 units from the following:

Units

**Note: Courses may not be used to satisfy elective requirements if they have already been used to satisfy core curriculum requirements.**

		Units
GDS 072	Digital Imaging and User Interface Design	3.0
GDS 076	Emerging Trends in Interaction Design	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 062	Digital Illustration with Adobe Illustrator	3.0
GDS 035	Graphic Design I	3.0
GDS 065	Typography	3.0
GDS 084	Portfolio Production Studio	3.0
GDS 085	Professional Portfolio and Design Career Preparation	3.0
GDS 081	Motion Graphics	3.0
GDS 047	Web Animation	3.0
GDS 049	WordPress and Content Management Systems	3.0
ART 031A	Beginning Drawing	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
GDS 055A	Design Agency and Branding	3.0
GDS 011	The History of Modern Design	3.0
GDS 061	Page Layout	3.0

**Total Required Units: 18.0**

# HEALTH OCCUPATIONS (HOC)

nursing.missioncollege.edu

Department Chair: Marsha Oliver  
408-855-5427 | GC-235C B  
marsha.oliver@missioncollege.edu  
Dean: Yuko Kawasaki

## 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 Rubella, Mumps, Rubella, Hepatitis B, Varicella.
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Current Cardiopulmonary Resuscitation certification, CPR for Health Care Provider or CPR for Professional Rescuer.
- 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
- 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.

# HEALTH OCCUPATIONS (HOC)

nursing.missioncollege.edu

Department Chair: Marsha Oliver  
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Dean: Yuko Kawasaki

## 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 course work 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.

LVN-to-RN Program Coursework		24 Units
Role Transition courses		Units
HOC 050	Role Transition LVN to RN	2.0
HOC 050A	Role Transition Clinical	1.0
<b>Semester 1</b>		<b>Units</b>
HOC 051	Community Mental Health Nursing	2.0
HOC 052	Intermediate Medical-Surgical Nursing Theory	3.0
HOC 053	Introduction to Clinical Judgment	1.0
HOC 054	Intermediate Clinical Practicum	4.0
<b>Semester 2</b>		<b>Units</b>
HOC 060	Advanced Maternal-Child Nursing	2.0
HOC 061	Advanced Medical-Surgical/Leadership Nursing	3.0
HOC 062	Leadership and Ethics	1.0
HOC 064	Advanced Clinical Practicum	5.0
<b>Additional Requirements</b>		
LVN-to-RN Program Prerequisite Courses		18 Units
		Units
BIO 004	Microbiology	5.0
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology	5.0
ENG 001A	English Composition	3.0
<b>BRN-mandated General Education Requirements</b>		<b>10-11Units</b>
PSY 001	General Psychology OR	3.0
PSY 012	Human Psychology AND	3.0
MAT 000C	Intermediate Algebra OR	5.0
MAT 010	Elementary Statistics AND	4.0
COM 001	Public Speaking	3.0
LVN Advanced-Placement Credit		12.0 Units
<b>Required Units for the Major:</b>		<b>64.0-65.0</b>
<b>Completion of General Education and electives as needed to reach 72 units.</b>		
<b>Total Required Units:</b>		<b>72.0</b>



# HEALTH OCCUPATIONS (HOC)

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Dean: Yuko Kawasaki

## 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.

There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommended that you refresh your knowledge of these subjects if you took them more than five years ago.

Required Prerequisite Coursework and Certification (prior to admission to the program):

BIO 022 Anatomy & Physiology for Allied Health Workers 4.0 units.

HOC 020 Introduction to Professional Health Care 0.5 units.

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: Admission to the program is required prior to enrollment in Nursing courses. Students are strongly encouraged to complete all General Education requirements for the Associate degree prior to beginning the required courses for the VN program.

Upon successful completion of the Vocational Nursing program, students may apply to the California State Board of Vocational Nursing and Psychiatric Technician to obtain approval to take the Vocational Nursing licensure examination.

### 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 Vocational Nursing 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:

- 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

#### Semester I (18 Units)

	Units
HOC 022 Patient Nursing Care Fundamentals	1.5
HOC 023A Beginning Medical-Surgical Nursing Theory	2.5
HOC 023B Beginning Cognitive Disabilities - Mental Health Theory	1.0
HOC 024 Pharmacology A	1.0
HOC 025A Fundamentals Skills/Simulation Lab	1.0
HOC 026A Beginning Clinical Practicum	5.0
HOC 027 Nursing Process and Communication	2.0
HOC 028 * Care of the Geriatric Patient	1.0
PSY 001 General Psychology OR	3.0
PSY 001H General Psychology - Honors	3.0

#### Semester II (15.5 Units)

	Units
HOC 032 Care of Obstetrical and Neonatal Patients	2.0
HOC 033A Intermediate Medical/Surgical Nursing Theory	2.0
HOC 033B Intermediate Project-Based Medical/Surgical Reasoning	1.5
HOC 034 Pharmacology B	1.0
HOC 035A Intermediate Nursing Skills/Simulation Lab	1.0
HOC 036A Intermediate Clinical Practicum	5.0
NTR 015 * Human Nutrition OR	3.0
NTR 040 * Nutrition and Disease	3.0

#### Semester III (17 Units)

	Units
HOC 042 Care of the Pediatric Patient	2.0
HOC 043A Advanced Medical/Surgical Theory	2.0
HOC 043B Advanced Project-Based Medical Surgical Reasoning	1.5
HOC 044 Pharmacology C	1.0
HOC 045A Advanced Skills/Simulation Lab	1.0
HOC 046A Advanced Clinical Practicum	5.0
HOC 047 Leadership and Professional Practice	1.5
PSY 012 * Human Growth and Development	3.0

\*It is highly recommended that these courses be completed prior to starting the program.

#### Required Units for the Major:

50.5

Completion of General Education Requirements and electives as needed to reach 68.5 units.

#### Total Required Units:

68.5

# HEALTH OCCUPATIONS (HOC)

nursing.missioncollege.edu

Department Chair: Marsha Oliver  
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Dean: Yuko Kawasaki

## 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.

There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommended that you refresh your knowledge of these subjects if you took them more than five years ago.

Required Prerequisite Coursework and Certification (prior to admission to the program):

BIO 022 Anatomy & Physiology for Allied Health Workers 4.0 units.

HOC 020 Introduction to Professional Health Care 0.5 units.

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: Admission to the program is required prior to enrollment in Nursing courses. Students are strongly encouraged to complete all General Education requirements for the Associate degree prior to beginning the required courses for the VN program.

Upon successful completion of the Vocational Nursing program, students may apply to the California State Board of Vocational Nursing and Psychiatric Technician to obtain approval to take the Vocational Nursing licensure examination.

### 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 Vocational Nursing 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:

- 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

#### Semester I (18 Units)

	Units
HOC 022 Patient Nursing Care Fundamentals	1.5
HOC 023A Beginning Medical-Surgical Nursing Theory	2.5
HOC 023B Beginning Cognitive Disabilities - Mental Health Theory	1.0
HOC 024 Pharmacology A	1.0
HOC 025A Fundamentals Skills/Simulation Lab	1.0
HOC 026A Beginning Clinical Practicum	5.0
HOC 027 Nursing Process and Communication	2.0
HOC 028 * Care of the Geriatric Patient	1.0
PSY 001 General Psychology OR	3.0
PSY 001H General Psychology - Honors	3.0

#### Semester II (15.5 Units)

	Units
HOC 032 Care of Obstetrical and Neonatal Patients	2.0
HOC 033A Intermediate Medical/Surgical Nursing Theory	2.0
HOC 033B Intermediate Project-Based Medical/Surgical Reasoning	1.5
HOC 034 Pharmacology B	1.0
HOC 035A Intermediate Nursing Skills/Simulation Lab	1.0
HOC 036A Intermediate Clinical Practicum	5.0
NTR 015 * Human Nutrition OR	3.0
NTR 040 * Nutrition and Disease	3.0

#### Semester III (17 Units)

	Units
HOC 042 Care of the Pediatric Patient	2.0
HOC 043A Advanced Medical/Surgical Theory	2.0
HOC 043B Advanced Project-Based Medical Surgical Reasoning	1.5
HOC 044 Pharmacology C	1.0
HOC 045A Advanced Skills/Simulation Lab	1.0
HOC 046A Advanced Clinical Practicum	5.0
HOC 047 Leadership and Professional Practice	1.5
PSY 012 * Human Growth and Development	3.0

\*It is highly recommended that these courses be completed prior to starting the program.

**Required Units for the Major:** 50.5

Completion of General Education Requirements and electives as needed to reach 68.5 units.

**Total Required Units:** 68.5

# HEALTH OCCUPATIONS (HOC)

nursing.missioncollege.edu

Department Chair: Marsha Oliver  
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Dean: Yuko Kawasaki

## Certificate of Achievement in Vocational Nursing

**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 recommended that you refresh your knowledge of these subjects if you took them more than five years ago.

### Required Prerequisite Coursework and Certification:

BIO 022 Anatomy & Physiology for Allied Health Workers 4.0 units.  
HOC 020 Introduction to Professional Health Care 0.5 units.

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 Admission to the program is required prior to enrollment in these courses.

### 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.**

Semester I (18 Units)		Units
HOC 022	Patient Nursing Care Fundamentals	1.5
HOC 023A	Beginning Medical-Surgical Nursing Theory	2.5
HOC 023B	Beginning Cognitive Disabilities - Mental Health Theory	1.0
HOC 024	Pharmacology A	1.0
HOC 025A	Fundamentals Skills/Simulation Lab	1.0
HOC 026A	Beginning Clinical Practicum	5.0
HOC 027	Nursing Process and Communication	2.0
HOC 028 *	Care of the Geriatric Patient	1.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0

Semester II (15.5 Units)		Units
HOC 032	Care of Obstetrical and Neonatal Patients	2.0
HOC 033A	Intermediate Medical/Surgical Nursing Theory	2.0
HOC 033B	Intermediate Project-Based Medical/Surgical Reasoning	1.5
HOC 034	Pharmacology B	1.0
HOC 035A	Intermediate Nursing Skills/Simulation Lab	1.0
HOC 036A	Intermediate Clinical Practicum	5.0
NTR 015 *	Human Nutrition OR	3.0
NTR 040 *	Nutrition and Disease	3.0

Semester III (17 Units)		Units
HOC 042	Care of the Pediatric Patient	2.0
HOC 043A	Advanced Medical/Surgical Theory	2.0
HOC 043B	Advanced Project-Based Medical Surgical Reasoning	1.5
HOC 044	Pharmacology C	1.0
HOC 045A	Advanced Skills/Simulation Lab	1.0
HOC 046A	Advanced Clinical Practicum	5.0
HOC 047	Leadership and Professional Practice	1.5
PSY 012 *	Human Growth and Development	3.0

\*It is highly recommended that these courses be completed prior to starting the program.

**Total Required Units: 50.5**

# HEALTH OCCUPATIONS (HOC)

nursing.missioncollege.edu

Department Chair: Marsha Oliver  
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Dean: Yuko Kawasaki

## Certificate of Proficiency: Nursing Assistant

\* This Certificate of Proficiency is awarded by the academic department. The certificate will not appear on your transcript; however, you can receive a documentation of the certificate by contacting the department chair upon completion of the required coursework.

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).

### 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](http://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.

#### 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 (ie: hospice care or public health aide).

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

Core Curriculum Courses (Required)		Units
HOC 019A	Nursing Assistant Fundamentals	4.0
HOC 019B	Nursing Assistant Clinical Experience	2.0
Total Required Units:		6.0



# COMMUNITY HEALTH WORKER (NONCREDIT)

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Department Chair: Marsha Oliver  
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Dean: Yuko Kawasaki

## Community Health Worker Certificate of Completion (Non Credit)

The Community Health Worker Certificate of Completion provides students with health education, care management, and client advocacy in both community-based and health care settings. CHWs serve a two-way bridge between communities and key health and social resources. They play a vital role in reducing health inequalities among under-served communities by reducing barriers to access in a culturally appropriate way.

### Program Learning Outcomes:

- Students will describe public health concepts and information for health promotion.
- Students will assess and integrate professional skills necessary for employment in the CHW field.
- Students will evaluate and implement entry-level proficiency in CHW core competencies for working effectively with diverse individuals' groups and communities.

### Career/Transfer Opportunities:

Students who complete the program are eligible for immediate employment as entry-level community-health workers in a variety of home-care and agency settings.

### Students must complete the following courses:

		Units / Required Hours
NCH 001CW	Introduction to Community Health Work	0 / 54.0
NCH 002CW	Introduction to Chronic Disease Management	0 / 54.0
NCH003CW	Externship for Community Health Worker	0 / 54.0
<b>Total Required Units:</b>		<b>0.0</b>
<b>Total Required Hours:</b>		<b>162</b>



# HISTORY (HIS)

history.missioncollege.edu

Department Chair: RaeAnn Ramsey  
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raeann.ramsey@missioncollege.edu  
Dean: Brian Miller

## Associate in Arts in History for Transfer (AA-T)

Associate in Arts in History for Transfer (AA-T) The Associate in Arts for Transfer in History (AA-T 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. The 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 AA-T in History are guaranteed admission with junior standing within 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 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 describe the value and positive attributes of different cultures and societies.

### 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).

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 (6 total units):		Units
HIS 017A	History of the United States to 1877 OR	3.0
HIS 017AH	History of the United States to 1877 – Honors	3.0
HIS 017B	History of the United States Since 1877 OR	3.0
HIS 017BH	History of the United States Since 1877 – Honors	3.0

List A: Select 2 courses (6 total units):		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	3.0

**List B: Select one course from Area 1 and one course from Area 2 (6-8 total units)**  
You may not select a course already selected for List A.

Area 1 – Diversity:		Units
HIS 015	World History to 1500 OR	3.0
HIS 015H	World History to 1500 – Honors OR	3.0
HIS 016	World History Since 1500 OR	3.0
HIS 016H	World History Since 1500 – Honors	3.0
HIS 033	Women's Issues Past and Present OR	3.0
HIS 033H	Women's Issues Past and Present – Honors OR	3.0
HUM 018	African-American Culture and Humanities OR	3.0
HUM 018H	African-American Culture and Humanities – Honors OR	3.0
FRN 001	First Semester French (Elementary Level) OR	5.0
FRN 002	Second Semester French (Elementary Level) OR	5.0
FRN 003	Third Semester French (Intermediate Level) OR	5.0
FRN 004	Fourth Semester French (Intermediate Level) OR	5.0
HIS 031	History of East Asia OR	3.0
HUM 001A	Human Values in and From the Arts OR	3.0
HUM 001B	Human Values in and From the Arts OR	3.0
HUM 016A	Hispanic Roots and Culture OR	3.0
HUM 022	Introduction to Islam OR	3.0
JPN 001	First Semester Japanese OR	5.0
JPN 002	Second Semester Japanese OR	5.0
SPA 001	First Semester Spanish (Elementary Level) OR	5.0
SPA 002	Second Semester Spanish (Elementary Level) OR	5.0
SPA 003	Third Semester Spanish (Intermediate Level) OR	5.0
SPA 004	Fourth Semester Spanish (Intermediate Level) OR	5.0
SPA 050A	Basic Conversational Spanish and Culture OR	3.0
SPA 050B	Basic Conversational Spanish and Culture OR	3.0
VIE 001	First Semester Vietnamese (Elementary Level) OR	5.0
VIE 002	Second Semester Vietnamese OR	5.0
VIE 049A	Vietnamese for the Vietnamese – Speaking OR	3.0
VIE 049B	Vietnamese Language and Culture for Fluent Speakers	3.0

Area 2:		Units
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
HUM 007	International Films OR	3.0
POL 001	American Government OR	3.0
POL 001H	American Government – Honors OR	3.0
POL 004	International Relations OR	3.0
POL 007	International Films OR	3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors OR	3.0
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology - Honors	3.0

**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**

# HOSPITALITY MANAGEMENT (HMT)

hm.missioncollege.edu

Department Chair: Daniel Arias  
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Dean: Jackie Escajeda

## Associate in Science in Hospitality Management

The Associates in Science degree in Hospitality Management provides the marketable hard and soft skills necessary for rising success in the hospitality industry and its sectors. Graduates will have learned classical and progressive hospitality theory as well as functional hands-on skills required to supervise and coach as a successful manager in this dynamic industry.

### Program Learning Outcomes:

- Students will effectively train, motivate, and lead a diverse team toward efficient and effective operational practices 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 use forecasting techniques to translate strategic business objectives and financial documents into effective and efficient daily operational processes.
- 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 in both front and back of the house operations; resort and lodging management; private and corporate 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required: Units

FDR 050A	Introduction to the Hospitality Industry	3.0
FDR 051	Basic Food Preparation	5.0
FDR 053	Restaurant Operations	6.0
FDR 054	Hotel and Restaurant Accounting	3.0
FDR 055	Procurement for Foodservice Operations	3.0
FDR 058	Cost Controls in the Hospitality Industry	3.0
FDR 059	Hospitality Supervision and Leadership	4.0
FDR 060A	Food Service Facilities Planning	3.0
FDR 075	Menu Planning	2.0
FDR 076	Sales and Marketing in the Hospitality Industry	3.0
INF 050	Sanitation and Safety	2.0
WRK 300HM*	Occupational Work Experience for Hospitality Management	5.0
FDR 096	Healthy Cuisine OR	2.0
NTR 015	Human Nutrition	3.0
CAP 010A	Learning the Keyboard OR	1.0
CAP 062B	Introduction to Microsoft Excel	1.0

### Optional Recommended Courses (not included

### in core requirements): Units

FDR 072	Intermediate Cuisine	3.0
FDR 073	Fundamentals of Baking and Confectionery	2.0
FDR 074	Intermediate Baking and Confectionery	2.0
FDR 078	Advanced Baking and Pastry	2.0
FDR 079	Introduction to Food and Wine Pairing	3.0
FDR 081	Introduction to Wines and Spirits of the World	2.0
FDR 082	Introduction to Chocolate and Confectionery	2.0
FDR 086	Beginning Bread Making	2.0
FDR 105	Catering Management and Operations	2.0
FDR 106A	Food Trucks: Starting a Mobile Food Business	2.0
FDR 106B	Food Trucks: Mobile Food Operations	1.5
HMT 075	Housekeeping in Hotels, Motels and Institutions	3.0
HMT 076	Hotel and Motel Front Office Management	3.0

### Required Units for the Major: 45.0-46.0

\* 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: 60.00

# HOSPITALITY MANAGEMENT (HMT)

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## Associate in Science in Baking and Pastry

The Associate Degree in Baking and Pastry provides marketable skills necessary for advanced success in the baking and restaurant industry. Graduates learn management theory, business operations, and baking and pastry skills necessary to start their own pastry operations or assume management positions in existing pastry, catering, and restaurant firms. Core classes should be taken in the recommended order for maximum success.

### Program Learning Outcomes:

- Students will demonstrate mastery of all basic baking formulas necessary to manage a pastry operation or department.
- Students will demonstrate skills needed to produce finished top tier cakes, wedding and special occasion cakes, pastries, and chocolate and confectionary craftsmanship.
- Students will plan and operate a successful bakery or pastry department and effectively manage its staff.
- Students will demonstrate sanitation & safety practices as well as COVID standards as they apply to food service operations.

### Career/Transfer Opportunities:

Bakery owner, Pastry Chef, Baking Department Manager, Catering Company Owner or Manager, Chocolatier, Confectioner, and Wholesale Bakery Owner or Manager/Operator.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required (30 Units):

		Units
FDR 050A*	Introduction to the Hospitality Industry	3.0
FDR051*	Basic Food Preparation	5.0
FDR058*	Cost Control for Foodservice Organizations	3.0
FDR059*	Supervision, Management & Leadership	4.0
FDR073*	Fundamentals of Baking and Confectionery	2.0
FDR074*	Intermediate Baking and Confectionery	2.0
FDR078*	Advanced Baking and Pastry	2.0
FDR082*	Introduction to Chocolate and Confectionary	2.0
FDR086*	Beginning Bread Making	2.0
INF050*	Sanitation and Safety	2.0
WRK300HM**	Occupational Work Experience for Hospitality Management	3.0

### Optional Recommended Courses (minimum of 2 units):

		Units
CAP033A	Word Processing - Course 1	3.0
CAP062B	An Introduction to Microsoft Excel	1.0
FDR055	Procurement for Foodservice Operations	3.0
FDR072	Intermediate Cuisine	3.0
FDR075	Menu Planning	2.0
FDR076	Sales and Marketing in the Hospitality Industry	3.0
FDR079	Introduction to Food and Wine Pairing	3.0
FDR081	Introduction to Wines and Spirits of the World 2.0	
FDR085	Foundations for Sustainability in Hospitality, Tourism and Leisure Services	3.0
FDR096	Healthy Cuisine	2.0
FDR105	Catering Management and Operations	2.0
FDR106A	Starting a Mobile Food Business	2.0
FDR106B	Mobile Food Operations	2.0
NTR015	Human Nutrition	3.0
WRK300HM	Occupational Work Experience for Hospitality Management	1.0-2.0

**Total Required Units: 32.0-33.0**

\*Current Courses in the Baking and Pastry AS Pathway

\*\* 3 (3) units of Work Experience is composed of approximately 225 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: 60.0**

# HOSPITALITY MANAGEMENT (HMT)

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Dean: Jackie Escajeda

## Certificate of Achievement in Baking and Pastry

The Certificate of Achievement in Baking and Pastry is for students interested in entering the field of baking and pastry work in the food service industry. It covers basic skills in making bread, cake, breakfast pastries, pies and tarts, mousses and custards, and chocolates and confections with basic and essential hospitality managerial skills and processes.

### Program Learning Outcomes:

- Students will be able to apply practical knowledge and efficiency of baking and pastry production practices.
- Students will be proficient in classical as well as modern and trend-based baking and pastry techniques and production methods.
- Students will demonstrate sanitation & safety practices as well as COVID standards as they apply to food service operations.

### Career/Transfer Opportunities:

Baker Prep, Assistant Baker; Baker; Pastry Prep; Assistant Pastry Chef; Pastry Chef; Garde Manger; Kitchen Prep; Restaurant Supervisor; Kitchen Manager.

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

### Core Curriculum Courses Required (30 Units):

		Units
FDR 050A*	Introduction to the Hospitality Industry	3.0
FDR051*	Basic Food Preparation	5.0
FDR058*	Cost Control for Foodservice Organizations	3.0
FDR059*	Supervision, Management & Leadership	4.0
FDR073*	Fundamentals of Baking and Confectionery	2.0
FDR074*	Intermediate Baking and Confectionery	2.0
FDR078*	Advanced Baking and Pastry	2.0
FDR082*	Introduction to Chocolate and Confectionary	2.0
FDR086*	Beginning Bread Making	2.0
INF050*	Sanitation and Safety	2.0
WRK300HM**	Occupational Work Experience for Hospitality Management	3.0

### Optional Recommended Courses (minimum of 2 units):

		Units
CAP0010A	Learning the Keyboard	1.0
CAP062B	An Introduction to Microsoft Excel	1.0
FDR055	Procurement for Foodservice Operations	3.0
FDR072	Intermediate Cuisine	3.0
FDR075	Menu Planning	2.0
FDR076	Sales and Marketing in the Hospitality Industry	3.0
FDR079	Introduction to Food and Wine Pairing	3.0
FDR081	Introduction to Wines and Spirits of the World	2.0
FDR085	Foundations for Sustainability in Hospitality, Tourism and Leisure Services	3.0
FDR096	Healthy Cuisine	2.0
FDR105	Catering Management and Operations	2.0
FDR106A	Starting a Mobile Food Business	2.0
FDR106B	Mobile Food Operations	2.0
NTR015	Human Nutrition	3.0
WRK300HM	Occupational Work Experience for Hospitality Management (150 hours)	1.0-2.0

\*Current Courses in the Baking and Pastry AS Pathway

\*\* 3 (3) units of Work Experience is composed of approximately 225 hours of hands-on experience in viable food service operations.

**Total Required Units: 32.0-33.0**

# HOSPITALITY MANAGEMENT (HMT)

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## Certificate of Achievement in Food Service and Restaurant Management

This certificate of achievement is sequenced to provide earners with the foundation to compete immediately and successfully, for supervisory and/or manager level positions within the foodservice and hospitality industries.

### Program Learning Outcomes:

- Students will demonstrate proficiency in effectively leading a diverse staff to meet and exceed guest expectations of service.
- Students will clearly communicate and effectively execute the transactional workplace concepts of supervision and management.
- Students will generate and analyze summary operating documents, and be able to make effective operating decisions based upon such.

### 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.**

### Core Curriculum Courses Required:

		Units
FDR 050A	Introduction to the Hospitality Industry	3.0
FDR 051	Basic Food Preparation	5.0
FDR 053	Restaurant Operations	6.0
FDR 054	Hotel and Restaurant Accounting	3.0
FDR 055	Procurement for Food Service Operations	3.0
FDR 058	Food, Beverage and Labor Cost Controls	3.0
FDR 059	Hospitality Supervision and Leadership	4.0
FDR 060A	Food Service Facilities Planning	3.0
FDR 075	Menu Planning	2.0
FDR 076	Sales and Marketing in the Hospitality Industry	3.0
INF 050	Sanitation and Safety	2.0
WRK 300HM*	Occupational Work Experience for Culinary Arts	5.0
FDR 096	Healthy Cuisine OR	2.0
NTR 015	Human Nutrition	3.0

\*Five (5) units of Work Experience is composed of approximately 400 hours of hands-on experience in viable food service operations.

### Optional Recommended Courses not included

in core requirements:		Units
FDR 072	Intermediate Cuisine	3.0
FDR 073	Fundamentals of Baking and Confectionery	2.0
FDR 074	Intermediate Baking and Confectionery	2.0
FDR 078	Advanced Baking and Pastry	2.0
FDR 079	Introduction to Food and Wine Pairing	3.0
FDR 081	Introduction to Wines and Spirits of the World	2.0
FDR 082	Introduction to Chocolate and Confectionary	2.0
FDR 085	Foundations for Sustainability in Hospitality, Tourism and Leisure Services	3.0
FDR 086	Beginning Bread Making	2.0
FDR 096	Healthy Cuisine	2.0
FDR 105	Catering Management and Operations	2.0
FDR 106A	Starting a Mobile Food Business	2.0
FDR 106B	Mobile Food Operations	1.5
HMT 075	Housekeeping in Hotels, Motels, and Institutions	3.0
HMT 076	Hotel and Motel Front Office Management	3.0
NTR 015	Human Nutrition	3.0

**Total Required Units: 44.0-45.0**



# HOSPITALITY MANAGEMENT (HMT)

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## Certificate of Achievement in Fundamental Food Service Skills I

The Fundamental Food Service Skills Certificate of Achievement can be completed in one semester. This program enables 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.

Core Curriculum Courses Required:		Units
FDR 050A	Introduction to the Hospitality Industry	3.0
FDR 051	Basic Food Preparation	5.0
INF 050	Sanitation and Safety	2.0
FDR 058	Cost Controls	3.0
WRK 300HM*	Occupational Work Experience for Culinary Arts	2.0

**Total Required Units:** 15.0

\*The two (2) units of work experience are composed of 150 hours (minimum) of actual hands-on experience in food service operations.



# HOSPITALITY MANAGEMENT (HMT)

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## Associate in Science in Culinary Arts

The Culinary Arts Associates in Science is an intentional and specific expansion of the Hospitality Management program at Mission College. Students gain a solid command of traditional and modern food preparation, presentation, and service practices common throughout the industry. Menu planning, cost control and the maintenance of a safe, fair, and equitable working environment are reinforced. A complete chef's uniform is required.

### Program Learning Outcomes:

- Students entering the Culinary Arts program will complete the Associates of Science Degree in Culinary Arts.
- Students will be able to use forecasting techniques to translate strategic business objectives and financial documents into effective and efficient daily operational processes.
- Students will be confident and skillful in cooking and basic baking practices to be able to properly create and execute kitchen functions and processes, train and mentor staff, and lead the kitchen in a professional and successful manner.
- Student's completing the Associate of Science Degree in Culinary Arts will obtain employment in the Hospitality or Food Service Industry.

### Career/Transfer Opportunities:

Prep Cook, Line Cook, Short-order Cook, Chef de Partie (station supervisor), Assistant Baker or Pastry, Sous Chef, Chef, Kitchen Supervisor, Food and Beverage Supervisor, Event Supervisor, Catering Supervisor, and Banquet Lead.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required (38 units):

		Units
FDR 050A	Introduction to the Hospitality Industry	3.0
FDR 051	Basic Food Preparation	5.0
FDR 053	Restaurant Operations	6.0
FDR 058	Cost Control for Foodservice Organizations	3.0
FDR 059	Supervision, Management & Leadership	4.0
FDR 072	Intermediate Cuisine	3.0
FDR 073	Fundamentals of Baking and Confectionery	2.0
FDR 075	Menu Planning	2.0
FDR 079	Introduction to Food and Wine Pairing	3.0
FDR 096	Healthy Cuisine	2.0
INF 050	Sanitation and Safety	2.0
WRK 300HM	Occupational Work Experience for Hospitality Management	3.0

### Choose a minimum of 6 units from the listed of selected electives below: (minimum of 6 units):

		Units
FDR 054	Hotel and Restaurant Accounting	3.0
FDR 055	Procurement for Foodservice Operations	3.0
FDR 060A	Food Service Facilities Planning	3.0
FDR 074	Intermediate Baking and Confectionery	2.0
FDR 076	Sales and Marketing in the Hospitality Industry	3.0
FDR 078	Advanced Baking and Pastry	2.0
FDR 081	Introduction to Wines and Spirits of the World	2.0
FDR 082	Introduction to Chocolate and Confectionery	2.0
FDR 085	Foundations for Sustainability in Hospitality, Tourism and Leisure Services.	3.0
FDR 086	Beginning Bread Making	2.0
FDR 105	Catering Management and Operations	2.0
FDR 106A	Starting a Mobile Food Business	2.0
FDR 106B	Mobile Food Operations	2.0
WRK 300HM	Occupational Work Experience for Hospitality Management	2.0

**Total Required Units: 44.0**

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

**Total Required Units: 60.0**

# HOSPITALITY MANAGEMENT (HMT)

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Dean: Jackie Escajeda

## Certificate of Achievement in Culinary Arts

The Culinary Arts Certificate of Achievement is an intentional and specific expansion of the hospitality management program at Mission College. Students gain a solid command of traditional and modern food preparation, presentation, and service practices common throughout the industry. Menu planning, cost control and the maintenance of a safe, fair, and equitable working environment are reinforced. A complete chef's uniform is required.

### Program Learning Outcomes:

- Students will demonstrate command of traditional and contemporary culinary preparation and service practices.
- Students will supervise diverse kitchen team in the execution of complete and effective food production and service.
- Students will demonstrate efficient and proficient utilization of the operating control cycle and related resources.

### Career/Transfer Opportunities:

Prep Cook, Line Cook, Short-order Cook, Chef de Partie (station supervisor), Assistant Baker or Pastry, Sous Chef, Chef, Kitchen Supervisor, Food and Beverage Supervisor, Event Supervisor, Catering Supervisor, and Banquet

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

Core Curriculum Courses Required:		Units
FDR 050A*	Introduction to the Hospitality Industry	3.0
FDR 051*	Basic Food Preparation	5.0
FDR 053*	Restaurant Operations	6.0
FDR 058*	Cost Control for Foodservice Organizations	3.0
FDR 059*	Supervision, Management & Leadership	4.0
FDR 072*	Intermediate Cuisine	3.0
FDR 073*	Fundamentals of Baking and Confectionery	2.0
FDR 075*	Menu Planning	2.0
FDR 079*	Introduction to Food and Wine Pairing	3.0
FDR 096*	Healthy Cuisine	2.0
INF 050*	Sanitation and Safety	2.0
WRK 300HM*	Occupational Work Experience for Hospitality Management	3.0

### Choose a minimum of 6 units from the listed of selected electives below: (minimum of 6 units):

	Units
FDR 054	Hotel and Restaurant Accounting 3.0
FDR 055	Procurement for Foodservice Operations 3.0
FDR 060A	Food Service Facilities Planning 3.0
FDR 074	Intermediate Baking and Confectionery 2.0
FDR 076	Sales and Marketing in the Hospitality Industry 3.0
FDR 078	Advanced Baking and Pastry 2.0
FDR 081	Introduction to Wines and Spirits of the World 2.0
FDR 082	Introduction to Chocolate and Confectionery 2.0
FDR 085	Foundations for Sustainability in Hospitality, Tourism and Leisure Services. 3.0
FDR 086	Beginning Bread Making 2.0
FDR 105	Catering Management and Operations 2.0
FDR 106A	Starting a Mobile Food Business 2.0
FDR 106B	Mobile Food Operations 2.0
WRK 300HM	Occupational Work Experience for Hospitality Management 2.0

\*Part of required core for the Culinary Arts AS Pathway

**Total Required Units: 44.0**

# KINESIOLOGY (KIN)

missioncollege.edu/depts/kinesiology

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Dean: Jeffrey Pallin

## 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:

- Completion of the following major courses with grades of C or better.
- Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
- 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:

		Units
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology	5.0
KIN 078	Introduction to Kinesiology	3.0

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:

		Units
KIN 050A	Tai Chi - Introduction	1.0
KIN 050B	Tai Chi - Beginning	1.0
KIN 051A	Aikido - Introduction	1.0
KIN 051B	Aikido - Beginning	1.0
KIN 053A	Karate - Introduction	1.0
KIN 053B	Karate - Beginning	1.0
KIN 055A	Self-Defense - Introduction	1.0

### Dance:

		Units
KIN 040A	Modern Dance - Introduction	1.0
KIN 041A	Ballet - Introduction	1.0
KIN 041B	Ballet - Beginning	1.0
KIN 041C	Ballet - Intermediate	1.0
KIN 041D	Ballet - Advanced	1.0
KIN 042A	Jazz Dance - Introduction	1.0
KIN 042B	Jazz Dance - Beginning	1.0
KIN 046A	Ballroom Dancing - Introduction	1.0
KIN 046C	Ballroom Dance - Intermediate	1.0
KIN 046B	Ballroom Dancing - Beginning	1.0
KIN 046D	Ballroom Dance - Advanced	1.0
KIN 047A	Hip Hop - Introduction	1.0
KIN 047B	Hip Hop - Beginning	1.0
KIN 048A	Latin Dance/Salsa - Introduction	1.0
KIN 048B	Latin Dance/Salsa - Beginning	1.0

### Fitness:

		Units
KIN 030A	Pilates Matwork - Introduction	1.0
KIN 030B	Pilates Matwork - Beginning	1.0
KIN 031A	Step Aerobics - Introduction	1.0
KIN 031B	Step Aerobics - Beginning	1.0
KIN 032A	Aerobics-Introduction	1.0
KIN 032B	Aerobics- Beginning	1.0
KIN 033A	Kickboxing Fitness- Introduction	1.0
KIN 033B	Kickboxing Fitness - Beginning	1.0
KIN 035A	Weight Training - Introduction	1.0
KIN 035B	Weight Training - Beginning	1.0
KIN 035C	Weight Training - Intermediate	1.0
KIN 037A	Cardio-Cross Training - Introduction	1.0

**KINESIOLOGY (KIN)**

missioncollege.edu/depts/kinesiology

Department Chair: Brenna Wundram  
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 Dean: Jeffrey Pallin

## Associate in Arts in Kinesiology for Transfer (AA-T) Continued

KIN 037B	Cardio-Cross Training - Beginning	1.0
KIN 038A	Lower Body Conditioning Introduction	1.0
KIN 038B	Lower Body Conditioning Beginning	1.0
KIN 038C	Lower Body Conditioning - Intermediate	1.0
KIN 038D	Lower Body Conditioning Advanced	1.0
KIN 061A	Hatha Yoga - Introduction	1.0
KIN 061B	Hatha Yoga - Beginning	1.0
KIN 061C	Hatha Yoga - Intermediate	1.0
KIN 063A	Hiking - Introduction	1.0
KIN 063B	Hiking - Beginning	1.0

Individual Sports:		Units
KIN 021A	Tennis - Introduction	1.0
KIN 021B	Tennis - Beginning	1.0
KIN 021C	Tennis - Intermediate	1.0
KIN 021D	Tennis - Advanced	1.0
KIN 021E	Tennis - Tournament	2.0
KIN 021F	Tennis - Doubles Strategies and Play	1.5
KIN 023A	Archery: Introduction	1.0
KIN 020A	Badminton - Introduction	1.0
KIN 020B	Badminton: Beginning	1.0
KIN 020C	Badminton - Intermediate	1.0

Team Sports:		Units
KIN 014A	Volleyball - Introduction	1.0
KIN 014B	Volleyball - Beginning	1.0
KIN 015A	Basketball - Introduction	1.0
KIN 015B	Basketball - Beginning	1.0
KIN 019A	Soccer - Introduction	1.0
KIN 019B	Soccer - Beginning	1.0

Select two (2) courses from the following courses:		Units
BIO 011	Human Biology	4.0
CHM 001A	General Chemistry I	5.0
CHM 030A	Fundamentals of Chemistry	4.0
MAT 010	Elementary Statistics	4.0
PHY 002A	General Physics - Mechanics and Thermodynamics	5.0

**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**



# KINESIOLOGY (KIN)

missioncollege.edu/depts/kinesiology

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Dean: Jeffrey Pallin

## Certificate of Achievement in Fitness & Health

The Fitness and Health Certificate at Mission College is designed to provide an in-depth study and practical application of the current standards and foundational skills of assessment, fitness testing, program design, implementation and evaluation of fitness and exercise programs as well as nutrition, mental health management and behavior modification techniques. This certificate is aimed at helping students who are seeking careers or additional training in the fitness and health industry. Therefore, in addition to learning the academic, foundational principles of fitness and health in the traditional classroom, students will also engage in hands-on learning and teaching techniques, which will aid them in being prepared to work in the field. This program also helps to prepare students to sit for nationally recognized fitness and health certification exams from organizations such as: American Council on Exercise (ACE), National Academy of Sports Medicine (NASM), Aerobics and Fitness Association of America (AFAA), and National Strength and Conditioning Association (NSCA).

### Program Learning Outcomes:

- Students will exhibit an understanding of the impact of training on the major systems of the human body and apply industry best practices to develop safe and effective training programs.
- Students will demonstrate the ability to conduct safe, motivational, and effective individual and group exercise training programs.
- Students will demonstrate knowledge of learned content by successfully passing exams from certifying agencies.

### Career/Transfer Opportunities:

Students will enroll in UC and CSU transferable courses and have the skills and knowledge to pursue a career in the following: personal training, group fitness instructing, health or wellness coaching, weight management consulting, and fitness entrepreneurship.

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

### Core Courses Required (12.5 units)

	Units
HOC 004 First Aid and CPR	0.5
KIN 066 Exercise Assessment and Program Design	3.0
KIN 067 Techniques of Fitness Instruction	3.0
KIN 068 Sport Psychology OR	3.0
KIN 079 Lifetime Fitness	3.0
NTR 015 Human Nutrition	3.0

### Select one (1) course from the following list of electives: 3 units

BUS 023 Social Media Marketing	3.0
BUS 051 Introduction to American Business	3.0
KIN 069 Stress Management Through Fitness and Lifestyle	3.0
KIN 081 Sport in Society	3.0

### Select one to two courses from the following list of Kinesiology activity courses: 2 units

	Units
KIN 014A Volleyball - Introduction	1.0
KIN 014B Volleyball - Beginning	1.0
KIN 014C Volleyball - Intermediate	1.0
KIN 014D Volleyball - Advanced	1.0
KIN 015A Basketball - Introduction	1.0
KIN 015B Basketball - Beginning	1.0
KIN 015C Basketball - Intermediate	1.0
KIN 015D Basketball - Advanced	1.0
KIN 019A Soccer - Introduction	1.0
KIN 019B Soccer - Beginning	1.0
KIN 020A Badminton - Introduction	1.0
KIN 020B Badminton: Beginning	1.0
KIN 020C Badminton - Intermediate	1.0
KIN 020D Badminton - Advanced	1.0
KIN 021A Tennis - Introduction	1.0
KIN 021B Tennis - Beginning	1.0
KIN 021C Tennis - Intermediate	1.0
KIN 021D Tennis - Advanced	1.0
KIN 023A Archery - Introduction	1.0
KIN 023B Archery - Beginning	1.0
KIN 023C Archery - Intermediate	1.0
KIN 023D Archery - Advanced	1.0
KIN 030A Pilates Matwork - Introduction	1.0
KIN 030B Pilates Matwork - Beginning	1.0
KIN 030C Pilates Matwork - Intermediate	1.0
KIN 030D Pilates Matwork - Advanced	1.0
KIN 032A Cardio and Core Fitness -Introduction	1.0
KIN 032B Cardio and Core Fitness -Beginning	1.0
KIN 032C Cardio and Core Fitness -Intermediate	1.0
KIN 032D Cardio and Core Fitness -Advanced	1.0
KIN 033A Kickboxing Fitness- Introduction	1.0
KIN 033B Kickboxing Fitness - Beginning	1.0
KIN 033C Kickboxing Fitness - Intermediate	1.0
KIN 035A Weight Training - Introduction	1.0
KIN 035B Weight Training - Beginning	1.0
KIN 035C Weight Training - Intermediate	1.0
KIN 037A Cardio-Cross Training - Introduction	1.0
KIN 037B Cardio-Cross Training - Beginning	1.0
KIN 037C Cardio-Cross Training - Intermediate	1.0

**KINESIOLOGY (KIN)**

missioncollege.edu/depts/kinesiology

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Dean: Jeffrey Pallin

**Certificate of Achievement in Fitness & Health**

KIN 037D Cardio-Cross Training - Advanced	1.0
KIN 038A Lower Body Conditioning Introduction	1.0
KIN 038B Lower Body Conditioning Beginning	1.0
KIN 038C Lower Body Conditioning - Intermediate	1.0
KIN 038D Lower Body Conditioning - Advanced	1.0
KIN 038E Lower Body Conditioning – Endurance Training	1.0
KIN 038F Lower Body Conditioning - Speed Training	1.0
KIN 038G Lower Body Conditioning - Agility Training	1.0
KIN 038J Lower Body Conditioning - Plyometric Training	1.0
KIN039A - Fire Agility - Introduction	2.0
KIN039B - Fire Agility - Beginning	2.0
KIN039C - Fire Agility - Intermediate	2.0
KIN039D - Fire Agility - Advanced	2.0
KIN 040A Modern Dance - Introduction	1.0
KIN 040B Modern Dance - Beginning	1.0
KIN 040C Modern Dance - Intermediate	1.0
KIN 040D Modern Dance - Advanced	1.0
KIN 041A Ballet - Introduction	1.0
KIN 041B Ballet - Beginning	1.0
KIN 041C Ballet - Intermediate	1.0
KIN 041D Ballet - Advanced	1.0
KIN 042A Jazz Dance - Introduction	1.0
KIN 042B Jazz Dance - Beginning	1.0
KIN 042C Jazz Dance - Intermediate	1.0
KIN 046A Ballroom Dancing - Introduction	1.0
KIN 046B Ballroom Dancing - Beginning	1.0
KIN 046C Ballroom Dance - Intermediate	1.0
KIN 046D Ballroom Dance - Advanced	1.0
KIN 047A Hip Hop - Introduction	1.0
KIN 047B Hip Hop - Beginning	1.0
KIN 047C Hip Hop - Intermediate	1.0
KIN 047D Hip Hop - Advanced	1.0
KIN 048A Latin Dance/Salsa - Introduction	1.0
KIN 048B Latin Dance/Salsa - Beginning	1.0
KIN 050A Tai Chi - Introduction	1.0
KIN 050B Tai Chi - Beginning	1.0
KIN 050C Tai Chi - Intermediate	1.0
KIN 051A Aikido - Introduction	1.0
KIN 051B Aikido - Beginning	1.0
KIN 051C Aikido - Intermediate	1.0
KIN 053A Karate - Introduction	1.0
KIN 053B Karate - Beginning	1.0
KIN 053C Karate - Intermediate	1.0
KIN 055A Self-Defense - Introduction	1.0
KIN 055B Self-Defense - Beginning	1.0
KIN 061A Hatha Yoga - Introduction	1.0
KIN 061B Hatha Yoga - Beginning	1.0
KIN 061C Hatha Yoga - Intermediate	1.0
KIN 061D Hatha Yoga - Advanced	1.0
KIN 063A Hiking - Introduction	1.0
KIN 063B Hiking - Beginning	1.0
KIN 063C Walk/Jog for Fitness - Introduction 1	.0
KIN 063D Walk/Jog for Fitness - Beginning	1.0

**Total Required Units:****17.5**

# LIBERAL ARTS

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Dean: Richard Alfaro

## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

**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**

## LIBERAL ARTS

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Dean: Richard Alfaro

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

**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**

## LIBERAL ARTS

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### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

**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

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## 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

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**



# MATHEMATICS (MAT)

missioncollege.edu/depts/math

Department Chair: Patrick LaVallo  
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patrick.lavallo@wvm.edu  
Dean: Clement Lam

## Associate in Science in Mathematics for Transfer (AS-T)

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 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 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 the level of study.
- Students will apply technology to analyze and solve problems.
- Students will prepare students to transfer to an accredited 4-year college or university and succeed in upper division math courses to complete their Bachelor Degree in Mathematics.

### 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.

### Required Courses:

		Units
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I – Honors AND	5.0
MAT 003B	Analytic Geometry and Calculus II AND	5.0
MAT 004A	Multivariable Calculus	4.0

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

		Units
MAT 004B	Differential Equations OR	4.0
MAT 004C	Linear Algebra	4.0

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

		Units
<b>Any course not selected from List A</b>		
CIS 037A	Introduction to C Programming OR	4.0
CIS 043	Software Development With Java OR	4.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics- Honors OR	4.0
MAT 019	Discrete Mathematics	4.0

### 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

# MATHEMATICS (MAT)

missioncollege.edu/depts/math

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Dean: Clement Lam

## Associate in Science in Mathematics

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 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 the level of study.
- Students will apply 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Curriculum Courses Required:

		Units
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I – Honors AND	5.0
MAT 003B	Analytic Geometry and Calculus II AND	5.0
MAT 004A	Multivariable Calculus AND	4.0
MAT 004B	Differential Equations OR	4.0
MAT 004	CLinear Algebra AND	4.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics – Honors	4.0

### Select one course from the following:

		Units
AST 001	Astronomy OR	3.0
AST 003	Astronomy with Lab OR	4.0
BIO 010	Introduction to Biology OR	3.0
CHM 00	2Introductory Chemistry OR	3.0
PHY 002A	General Physics - Mechanics and Thermodynamics	5.0

### Plus one of the following:

		Units
CIS 007	Python Programming OR	4.0
CIS 008	Advanced Python Programming OR	4.0
CIS 037A	Introduction to C Programming OR	4.0
CIS 040	C++ Programming	4.0 OR
CIS 043	Software Development With Java	4.0
EGR 030	Introduction to Computing for Engineers OR	4.0
MAT 005	Introduction to MATLAB OR	3.0
MAT 019	Discrete Mathematics	4.0

### Required Units for the Major:

28.0-31.0

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

### Total Required Units:

60.0

# MECHATRONICS (MTT)

mtt.missioncollege.edu

Department Chair: Robert Schaffer  
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Dean: Clement Lam

## Associate in Science in Mechatronic Technology

Mechatronic technology is an interdisciplinary field that combines the study of mechanics, electronics, automation, and computers. The Associate in Science in Mechatronic Technology is designed to provide students with knowledge and skills required for a variety of positions in the following industries: Advanced Manufacturing/Semiconductor, Electrical/Electronics, Mechanical/Quality, Transportation/Logistics, Electric and Hybrid Vehicles, Medical Equipment, Biotechnology, Aerospace/Defense, and Construction. The program includes a wide range of skill-builder courses.

### Program Learning Outcomes:

- Students will integrate electrical, electronic, and mechanical systems and devices.
- Students will demonstrate written and verbal communication skills through technical documentation and oral presentations.
- Students will troubleshoot and repair electrical, electronic, and mechanical systems and devices.

### Career/Transfer Opportunities:

Career opportunities include the following: robotics technician, field service technician, industrial maintenance technician, engineering technician, electromechanical technician, research and development technician.

### 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

Required Courses		Units
EGR 025	Engineering Graphics and Design AND	4.0
MTT 010	Introduction to Technology and Careers AND	2.0
MTT 012	Electronic Systems Measurement and Troubleshooting AND	2.0
MAT 001	College Algebra OR	4.0
MAT 002	Pre-Calculus Algebra and Trigonometry	6.0

Plus at least 10 units from the following electives (10 units):		Units
MTT 020	PLC Process Control Systems OR	2.0
MTT 022	PLC and Robotic System Components OR	2.0
MTT 030	Electrical Motors and Control Systems OR	2.0
MTT 032	Microcontroller Systems OR	2.0
MTT 034	Fluid Power Systems OR	2.0
MTT 040	Analog Circuits and Semiconductor Devices OR	2.0
MTT 042	Digital Logic Systems OR	2.0
MTT 050	Digital Manufacturing	2.0

**Required Units for the Major:** **22.0-30.0**

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

**Total Required Units:** **60.0**

# MECHATRONICS (MTT)

mtt.missioncollege.edu

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Dean: Clement Lam

## Certificate of Achievement in Mechatronic Technology

Mechatronic technology is an interdisciplinary field that combines the study of mechanics, electronics, automation, and computers. Certificate of Achievement in Mechatronic Technology prepares students to work in various industries. Depending on the course track selected, students gain specialized technical skills in electrical, electronic and/or mechanical industry environment.

### Program Learning Outcomes:

- Students will analyze and integrate electrical, electronic, and mechanical systems and devices.
- Students will demonstrate written and verbal communication skills through technical documentation and oral presentations.
- Students will troubleshoot and repair electrical, electronic, and mechanical systems and devices.

### Career Opportunities:

Career opportunities include the following: robotics technician, field service technician, industrial maintenance technician, engineering technician, electromechanical technician, research and development technician.

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

Required Courses		Units
MTT 010	Introduction to Technology and Careers AND	2.0
MTT 012	Electronic Systems Measurement and Troubleshooting AND	2.0

Plus at least 14 units from the following electives (14 units):		Units
EGR 025	Engineering Graphics and Design OR	4.0
MTT 020	PLC Process Control Systems OR	2.0
MTT 022	PLC and Robotic System Components OR	2.0
MTT 030	Electrical Motors and Control Systems OR	2.0
MTT 032	Microcontroller Systems OR	2.0
MTT 034	Fluid Power Systems OR	2.0
MTT 040	Analog Circuits and Semiconductor Devices OR	2.0
MTT 042	Digital Logic Systems OR	2.0
MTT 050	Digital Manufacturing	2.0

**Total Required Units: 18.0-24.0**



# MUSIC (MUS)

music.missioncollege.edu

Department Chair: Keith Johnson  
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Dean: Brian Miller

## Certificate of Achievement in Digital Music

The Digital Music 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. It also provides students with hands-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization with other media such as film, video game design and social media platforms. The certificate prepares students for career opportunities, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, content for social media platforms, and music/multimedia software design. In addition, students receive information and resources to help them prepare for an entrepreneurial career in a creative field that requires self-motivation, small business acumen, social and networking skills in order to succeed.

### Program Learning Outcomes:

- Students will be able to operate the MIDI (Musical Instrument Digital Instrument) and audio functions of a Digital Audio Workstation (DAW).
- Students will be able to construct an original piece of music using a DAW while applying music theory and knowledge of various musical genres to the creative process.
- Students will use software and hardware to capture, edit, mix and master audio recordings for commercial use.

### Career/Transfer Opportunities:

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, Music Technology Sales Customer Service (audio and multimedia related companies) Mastering Engineer (postproduction 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, Audio Developer

Core Curriculum Courses Required:		Units
MUS 006	Commercial Music Theory I	3.0
MUS 016	Survey of Rock and Popular Music	3.0
MUS 080	MIDI and Music Production I	3.0
MUS 081	Audio Production I	3.0
MUS 082	MIDI and Music Production II	3.0
MUS 083	Audio Music Production II	3.0

**Total Required Units: 18.0**



# NUTRITION (NTR)

missioncollege.edu/depts/nutrition

Department Chair: Kelly Neary  
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Dean: Clement Lam

## Associate in Science in Nutrition and Dietetics for Transfer (AS-T)

The Associate in Science in Nutrition and Dietetics for Transfer introduces students to the principles and methodologies used in the study of nutrition and dietetics. Students will acquire the foundational knowledge necessary to pursue a baccalaureate degree in nutrition and dietetics. To earn an Associate of Science in Nutrition for Transfer degree, a student must complete 60 semester units that are eligible for transfer to the CSU system that consist of the IGETC pattern or CSU GE breadth and a major of 18 units more. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

### Program Learning Outcomes:

- Students will explain physiological processes such as digestion, absorption, transport and metabolism of nutrients.
- Students will critically analyze information on nutrition and separate scientifically supported information from misinformation.
- Students will analyze and explain the relationship between diet, lifestyle and health outcomes, within the framework of cultural and societal influences.

### Career/Transfer Opportunities:

Students with degrees in nutrition and dietetics find employment within a wide range of organizations, such as medical facilities, research labs, government agencies, universities, pharmaceutical companies, and the food industry. This degree is also an excellent preparation for students planning to continue training in medicine, public health and/or other allied health sciences.

### 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:

		Units
CHM 001A	General Chemistry OR	5.0
CHM 001AH	General Chemistry I - Honors AND	5.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors AND	3.0
NTR 015	Human Nutrition AND	3.0
BIO 004	Microbiology	5.0

### List A: Two courses (8-10 Units):

		Units
CHM 012A	Organic Chemistry I OR	5.0
CHM 012AH	Organic Chemistry I - Honors OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
SOC 016	Introduction to Statistics in Social And Behavioral Sciences OR	3.0
BIO 047	Human Anatomy OR	5.0
BIO 048	Human Physiology OR	5.0
BIO 048H	Human Physiology - Honors	5.0

### List B: Select One course (3-5 units) Students take an additional course from List A or one of the following:

CHM 001B	General Chemistry OR	5.0
CHM 001BH	General Chemistry II - Honors OR	5.0
BIO 011	Human Biology OR	4.0
CHM 030A	Fundamentals of Chemistry OR	4.0
CHM 002	Introductory Chemistry AND	3.0
CHM 002L	Introductory Chemistry Laboratory	1.0

### Required Units for the Major:

27.0-31.0

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

### Total Required Units:

60.0

# PHYSICS (PHY)

missioncollege.edu/depts/physics

Department Chair: Clint Poe  
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clint.poe@missioncollege.edu  
Dean: Clement Lam

## 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.

### Core Curriculum Courses Required:

		Units
PHY 004A	Engineering Physics-Mechanics	5.0
PHY 004B	Engineering Physics-Electricity and Magnetism	4.0
PHY 004C	Engineering Physics-Light and Heat	4.0
MAT 003A	Analytic Geometry and Calculus I	5.0
MAT 003B	Analytic Geometry and Calculus II	5.0
MAT 004A	Multivariable Calculus	4.0

### 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



# POLITICAL SCIENCE (POL)

missioncollege.edu/depts/political-science

Department Chair: Karen Gee  
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Dean: Brian Miller

## 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: Units

POL 001	American Government OR	3.0
POL 001H	American Government – Honors	3.0

### List A: Select three (3) courses from the following: Units

POL 002	Comparative Government	3.0
POL 003	Introduction to Social and Political Philosophy	3.0
POL 004	International Relations	3.0
POL 005	Political Science Research Methodology OR	3.0
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
SOC 016	Introduction to Statistics in Social and Behavioral Sciences	3.0

### List B: Select two (2) from the following: Units

POL 006	Politics of Race, Class and Gender	3.0
POL 007	International Films	3.0
POL 020	Controversial Legal Issues	3.0
GLB 001	Global Perspectives	3.0
GLB 002	Global Issues	3.0
GLB 004	The Developing World	3.0
GEO 002	Introduction to Cultural Geography	3.0
GEO 006	World Regional Geography	3.0
ECN 001A	Principles of Macroeconomics	4.0
ECN 001B	Principles of Microeconomics	4.0
ECN 006	The Global Economy	3.0
BUS 028A	Business Law I	3.0
ANT 003	Introduction to Cultural Anthropology	3.0

### 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.



# PSYCHOLOGY (PSY)

missioncollege.edu/depts/psychology

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Dean: Brian Miller

## Associate in Arts in Psychology for Transfer (AA-T)

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.

This program provides students training both in pure science and in the practical application of science to matters of everyday life. This program is designed for students who seek 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 in or related to the field of psychology and furthers their 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).

Core Curriculum Courses Required:		Units
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics – Honors OR	4.0
SOC 016	Introduction to Statistics in Social And Behavioral Sciences AND	3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors AND	3.0
PSY 015	Introduction to Research Methods OR	3.0
PSY 015H	Introduction to Research Methods - Honors	3.0

List A - Select one (1) course from the following:		Units
BIO 010	Introduction to Biology OR	3.0
BIO 011	Human Biology OR	4.0
PSY 007	Biological Psychology	3.0

List B - Select one (1) course from the following:		Units
Any List A course not used above.		
PSY 012	Human Growth and Development	3.0

List C - Select one (1) course from the following:		Units
Any course not selected above.		
PSY 010	Social Psychology OR	3.0
PSY 025	Introduction to Abnormal Psychology OR	3.0
PSY 030	Psychology of Addiction and Substance Abuse OR	3.0
PSY 045	Introduction Human Sexuality OR	3.0
SOC 045	Introduction to Human Sexuality	3.0

<b>Required Units for the Major:</b>	<b>18.0-21.0</b>
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Completion of General Education Requirements and electives as needed to reach 60 units.

<b>Total Required Units:</b>	<b>60.0</b>
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# SOCIAL JUSTICE STUDIES (SJS)

socialjustice.missioncollege.edu

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Dean: Brian Miller

## Associate in Arts in Social Justice Studies (AA-T)

This CSU transfer-degree program is an interdisciplinary study of social justice. The program will cover philosophical and historical foundations of the social justice concept and movement and examine the socio-economic, cultural and political conditions of key social groups.

### Program Learning Outcomes:

- Students will assess the relationship of economic systems, such as capitalism and socialism, and public policy to social justice.
- Students will explain concepts and theories of race, ethnicity, gender, sexuality, and disability and how they are socially and politically constituted and institutionalized.
- Students will identify the interplay of race, ethnicity, class, and sexuality affecting gender relations and inequality.

### Career Opportunities:

Ethnic Studies, Labor Studies, Gender Studies, Sociology, and Women's Studies are among the many CSU majors available to students who complete this program.

### 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 Courses (Minimum of 9 units):		Units
SJS 001	Social Justice OR	3.0
SOC 021	Minorities in the United States AND	3.0
SJS 002	Introduction to Gender Studies	3.0
SJS 003	Introduction to LGBTQ Studies	3.0

### Support Courses: 3 courses, 9 minimum units List A.

Select 3 courses from at least two of the following areas: 9-12 units

#### Area 1 - History or Government - Articulation as CSU GE Area D

HIS 033	Women's Issues Past and Present OR	3.0
HIS 033H	Women's Issues Past and Present – Honors OR	3.0
POL 006	Politics of Race, Class and Gender	3.0

#### Area 2 – Arts and Humanities - Articulation as CSU GE Area C

HUM 016A	Hispanic Roots & Culture OR	3.0
HUM 018	African-American Culture and Humanities OR	3.0
HUM 018H	African-American Culture and Humanities – Honors OR	3.0
HUM 020	Asian Roots and Culture OR	3.0
HUM 022	Introduction to Islam OR	3.0
HUM 024	The Asian-American Experience	3.0

#### Area 3 – Social Science - Articulation as CSU GE Area D

ECN 001A	Principles of Macroeconomics OR	4.0
ECN 001B	Principles of Microeconomics OR	4.0
POL 001	American Government OR	3.0
POL 001H	American Government – Honors OR	3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors OR	3.0
PSY 045	Introduction to Human Sexuality OR	3.0
SOC 001	Introduction to Sociology	3.0
SOC 001H	Introduction to Sociology – Honors OR	3.0
SOC 045	Human Sexuality	3.0

#### Area 4 - Quantitative Reasoning and Research Methods - Only one course from the following may be used:

MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics – Honors OR	4.0
POL 005	Political Science Research Methodology OR	3.0
PSY 015	Introduction to Research Methods OR	3.0
PSY 015H	Introduction to Research Methods – Honors OR	3.0
SOC 016	Introduction to Statistics in Social And Behavioral Sciences	3.0

**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

# SOCIOLOGY (SOC)

missioncollege.edu/depts/sociology

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Dean: Brian Miller

## Associate in Science in Administration of Justice for Transfer (AS-T)

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).

### Required Courses:

		Units
SOC 050	Introduction to Criminal Justice	3.0
SOC 054	Concepts to Criminal Law	3.0

### List A - Complete the following two (2) courses:

		Units
SOC 060	Community and Justice System	3.0
SOC 058	Introduction to Corrections	3.0

### List B - Choose any two (2) of the following courses:

		Units
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors	3.0
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology – Honors	3.0
SOC 016	Introduction to Statistics in Social and Behavioral Sciences	3.0
SOC 047	Sociology of Criminology	3.0

### 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.

# SOCIOLOGY (SOC)

missioncollege.edu/depts/sociology

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Dean: Brian Miller

## 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).

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

### Required Courses:

		Units
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology – Honors AND	3.0
SOC 002	Social Problems OR	3.0
SOC 002H	Social Problems – Honors	3.0
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
SOC 016	Introduction to Statistics in Social and Behavioral Sciences	3.0

### List A - Complete the following two (2) courses:

		Units
PSY 010	Social Psychology OR	3.0
SOC 021	Minorities in the United State OR	3.0
SOC 040	Marriage and Family OR	3.0
SOC 047	Sociology of Criminology	3.0

### List B - Choose any one course of the following courses:

		Units
ANT 003	Introduction to Cultural Anthropology OR	3.0
ECN 001A	Principles of Macroeconomics OR	4.0
POL 001	American Government OR	3.0
POL 001H	American Government – Honors OR	3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors OR	3.0
SOC 045	Human Sexuality	3.0

### Required Units for the Major:

18.0-22.0

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

### Total Required Units:

60.0

## SPANISH (SPA)

missioncollege.edu/depts/foreign-languages

Department Chair: Carla Breidenbach  
408-855-5345 | GC 323B  
carla.breidenbach@missioncollege.edu  
Dean: Brian Miller

### 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) with a completion of 60 semester units/ completion of IGETC and/or CSU GE Breadth 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. Upon completing the program the student will acquire a level of competence in Spanish (reading, writing, listening, speaking) that will increase marketability or enhance job performance in professions where knowledge of the Spanish language is necessary or helpful. The student will also be prepared for upper division coursework in Spanish at a four-year university.

#### Program Learning Outcomes:

- Students will compare and contrast cultural topics such as colonization, geography, nationality, ethnicity, politics, worldviews, and/or socioeconomic disparities within the Spanish-speaking world.
- Students will express ideas clearly and accurately in writing at the intermediate level of proficiency (at a minimum) consistent with the American Council on the Teaching of Foreign Languages (ACTFL) guidelines on proficiency in a foreign language through written compositions and essays.
- Students will demonstrate speaking skills at the intermediate level of proficiency (at a minimum) consistent with the American Council on the Teaching of Foreign Languages (ACTFL) guidelines on proficiency in a foreign language by completion of an oral interview.
- Students will demonstrate listening comprehension at the intermediate level of proficiency (at a minimum) consistent with the American Council on the Teaching of Foreign Languages (ACTFL) guidelines on proficiency in a foreign language by responding appropriately to written and spoken expressions in Spanish.
- Students will demonstrate reading comprehension at the intermediate level of proficiency (at a minimum) consistent with the American Council on the Teaching of Foreign Languages (ACTFL) guidelines on proficiency in a foreign language by responding appropriately to written questions based on reading passages in Spanish.

#### Career/Transfer Opportunities:

Spanish is the language of the majority of Western hemisphere countries and is also the fastest growing language in California. For 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 AA-T degree, students must meet the following requirements: A. Completion of the following major courses with grades of C (or "P") or better B. Completion of a maximum 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 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

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

- Completion of the following major courses with grades of C or better.
- Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and
- 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:		Units
SPA 001	First Semester Spanish (Elementary Level)	5.0
SPA 002	Second Semester Spanish (Elementary Level)	5.0
SPA 003	Third Semester Spanish (Intermediate Level)	5.0
SPA 004	Fourth Semester Spanish (Intermediate Level)	5.0

Select one (1) courses from the following:		Units
ANT 003	Cultural Anthropology	3.0
ENG 013	Chicana/o-Latina/o Literature	3.0
HUM 016A	Hispanic Roots & Culture	3.0
SPA 050A	Basic Conversational Spanish and Culture	3.0
SPA 050B	Basic Conversational Spanish and Culture	3.0

**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

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



# COURSE DESCRIPTIONS



Our Placement and Assessment Services team can assist with having prerequisites cleared with coursework taken at other colleges, AP/CLEP Test Scores, in limited instances with high school coursework, or if the knowledge or skills have been acquired through alternative means.

Visit them at [placement.missioncollege.edu](http://placement.missioncollege.edu)

## Understanding Advisories and Course Requisites

As students read about Mission College courses in the College Catalog or in the Class Schedule they will often see indications about advisories or course requisites. The information below should help you better interpret these indicators.

### Advisories

Course advisories are placed on courses as a recommendation that a student has completed another Mission College course prior to enrollment, but it is not required. Students may also feel confident they are prepared for the course if they have completed a similar course to the advisory course at another college, or if they believe they have acquired the knowledge or skills learned in the advisory course through other means.

### Prerequisites

Prerequisites are placed on courses to require students to have either completed another Mission College course or met some other indicator prior to enrollment in this course. Corequisites are placed on courses to require students to enroll simultaneously in the courses. Sometimes a course is indicated as a Corequisite or Prerequisite which permits the student to enroll if they have previously completed the prerequisite course or are enrolling in it simultaneously.

### Antirequisites

An Antirequisite means a student cannot enroll and receive credit for this course, if they have already received credit for the antirequisite course.

Students who have questions about or need assistance with meeting requisites can get help from Placement and Assessment Services, Admissions and Records, Counseling, or the academic department in which the course is offered.

## Reading the requisite requirements

**Simple Requisites:** Many requisites are very easy to understand. In the example below, a student must have completed or be currently taking and scheduled to complete ACC001A, or work with Placement and Assessment Services to clear the prerequisite through alternative means, before enrolling in ACC001B for an upcoming term.

ACC 001B MANAGERIAL ACCOUNTING 4.0 units  
**Prerequisite:** ACC 001A

**More Than One Requisite:** Some courses may have more than one requisite. In the example below a student must meet two prerequisite, MAT 003B and PHY 004B. In addition, the student is advised (but not required) to have completed MAT 004A, before enrolling in EGR 024.

EGR 024 INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units  
**Prerequisite:** MAT 003B and PHY 004B  
**Advisory:** MAT 004A

**More Than One Way to Meet the Requisite:** In some cases, students have options in how to meet a requisite. In the example below a student can meet the prerequisite for ART 048B by completing either ART 031A or ART 033C.

ART 048A AIRBRUSH PAINTING 3.0 units  
**Prerequisite:** ART 031A or ART 033C

**More Than One Requisite:** Some courses may have more than one requisite. In the example below a student must meet two prerequisite, MAT 003B and PHY 004B. In addition, the student is advised (but not required) to have completed MAT 004A, before enrolling in EGR 024.

EGR 024 INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units  
**Prerequisite:** MAT 003B and PHY 004B  
**Advisory:** MAT 004A

**Complex Requisites:** Occasionally, requisites can be complex. When this happens, parenthesis are used to help communicate the complexities. When you see the parenthesis, you should interpret the information within them as a block before considering the information outside the parenthesis. In the example below, a student must complete BUS 021L or CAP 063B (but not both) as well as complete MAT 010 or MAT 009 (but not both) prior to enrollment in BUS 041.

BUS 041 BEGINNING BUSINESS ANALYTICS 3.0 units  
**Prerequisite:** (BUS 021L or CAP 063B) and (MAT 010 or MAT 009)  
**Advisory:** BUS 021

One of the most complex requisites is for BIO 004, where a set of double parenthesis exist. Starting from the left, there is a set of parenthesis indicating a student can choose between four different options to meet the first prerequisite. The student can complete BIO011 or BIO001A or BIO022 or BIO010 and BIO010L. Because BIO010 and BIO010L are in an additional set of parentheses this information is to be taken as a block. Three of the four options can be met with a single course, while the fourth option requires completion of two courses. Yet another set of parentheses indicate a student can choose between three different options to meet a second prerequisite. In this case the student must complete one of three possible chemistry course.

BIO 004 MICROBIOLOGY 5.0 units  
**Prerequisite:** ((BIO010 and BIO010L) or BIO011 or BIO001A or BIO022) and (CHM 003A or CHM 001A or CHM 060)



# ACCOUNTING (ACC)

## ACC 001A FINANCIAL ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Advisory: MAT 903 or High School Algebra I

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 is approved for credit by exam. Grade only. C-ID # ACCT 110.

## ACC 001B MANAGERIAL ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: University of California, California State University

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. Grade only. C-ID # ACCT 120.

## ACC 023 SMALL BUSINESS ACCOUNTING 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for the smaller business establishments including the basic bookkeeping cycle, petty cash, bank reconciliations, and payroll accounting. 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. Pass/No Pass Option.

## ACC 034 BUSINESS FINANCIAL PLANNING USING EXCEL 1.5 UNITS

Total Lecture: 27 hours

Prerequisite: ACC 001A

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. Pass/No Pass Option.

## ACC 040 INTRODUCTION TO PERSONAL FINANCIAL PLANNING

1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets 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. Pass/No Pass Option.

## ACC 041 INSURANCE PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

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

## ACC 042 INVESTMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. Pass/No Pass Option.

## ACC 043 TAX PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

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. Pass/No Pass Option.

## ACC 044 RETIREMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

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. Pass/No Pass Option.

## ACC 045 ESTATE PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, are also discussed. Pass/No Pass Option.

**ACC 046 PERSONAL FINANCE 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: MAT 903 or High School Algebra I**Acceptable for credit: University of California (Pending), California State University*

Fundamentals of personal finance including financial planning, money management, income and asset protection, and investments. Course material covered includes calculations and problem solving related to budgeting, managing income taxes, building and maintaining good credit, large personal assets purchases, managing property and liability risk, investment fundamentals, and retirement and estate planning. 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. *Pass/No Pass Option.*

**ACC 051A TAXATION OF INDIVIDUALS 4.0 UNITS***Total Lecture: 72 hours**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

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. *Grade Only.*

**ACC 051B TAXATION OF BUSINESS ENTITIES 3.0 UNITS***Total Lecture: 54 hours**Advisory: ACC 051A and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

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. *Grade only.*

**ACC 052 PAYROLL AND BUSINESS TAX ACCOUNTING 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: ACC 001A**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

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. *Grade only.*

**ACC 053A VOLUNTEER INCOME TAX ASSISTANCE (VITA) I 3.0 UNITS***Total Lecture: 54 hours**Advisory: MAT 903 or High School Algebra I**Acceptable for Credit: California State University*

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. *Pass/No Pass Option.*

**ACC 053B VOLUNTEER INCOME TAX ASSISTANCE (VITA) II 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**Prerequisite: ACC 053A**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

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.*

**ACC 053C VOLUNTEER INCOME TAX ASSISTANCE (VITA) III 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**Prerequisite: ACC 053B**Advisory: MAT 903 or High School Algebra I**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: ACC 001B and (MAT 903 or High School Algebra I)**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. *Grade only.*

**ACC 058A INTERMEDIATE ACCOUNTING I 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

This course provides a comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, leases, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. *Grade only.*

**ACC 058B INTERMEDIATE ACCOUNTING II 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A**Advisory: MAT 903 or High School Algebra I, or equivalent**Acceptable for credit: California State University*

This course provides a comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, leases, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. *Grade only.*

**ACC 059A FINANCIAL AUDITING 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A and ACC 058B**Acceptable for credit: California State University*

The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. *Grade only.*

**ACC 060 COMPUTERIZED ACCOUNTING: QUICKBOOKS 3.0 UNITS***Total Lecture: 54 hours**Advisory: ACC 001A**Acceptable for credit: California State University*

Students use QuickBooks Desktop 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. *Pass/No Pass Option.*

**ACC 061 QUICKBOOKS: ONLINE SOFTWARE 3.0 UNITS***Total Lecture: 54 hours**Advisory: ACC 001A**Acceptable for credit: California State University*

Students use QuickBooks Online 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. *Pass/No Pass Option.*

**ACC 066 ACCOUNTING FOR GOVERNMENTAL & NONPROFIT ENTITIES 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: ACC 001A**Advisory: ACC 001B**Acceptable for credit: California State University*

Study of the theory and practice of accounting for federal, state, and local governmental entities and nonprofit organizations. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. Accounting for Governmental & Nonprofit Entities includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Pass/No Pass Option.*

**ACC 067 ADVANCED ACCOUNTING 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A and ACC 058B**Acceptable for credit: California State University*

*Advanced Accounting is the last in the series of financial accounting courses.* Topics covered in this class include: accounting for consolidations, investments in other corporations, foreign currency transactions, and partnerships. Advanced Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Pass/No Pass Option.*

**ACC 070 ETHICS IN ACCOUNTING 3.0 UNITS***Total Lecture: 54 hours**Advisory: 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. *Pass/No Pass Option.*

**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 systems 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.*

**ACC 075 CLOUD COMPUTING AND ANALYTICS IN ACCOUNTING 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A**Acceptable for credit: California State University*

Students will learn cloud accounting and analytics theory through hands-on exercises using SAP Business ByDesign. SAP (Systems, Applications, & Products in Data Processing) is the number one Enterprise Resource Planning (ERP) software vendor in the world. Its ByDesign system is a cloud-based ERP solution for small-to-medium enterprises. Students will also use Excel and Power BI for data analytics and visualization capabilities. This course is useful as preparation for higher level business, accounting, and/or analytics courses, for careers in accounting and finance, or for work as an analyst, data scientist, or consultant. *Grade only.*

**ACC 077 BUSINESS PROCESSES AND ENTERPRISE RESOURCE PLANNING SYSTEMS 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: ACC 001A and ACC 073**Advisory: ACC 058A and ACC 058B**Acceptable for credit: California State University*

This course examines the relationships and impacts between business processes and enterprise resource planning (ERP) systems to effectively manage major businesses. Students learn the integration concepts, challenges, common practices, and opportunities by doing hands-on configuration cases, using the world's #1 ERP system, SAP. Through various individual and teamwork, students will gain project facilitation exposure, make business decisions, and perform basic analysis utilizing large datasets from the ERP-based business information. This is a key course to take to prepare for the exceptionally marketable SAP Application Associate certification, also known as "TS410 Certified." *Pass/No Pass Option.*



## ANTHROPOLOGY (ANT)

### ANT 001 BIOLOGICAL ANTHROPOLOGY 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include but are not limited to, genetics, evolutionary theory, human variation, and biocultural adaptations, comparative primate anatomy and behavior, and fossil evidence for human evolution. The scientific method serves as the foundation of the course. The course may include field trips to museums, parks, and field sites. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B*

### ANT 001L BIOLOGICAL ANTHROPOLOGY LABORATORY 1.0 UNIT

Total Lab: 54 hours

Prerequisite or Corequisite: ANT 001

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

This laboratory course is offered as a supplement to ANT 001, Introduction to Biological Anthropology, either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record, and other resources to investigate processes that affect human evolution. *Pass/No Pass Option.*

### ANT 002 INTRODUCTION TO ARCHEOLOGY 3.0 UNITS

Total Lecture: 54 hours

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

Advisory: ENG 001A or ENG 001AX

This course is an introduction to the study of concepts, theories, data, and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. This course may include field trips to museums, parks, and field sites. *Pass/No Pass Option.*

### ANT 003 CULTURAL ANTHROPOLOGY 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to understand humans around the globe. *Pass/No Pass Option. C-ID # ANTH 120. CSUGE: D; IGETC: 4.*

### ANT 055 MAGIC, WITCHCRAFT, AND RELIGION 3.0 UNITS

Total Lecture: 54 hours

Advisory: ANT 003

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. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

## APPRENTICESHIPS

PLEASE REFER TO COURSES IN THE FOLLOWING APPRENTICESHIPS FOUND ALPHABETICALLY IN THE CATALOG.

### TRANSPORTATION (TRN)

## ARABIC (ARB)

### ARB 001 FIRST SEMESTER ARABIC 5.0 UNITS

Total Lecture: 90 hours

Acceptable for credit: University of California, California State University

ARB 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

Prerequisite: ARB 001 or two years high-school Arabic

Acceptable for credit: University of California, California State University

ARB 002 is the 2nd-semester course which continues to develop the fundamental concepts of ARB 001, while emphasizing listening and reading comprehension, grammar fundamentals, oral expression, and writing skills in standard Arabic. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

## 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. C-ID # ARTH 120. 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.

**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 # ARTH 130. 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 101.

**ART 033C BASIC DESIGN: COLOR 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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: 72 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: 72 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 a low 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 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 an advanced 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 water base 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: INTRODUCTION 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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: BEGINNING 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 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: INTERMEDIATE 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 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: ADVANCED 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 hours

Prerequisite: ART 065C

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 067A CERAMICS-POTTER'S WHEEL: INTRODUCTION 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 hours

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 067B CERAMICS-POTTER'S WHEEL: BEGINNING 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 hours

Prerequisite: ART 067A

Acceptable for credit: University of California, California State University  
This course is an advanced course working on the potter's wheel. The course is directed toward: refinement of skills on the potter's wheel, production throwing techniques, advanced kiln firing techniques, clay compositions, thrown sculpture, and combining hand and wheel techniques. Focus is on developing a personal design style. Materials Fee. Pass/No Pass Option.

**ART 067C CERAMICS-POTTER'S WHEEL: INTERMEDIATE 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 hours

Prerequisite: ART 067B

Acceptable for credit: University of California, California State University  
ART 067C focuses on building high-intermediate technical skills in working with the potter's wheel. Pass/No Pass Option.

**ART 067D CERAMICS-POTTER'S WHEEL: ADVANCED 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 Hours

Prerequisite: ART 067C

Acceptable for credit: University of California, California State University  
This course focuses on specialized clay bodies for a variety of glaze firing, specialized glazes for specific glaze characteristics, and specific artistic styles. Materials Fee. This course is approved for credit by exam. Pass/No Pass Option.

**ART 075A METALSMITHING 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 54 hours

Advisory: ART 033A and ART 033B

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: INTRODUCTION 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 hours

Advisory: ART 033B

Acceptable for credit: California State University

This course develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Materials Fee. Pass/No Pass Option.

**ART 078B FURNITURE DESIGN AND WOODWORKING: BEGINNING 3.0 UNITS**

Total Lecture: 36 hours, Total Lab: 72 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 078C FURNITURE DESIGN AND WOODWORKING:  
INTERMEDIATE 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Prerequisite: ART 078B**Acceptable for credit: California State University*

ART 078C is an intermediate-to-advanced level course in woodworking and furniture design 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:  
ADVANCED 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Prerequisite: ART 078C**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: INTRODUCTION 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Advisory: ART 031A and ART 033B**Acceptable for credit: University of California, California State University*

ART 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques including modeling, casting and carving are covered. Utilizing clay, wood, plaster and metal in construction are covered as well. *Pass/No Pass Option.*

**ART 085B SCULPTURE: BEGINNING 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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: INTERMEDIATE 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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: ADVANCED 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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:  
INTRODUCTION 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Advisory: ART 033B and ART 085A**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:  
BEGINNING 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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:  
INTERMEDIATE 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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:  
ADVANCED 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 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.*

**ASTRONOMY (AST)****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**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.*

## BIOLOGICAL SCIENCES (BIO)

### BIO 001A GENERAL BIOLOGY: CELLS

5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours

Prerequisite: (BIO 010 or BIO 011) and (CHM 001A or CHM 001AH) and (MAT 000C or High School Algebra II)

Advisory: CHM 001B or CHM 001BH

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. *Grade only. C-ID # BIOL 130S, BIOL 135S. CSUGE: B2, B3; IGETC: 5B, 5C.*

### BIO 001AH GENERAL BIOLOGY: CELLS – HONORS

5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours

Prerequisite: (BIO 010 or BIO 011) and (CHM 001A or CHM 001AH) and (MAT 000C or High School Algebra II)

Advisory: CHM 001B or CHM 001BH

Acceptable for Credit: California State University

This honors 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. Students may not receive credit for both BIO 001A and BIO 001AH. Enrollment in the Honors Transfer Project is required. *Grade only. C-ID # BIOL 130S, BIOL 135S. CSUGE: B2, B3.*

### BIO 001B GENERAL BIOLOGY: ORGANISMS

5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours

Prerequisite: BIO 001A or BIO 001AH

Acceptable for credit: University of California, California State University

BIO 001B is an introduction to organisms and higher levels of biological organization. It examines the unity and diversity of multicellular life, ecological and evolutionary principles, and form/function relationships in plants and animals. The course is designed for students majoring in the biological sciences or seeking entry to professional programs such as Medicine, Pharmacy, and Dentistry. *Grade only. C-ID # BIOL 130S, BIOL 135S. CSUGE: B2, B3; IGETC: 5B, 5C.*

### BIO 004 MICROBIOLOGY

5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours

Prerequisite: ((BIO010 and BIO010L) or BIO011 or BIO001A or BIO022) and (CHM 003A or CHM 001A or CHM 060)

Acceptable for credit: University of California, California State University

This survey course in microbiology is intended for nursing and other health-science majors. Lecture topics include the morphology and physiology of the major groups of microorganisms, bacterial and viral genetics, mechanisms of infection and disease, and the human immune response to infection. Laboratory activities focus on techniques employed in the culture and identification of bacteria of medical importance. *Grade only. 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

BIO 010 is an introductory course in biology designed for the non-biological sciences major. Topics include cell structure and function, energy exchange and life processes, taxonomy, ecology, heredity, diversification and evolution. This lecture course may be taken with or without BIO 010L, Introduction to Biology Lab. *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. *Pass/No Pass Option. CSUGE: B2, B3; 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. *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 014H INTRODUCTORY NEUROSCIENCE HONORS

3.0 UNITS

Total Lecture: 54 hours

Advisory: (ENG 001A or ENG 001AX) and REA 054

Acceptable for credit: University of California, California State University

This honors 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. *Pass/No Pass Option*

**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

Anti-Requisite: BIO 017H

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. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

**BIO 017H GENETICS AND SOCIETY - HONORS 3.0 UNITS**

Total Lecture: 54 hours

Anti-Requisite: BIO 017

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. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both BIO 017 and BIO 017H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. CSUGE: B2; IGETC: 5B.

**BIO 018 THE BIOLOGY OF CANCER 3.0 UNITS**

Total Lecture: 54 hours

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

This course introduces the basic principles underlying the development and treatment of cancer. Normal cell biology processes are contrasted with the genetic and cellular changes that lead to the development of cancer. Current topics in scientific and clinical research on cancer biology will be explored. Pass/No Pass Option.

**BIO 018H THE BIOLOGY OF CANCER - HONORS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (pending), California State University  
This honors course introduces the basic principles underlying the development and treatment of cancer. Normal cell biology processes are contrasted with the genetic and cellular changes that lead to the development of cancer. Current topics in scientific and clinical research on cancer biology will be explored. This is the honors version of BIO 018. Students cannot get credit for both BIO 018 and BIO 018H. Enrollment in the Honors Program is required. Pass/No Pass Option.

**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 903 or High School Algebra I

Acceptable for credit: California State University

This course is an overview of the normal structure and function of the human body and is designed to provide a foundation for the study of disease and dysfunction in the clinical setting. Laboratory work includes dissection of preserved materials. BIO 022 is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. Grade only. CSUGE: B2, B3.

**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, E; IGETC: 5B.

**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. Pass/No Pass Option. CSUGE: B2.

**BIO 030L TROPICAL ECOLOGY FIELD STUDIES 1.0 UNIT**

Total Arranged Lab: 54 hours

Corequisite: BIO 030

Anti-Requisite: BIO 031L

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 030, Tropical Ecology. Pass/No Pass Option. CSUGE: B3; IGETC: 5C.

**BIO 031L TROPICAL ECOLOGY FIELD STUDIES 1.0 UNIT**

Total Lab: 54 hours

Acceptable for credit: University of California (Pending), California State University  
In this introductory level laboratory class, students carry out research methods that ecologists use to observe and investigate tropical ecosystems. This course includes a field trip to Costa Rica. Students who take this course are not required to complete BIO 30, the lecture course in Tropical Ecology. Pass/No Pass Option.

**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*  
*Prerequisite: (BIO 001A or BIO 001AH) or BIO 011 or BIO 022 or (BIO 010 and BIO 010L)*

*Acceptable for credit: University of California, California State University*  
 This course is an in-depth study of the microscopic and gross anatomical structure of the human body, including some corresponding pathology. It is designed to meet the prerequisite for programs in nursing, physical therapy, kinesiology, occupational therapy, etc. Laboratory work includes: examination of models, histological specimens, and animal specimens. *Grade only. C-ID # BIOL 110B. CSUGE: B2, B3; IGETC: 5B, 5C.*

**BIO 048 HUMAN PHYSIOLOGY 5.0 UNITS**  
*Total Lecture: 54 hours, Total Lab: 108 hours*  
*Prerequisite: BIO 047 and (CHM 001A or CHM 001AH or CHM 030A or CHM 060)*

*Advisory: MAT 000C or High School Algebra II*  
*Acceptable for credit: University of California, California State University*  
 This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. *Grade only. C-ID # BIOL 120B. CSUGE: B2; IGETC: 5B.*

**BIO 048H HUMAN PHYSIOLOGY - HONORS 5.0 UNITS**  
*Total Lecture: 54 hours, Total Lab: 108 hours*  
*Prerequisite: BIO 047 and (CHM 001A or CHM 001AH or CHM 030A or CHM 060)*

*Advisory: MAT 000C or High School Algebra II*  
*Acceptable for credit: University of California, California State University*  
 This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. *Grade only. C-ID # BIOL 120B. CSUGE: B2, B3; IGETC: 5B, 5C.*

## BUSINESS (BUS)

**BUS 010 GLOBAL BUSINESS 3.0 UNITS**  
*Total Lecture: 54 hours*  
*Advisory: MAT 903 or High School Algebra I*  
*Acceptable for credit: California State University*

This course provides a comprehensive 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. *Pass/No Pass Option.*

**BUS 011 INTERNATIONAL BUSINESS LAW 3.0 UNITS**  
*Total Lecture: 54 hours*  
*Acceptable for credit: California State University*

This course introduces the legal environment of international business, explains the basic principles of international business law and challenges students to consider legal implications of any international business strategy or transaction. *Pass/No Pass Option.*

**BUS 012 INTERNATIONAL FINANCIAL MANAGEMENT 3.0 UNITS**  
*Total Lecture: 54 hours*

*Acceptable for credit: California State University*  
 This course will focus on the fundamental principles of corporate finance in today's global business environment. It introduces international finance with a focus on the important role of modern multinational corporations in global commerce. This class provides a wide range of managerial topics and emphasizes the most recent changes in the international environment. *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 introduces computer hardware, software and technology applications in business. Information systems and the strategies for managing them change quickly, but the principles that guide both remain timeless. These principles form the backbone of this comprehensive survey of the field, designed for a student's first course in information technology. By presenting the details as well as the big picture, this course puts the lessons of managing information systems into an understandable context. The overall principle is that the right information, if it is delivered to the right person, in the right fashion, and at the right time, can improve and ensure organizational effectiveness and efficiency. *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 is approved for credit by exam. *Pass/No Pass Option.*

**BUS 022 PRINCIPLES OF E-BUSINESS 3.0 UNIT**  
*Total Lecture: 54 hours*

*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. *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. *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. *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 prepares students with the necessary skills required to successfully manage a project and to prepare for the PMP® (Project Management Professional) or CAPM® (Certified Associate in Project Management) certification exams. *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. *Pass/No Pass Option.*

**BUS 040 PROFESSIONAL SELLING 3.0 UNITS**

Total Lecture: 54 hours

Advisory: COM 001

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 explore how to succeed in sales. *Pass/No Pass Option.*

**BUS 041 BEGINNING BUSINESS ANALYTICS 3.0 UNITS**

Total Lecture: 45 hours, Total Lab: 27 hours

Prerequisite: (BUS 021L or CAP 063B) and (MAT 010 or MAT 009)

Advisory: BUS 021

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 big 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. *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. *Pass/No Pass Option. C-ID # BUS 110.*

**BUS 052 FUNDAMENTALS OF FINANCIAL INVESTING 3.0 UNITS**

Total Lecture: 54 hours

Advisory: MAT 903 or High School Algebra I

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 an associated 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. *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. *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 is approved for credit by exam. *Pass/No Pass Option.*

**BUS 060 INTERNATIONAL MARKETING 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: California State University

This course focuses on marketing management techniques, and strategies necessary to incorporate the marketing concept when doing business in international markets. The challenges of competing in markets of different cultures and different legal and political environments are also explored. *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. *Pass/No Pass Option. CSUGE: D.*

**BUS 064B BUSINESS MATH 4.0 UNITS**

Total Lecture: 72 hours

Advisory: MAT 903 or High School Algebra I

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. *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. *Pass/No Pass Option.*

**BUS 078B BUSINESS COMMUNICATIONS 3.0 UNITS***Total Lecture: 54 hours**Advisory: (ENG 001A or ENG 001AX) and REA 054**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. *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 tools and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization's marketing plan and strategies in this dynamic environment. The course provides students with the opportunity to conceptualize and document an internet marketing plan based on ones' professional goals. *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. *Pass/No Pass Option. C-ID # ACCT 110.*

**BUS 104 PROJECT RISK MANAGEMENT 3.0 UNITS***Total Lecture: 54 hours**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. *Pass/No Pass Option.*

**BUS 105 AGILE PROJECT MANAGEMENT 2.0 UNITS***Total Lecture: 36 hours**Corequisite: 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. *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 interfacing 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**Prerequisite: 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®). *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 a foundation to understand legal attributes of an entrepreneurship enterprise. The course materials are a diverse mixture of different topical areas in law. These areas include commercial law, tort law, 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 issues that an entrepreneur face during the various stages of the organization. *Pass/No Pass Option.*

**BUS 111 THE ENTREPRENEURIAL MINDSET 3.0 UNITS***Total Lecture: 54 hours**Advisory: BUS 054**Acceptable for credit: California State University*

This course is designed 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. *Pass/No Pass Option.*



**BUS 112 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 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. Furthermore, the student 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. *Pass/No Pass Option.*

**BUS 114 ENTREPRENEURSHIP FINANCE****2.0 UNITS***Total Lecture: 36 hours**Prerequisite: BUS 021L or CAP 062B**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. Also, we will highlight the discipline financial management practices that are vital to a venture's operation. *Pass/No Pass Option.*

**BUS 115 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/Just-in Time business processes. Concepts are illustrated by using abundant real world case studies, articles, illustrations, problems and cases. *Pass/No Pass Option. C-ID # BUS 125.*

**BUS 118 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. *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 or MAT 00CM or High School Algebra II)**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. *Grade only. C-ID # CHEM 110, CHEM 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 or MAT 00CM or High School Algebra II)**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. *Grade only. C-ID # CHEM 110, 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 or CHM 001AH**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. *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 or CHM 001AH**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. *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 or High School Algebra II**Acceptable for credit: University of California, California State University*

CHM 002 is designed specifically to prepare students for CHM 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. *Pass/No Pass Option. 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. *Pass/No Pass Option. 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 or CHM 001BH**Acceptable for credit: University of California, California State University*

CHM 012A is the first semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. *Grade only: C-ID # CHEM 150, 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*

CHM 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-medicine, 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. *Grade Only: C-ID # CHEM 150, 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 0012A or CHM 012AH**Acceptable for credit: University of California, California State University*

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

CHM 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-medicine, 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. *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 or High School Algebra I**Acceptable for credit: University of California, California State University*

CHM 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. *Grade only: 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 or MAT 903M or High School Algebra I**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. *Grade Only: CSUGE: B1, B3.*

**CHILD DEVELOPMENT (CHD)****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. *Grade only: C-ID # CDEV 100. CSUGE: D.*

**CHD 002 CHILD, FAMILY, AND COMMUNITY****3.0 UNITS***Total Lecture: 54 hours**Advisory: CHD 001**Acceptable for credit: California State University, University of California*

This course addresses processes of socialization focusing on the interrelationship of family, school, and community. The course examines the influence of multiple societal contexts and explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. 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. *Grade Only.*

**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 the 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 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 to 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 and 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 the 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. *Grade only.*

**CHD 008A PRACTICUM A****3.5 UNITS***Total Lecture: 27 hours, Arranged Lab: 108 Hours**Prerequisite: CHD 001 and CHD 002 and CHD 010 and CHD 015 and 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 are required to complete 108 hours of scheduled 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**Advisory: CHD 001 and CHD 002*

This is a survey course that explores the issues and methodology of Early Childhood Education from a diverse perspective. It includes the historical contexts and theoretical perspectives of developmentally and culturally appropriate practice in early care and education for children from birth through age eight. The course explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally and culturally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. *Grade only. C-ID # ECE 120.*

**CHD 013 TEACHING IN A DIVERSE SOCIETY****3.0 UNITS***Total Lecture: 54 hours**Prerequisite: CHD 001 and CHD 002**Acceptable for credit: California State University, University of California*

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 the 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 and the role of art in STEM. Observation of children is required. *Grade only.*

**CHD 015 OBSERVATION AND ASSESSMENT OF CHILDREN****3.0 UNITS***Total Lecture: 54 hours**Prerequisite: CHD 001 and CHD 002**Acceptable for credit: California State University*

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. *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 prenatal through the early childhood years. This course is an extension of CHD 001, Child Growth and Development, in the exploration of the development of the very young child. This course meets the Infant-Toddler state licensing requirement. Observation of children is required. *Grade only.*

**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. *Grade only. C-ID # ECE 220. 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 IN THE COMMUNITY 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: CHD 001 and CHD 002

Acceptable for credit: California State University

This course provides an overview of atypical development, a variety of disabilities and the impact a child with disabilities has on families. Educational, historical, societal and developmental issues are explored. The course examines special education laws, the identification and referral process, the development and implementation of an IFSP and an IEP, methods of intervention, and case management. 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 PROGRAMS 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. *Grade only.*

**CHD 024 POSITIVE GUIDANCE IN EARLY CHILDHOOD PROGRAMS: MANAGING CHALLENGING 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 002

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

Advisory: CHD 002

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. Pass/No Pass Option. CSUGE: C2; IGETC: 6A.

### 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. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.

## CITIZENSHIP PREPARATION

PLEASE REFER TO NON CREDIT IMMIGRANT EDUCATION  
FOUND ALPHABETICALLY IN THE CATALOG.

## COMMUNICATION STUDIES (COM)

### COM 001 PUBLIC SPEAKING 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

Acceptable for credit: University of California, California State University

This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.

### COM 001H PUBLIC SPEAKING – HONORS 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

Acceptable for credit: University of California, California State University

This honors course is an enhanced version of COM 001, emphasizing the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Students cannot receive credit for both COM 001 and COM 001H. Enrollment in the Honors Program is required. Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.

### COM 004 SMALL GROUP COMMUNICATION 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 designed to provide students with theoretical and practical experiences in problem solving, conflict management, decision making, and leadership in various group contexts. Students learn and practice effective oral communication skills important to the social-emotional, task and leadership functions of small groups in a variety of situations. Grade only. C-ID # COMM 140.

### COM 008 INTERPERSONAL COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. Pass/No Pass Option. C-ID # COMM 130. CSUGE: E.

### COM 012 INTRODUCTION TO INTERCULTURAL COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

Acceptable for credit: University of California, California State University

This is an introductory course examining the effects of culture on interpersonal communication. Students learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. Grade only. C-ID # COMM 150. CSUGE: C2, E; IGETC: 3B.

### COM 015 FUNDAMENTALS OF ORAL COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), California State University

An introduction to the basic principles and methods of oral communication with emphasis on improving research, speaking and listening skills applied in multicultural contexts including interpersonal, small group, organizational, media, and public communication. Grade Only.

### COM 019A COMMUNICATION ACTIVITIES: INTERVIEWING SKILLS 1.0 UNIT

Total Arranged Lab: 54 hours

Acceptable for credit: California State University

In this course students develop and practice successful interviewing skills, including techniques for pre-interview preparation, dynamics of an interview, salary negotiations and follow-up. Pass/No Pass Option.

### COM 020 ARGUMENTATION AND DEBATE 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

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. Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

### COM 020H ARGUMENTATION AND DEBATE - HONORS 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

Acceptable for Credit: California State University, University of California

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. Students cannot receive credit for both COM 020 and COM 020H. Enrollment in the Honors Program is required. Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

# 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. *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. *Pass/No Pass Only.*

### CAP 033A WORD PROCESSING - COURSE 1 3.0 UNITS

Total Lecture: 54 hours

Advisory: CAP 010A

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. *Pass/No Pass Option.*

### CAP 033B WORD PROCESSING - COURSE 2 3.0 UNITS

Total Lecture: 54 hours

Advisory: CAP 010A and CAP 033A

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. *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; add and assign work and cost resources to tasks; modify the work calendar; and format and print the project plan. *Pass/No Pass Option.*

### CAP 045B INTERMEDIATE MICROSOFT PROJECT 2.0 UNITS

Total Lecture: 36 hours

Advisory: CAP 045A

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

### CAP 048 MICROSOFT PROJECT 2.0 UNITS

Total Lecture: 36 hours

Advisory: CAP 070

Acceptable for credit: California State University

This course covers the essential features of MS Project. Students work with the project management tools of Microsoft Project to plan a project, create and assign resources, analyze schedules, solve resource problems, and track the progress of a project. *Pass/No Pass Option.*

### CAP 062B AN INTRODUCTION TO MICROSOFT EXCEL 1.0 UNIT

Total Lecture: 18 hours

Advisory: CAP 070

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, enhance worksheets, utilize functions, and modify print options. *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 Microsoft 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, Nested IF'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. *Pass/No Pass Option.*

### CAP 070 USING MS WINDOWS 1.0 UNIT

Total Lecture: 18 hours

Acceptable for credit: California State University

This course introduces students to the current version of the Windows operating system and helps students acquire fundamental Windows skills including file management, Internet connectivity, network file sharing, hardware management, troubleshooting and customizing settings. *Pass/No Pass Option.*

### CAP 071E MICROSOFT OUTLOOK 1.0 UNIT

Total Lecture: 18 hours

Advisory: CAP 070

Students learn the most important features of Microsoft Outlook. 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. *Pass/No Pass Option.*



**CAP 081B INTRODUCTION TO MICROSOFT ACCESS 1.0 UNIT**

Total Lecture: 18 hours

Advisory: 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. *Pass/No Pass Option.*

**CAP 092A INTRODUCTION TO CLOUD TECHNOLOGIES AND SOCIAL MEDIA 2.0 UNITS**

Total Lecture: 36 hours

Advisory: CAP 010A

Acceptable for credit: California State University

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. *Pass/No Pass Option.*

**CAP 092B GOOGLE APPS FOR PERSONAL PRODUCTIVITY 2.0 UNITS**

Total Lecture: 36 hours

Advisory: CAP 010A or CAP 037A

Acceptable for credit: California State University

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. *Pass/No Pass Option.*

**CAP 100 LEARNING THE KEYBOARD NONCREDIT**

Total: 54 hours

This noncredit 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. Satisfactory Progress.

**CAP 101 COMPUTERS SIMPLIFIED FOR BEGINNING LEARNERS NONCREDIT**

Total: 18 hours

This noncredit course takes students through the basics of using a computer to perform essential tasks for workforce and academic survival. Highlights of the course include: operating system basics, applications software, e-mail basics, computer peripherals, and Internet basics. Satisfactory Progress.

**CAP 111 COLLABORATE AND INTEGRATE WITH SHAREPOINT AND MS OFFICE 365 3.0 UNITS**

Total Lecture: 45 hours, Total Lab: 27 hours

Advisory: BUS 021L or CAP 062B

Acceptable for credit: California State University

This course provides students with the fundamental knowledge and skills required to collaborate with business teams using Microsoft SharePoint and Office 365 web apps and office software. Students create, edit and maintain collaboration sites, including webpages, user communities, wikis, calendars, and blogs in office environments that require multi-user access. This course is designed for students majoring in Business, Computer Applications, or Computer Information Systems as well as for business professionals seeking to update their technology skills. *Pass/No Pass Option.*

## COMPUTER INFORMATION SYSTEMS (CIS)

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

**CIS 001 INTRODUCTION TO COMPUTER SCIENCE AND TECHNOLOGY 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 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.*

**CIS 007 PYTHON PROGRAMMING 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Acceptable for credit: University of California, California State University

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. *Pass/No Pass Option. C-ID # COMP 112.*

**CIS 008 ADVANCED PYTHON PROGRAMMING 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 007

Acceptable for credit: University of California, California State University

This is an advanced course in Python programming that covers features of the language and its libraries. Students learn about advanced data structures such as linked lists, binary search trees, hash tables and directed and undirected graphs and design patterns in Python. *Pass/No Pass Option.*

**CIS 033 ROBOTICS AND EMBEDDED SYSTEMS 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 037A

Acceptable for Credit: California State University

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. *Pass/No Pass Option.*

**CIS 034 INTERMEDIATE ROBOTICS AND EMBEDDED SYSTEM DESIGN 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 033

Acceptable for Credit: California State University

This is an intermediate course in Robotics and embedded systems. This course covers Raspberry Pi and Python programs to control the robot camera, get sensor information and send control signals to the robot. It covers remote communication using Zigbee, graphical LCD, locating robot using GPS, interfacing I2C and SPI devices. Robot Operating System (ROS) and artificial intelligence applied to robots is introduced. *Pass/No Pass Option.*



**CIS 035 INTRODUCTION TO DRONES AND UNMANNED AERIAL VEHICLES 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 033, CIS 039

Acceptable for credit: University of California (Pending), California State University  
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.

**CIS 037A INTRODUCTION TO C PROGRAMMING 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 the concepts and methods of computer programming using the 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. Pass/No Pass Option.

**CIS 039 INTRODUCTION TO COMPUTER SYSTEMS AND ASSEMBLY LANGUAGE 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 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. Pass/No Pass Option. C-ID # COMP 142.

**CIS 040 C++ PROGRAMMING 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 037A

Acceptable for credit: University of California, California State University

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. Pass/No Pass Option.

**CIS 043 SOFTWARE DEVELOPMENT WITH JAVA 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 007 or 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. 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. Pass/No Pass Option.

**CIS 045 LINUX ESSENTIALS I 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 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. Pass/No Pass Option.

**CIS 047 LINUX SYSTEM ADMINISTRATION 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 045

Acceptable for credit: University of California, California State University

This is a 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. It covers file systems, file sharing, mail server, LDAP, DNS, fire wall, web server and network security. Pass/No Pass Option. C-ID # ITIS 155.

**CIS 051 INTRODUCTION TO DATA ANALYSIS 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 007

Acceptable for credit: California State University

This is an introductory course on data analysis. It provides a foundation for understanding data analysis principles, tools and applications. Topics include data loading and storage, data manipulation, data cleaning and preparation, data wrangling, plotting, visualization and analysis. Students will use Python programming language and Python libraries such as NumPy, Pandas, Matplotlib in the course. Pass/No Pass Option.

**CIS 052 DATA VISUALIZATION 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Acceptable for credit: California State University

In this course students will learn how to become a master at communicating business-relevant implications of data analyses. After finishing this course, students will be able to effectively import data, clean and transform it and convey the results of the analysis to the stakeholders. Students will learn how to best convey the story behind the data using the most effective visuals as well as using Tableau to make effective and interactive dashboards. Pass/No Pass Option..

**CIS 053 INTRODUCTION TO MACHINE LEARNING 3.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: CIS 051

Acceptable for credit: California State University

This course is an introductory course in machine learning and predictive analytics. Students will learn the fundamentals of developing models with cleaned and prepared data. They will gain an understanding of the algorithms of machine learning and learn to build predictive models using Python. Topics included-supervised learning, forecasting numeric values with multiple linear regression, decision trees and unsupervised learning. Students will use machine learning Python libraries such as scikit-learn to implement machine learning algorithms. Pass/No Pass Option.

**CIS 055 DATABASE MANAGEMENT SYSTEMS I 3.0 UNITS**

Total Lecture: 45 hours, Total Lab: 27 hours

Advisory: CIS 001

Acceptable for credit: California State University

This course is the first of two courses that covers the current, classical database systems, database design, and architecture. Entity-relationship and enhanced entity models. Relational model, normalization techniques, emerging standard of SQL query language, XML, embedded, and dynamic SQL. Introduces students to widely used database systems such as Oracle, Microsoft SQL server, and MySQL. Students will work in groups to implement and design a commercial database application project. Pass/No Pass Option.

**CIS 056 DATABASE MANAGEMENT SYSTEMS II 3.0 UNITS***Total Lecture: 45 hours, Total Lab: 27 hours**Advisory: CIS 055**Acceptable for credit: California State University*

This course is the second of two courses that covers database management and SQL programming, stored procedures, functions, packages, and database triggers, relational database systems, object-oriented data model, database trends, web database topics, architectures, introduction to interface languages. Students will work in groups to implement a commercial database application project. *Pass/No Pass Option.*

**CIS 060 MOBILE APPS PROGRAMMING - IOS 4.0 UNITS***Total Lecture: 54 hours, Total Lab: 54 hours**Advisory: CIS 040 or CIS 043**Acceptable for credit: California State University,*

This course is an introduction to programming iOS applications 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. *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. *Pass/No Pass Option.*

## COMPUTER INFORMATION TECHNOLOGY (CIT)

**CIT 011 INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE (A+) 4.0 UNITS***Total Lecture: 54 hours, Total Lab: 54 hours**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. *Pass/No Pass Option. C-ID # ITIS 110*

**CIT 012 INTRODUCTION TO NETWORKING 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. *Pass/No Pass Option. C-ID # ITIS 150.*

**CIT 013 AWS 1 CLOUD PRACTITIONER - FOUNDATIONAL 3.0 UNITS***Total Lecture: 45 hours, Total Lab: 27 hours**Prerequisite: CIT 021**Acceptable for credit: California State University*

This introductory course provides an overall understanding of cloud computing concepts, AWS core services, security, architecture, storage, networking, pricing, and support. *Pass/No Pass Option.*

**CIT 014 AWS 2 SOLUTIONS ARCHITECT - ASSOCIATE 4.0 UNITS***Total Lecture: 54 hours, Total Lab: 54 hours**Prerequisite: CIT 013**Acceptable for credit: California State University*

This course will help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect – Associate certification exam. The curriculum is delivered through instructor-led classes, knowledge assessments, hands-on labs, and project work. The course covers AWS Cloud, management console, S3 storage, Networking and VPC, cloud migration, continuity, Scalability, database. *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. *Pass/No Pass Option. C-ID # ITIS 160.*

**CIT 017 CYBER SECURITY ESSENTIALS 4.0 UNITS***Total Lecture: 54 hours, Total Lab: 54 hours**Prerequisite: CIT 021**Acceptable for credit: California State University*

The Cybersecurity Essentials course develops foundational understanding of cybersecurity and how it relates to information and network security. This course explores the importance of cybersecurity, data confidentiality, and best practices for using the internet and social media safely. This course introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks. Through interactive, multimedia content, lab activities, and multi-industry case studies, students build technical and professional skills to pursue careers in cybersecurity. *Pass/No Pass Option.*

**CIT 018 CCNA CYBER SECURITY OPERATIONS 4.0 UNITS***Total Lecture: 54 hours, Total Lab: 54 hours**Prerequisite: CIT 017**Acceptable for credit: California State University*

The CCNA Cybersecurity Operations course introduces the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, analyzing, and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats, and vulnerabilities. *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

Introduction to Cisco Networks (ITN) is the first course in the CCNA curriculum. It covers the architecture, structure, functions and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP). Pass/No Pass Option. C-ID # ITIS 150.

## **CIT 022 SWITCHING, ROUTING, AND WIRELESS ESSENTIALS 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Prerequisite: CIT 021

Acceptable for credit: California State University

Switching, Routing, and Wireless Essentials (SRWE) course is the second course in the CCNA curriculum. It covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. Pass/No Pass Option.

## **CIT 023 ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Prerequisite: CIT 022

Acceptable for credit: California State University

Enterprise Networking, Security, and Automation (ENSA) is the third course in the CCNA curriculum. It describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. Pass/No Pass Option.

## **CIT 024 IMPLEMENTING AND ADMINISTERING CISCO NETWORKING TECHNOLOGIES 4.0 UNITS**

Total Lecture: 54 hours, Total Lab: 54 hours

Prerequisite: CIT 023

Acceptable for credit: California State University

The course is advanced course that provides students with the required knowledge to develop a comprehensive foundation for designing, securing, operating, and troubleshooting modern computer networks, on the scale from small business networks to enterprise networks, with an emphasis on hands-on learning and essential career skills like problem solving and collaboration. 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. 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. Pass/No Pass Only.

## **COU 005 STRATEGIES FOR SUCCESS 3.0 UNITS**

Total Lecture: 54 hours

Advisory: (ENG 001A or ENG 001AX) and REA 054

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 life-long success in academic, professional and personal development. Pass/No Pass Option. CSUGE: E.

## **COU 007 UNIVERSITY TRANSFER PLANNING 1.0 UNIT**

Total Lecture: 18 hours

Advisory: (ENG 001A or ENG 001AX) and REA 054

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, competitive selection criteria, application deadlines, financial aid and scholarship information are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. Pass/No Pass Option.

## **COU 007H UNIVERSITY TRANSFER PLANNING-HONORS 1.0 UNIT**

Total Lecture: 18 hours

Advisory: (ENG 001A or ENG 001AX) and REA 054

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, state-wide 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. Pass/No Pass Option.



**COU 012 CAREERS AND LIFESTYLES 3.0 UNITS***Total Lecture: 54 hours**Advisory: ENG 908 or ESL 980**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. *Pass/No Pass Option. CSUGE: E.*

**COU 012A CAREERS AND LIFESTYLES 1.0 UNIT***Total Lecture: 18 hours**Advisory: (ENG 001A or ENG 001AX) and REA 054**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. *Pass/No Pass Option.*

**COU 012C CAREERS AND LIFESTYLES 1.0 UNIT***Total Lecture: 18 hours**Advisory: (ENG 001A or ENG 001AX) and REA 054*

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. *Pass/No Pass Option.*

**COU 017 TRANSFER SUCCESS AND LIFE TRANSITIONS 3.0 UNITS***Total Lecture: 54 hours**Advisory: ENG 001A or ENG 001AX**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**Advisory: (ENG 001A or ENG 001AX) and REA 054**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 055 VALUING DIVERSITY 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: California State University*

This course addresses the complexities of interpersonal relationships within the diverse cultures and ethnic groups in 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.*

**ECONOMICS (ECN)****ECN 001A PRINCIPLES OF MACROECONOMICS 4.0 UNITS***ECN 001A (replaces ECN 001A/001AL)**Total Lecture: 54 hours, Total Lab: 54 hours**Prerequisite: MAT 903 or High School Algebra I**Advisory: MAT 000C or High School Algebra II**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 is approved for credit by exam. *Grade only. C-ID # ECON 202. CSUGE: D; IGETC: 4.*

**ECN 001B PRINCIPLES OF MICROECONOMICS 4.0 UNITS***ECN 001B (replaces ECN 001B/001BL)**Total Lecture: 54 hours, Total Lab: 54 hours**Prerequisite: MAT 903 or High School Algebra I**Advisory: MAT 000C or High School Algebra II**Acceptable for credit: University of California, California State University*

This course is an introduction to microeconomic analysis that focuses on choices of individual economic decision makers. Topics include scarcity and resource allocation, elasticity, market equilibrium in competitive and noncompetitive market structures, consumer behavior, production decisions, income distribution, market failure and effects of government intervention. This course includes a lab component, which provides additional practice and deeper learning and applications. This course is approved for credit by exam. *Grade Only. C-ID # ECON 201. 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. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

## EMERGENCY MEDICAL TECHNICIAN (EMT)

PLEASE REFER TO FIRE PROTECTION TECHNOLOGY (FPT)  
FOUND ALPHABETICALLY IN THE CATALOG.

## ENGINEERING (EGR)

### EGR 010 INTRODUCTION TO ENGINEERING 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: MAT 903 or MAT 903M or High School Algebra I

Acceptable for credit: University of California, California State University

This course exposes students to the field of engineering and the various engineering disciplines. Course presents the basic skills necessary to succeed as an engineering student. The nature of engineering work and the roles of engineers are explored. The Engineering Design Process is addressed through multiple team-based projects and engineering problem-solving topics. Communication skills for technical presentations and reports are developed through practical engineering scenarios. Guest speakers from local engineering firms and tours to local companies are included. Pass/No Pass Option. C-ID # ENGR 110.

### EGR 010H INTRODUCTION TO ENGINEERING – HONORS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours

Advisory: MAT 903 or MAT 903M or High School Algebra I

Acceptable for Credit: California State University, University of California

This course is the honors version of Introduction to Engineering. This course exposes students to the field of engineering and the various engineering disciplines. Course presents the basic skills necessary to succeed as an engineering student. The nature of engineering work and the roles of engineers are explored. The Engineering Design Process is addressed through multiple team-based projects and engineering problem-solving topics. Communication skills for technical presentations and reports are developed through practical engineering scenarios. Guest speakers from local engineering firms and tours to local companies are included. Students may not receive credit for both EGR 010 and EGR 010H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. C-ID # ENGR 110.

### EGR 023 MECHANICS - STATICS 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: (MAT 003B or any higher level math) and PHY 004A

Acceptable for credit: University of California, California State University

This course applies the principles of mechanics to evaluate the static equilibrium of two- and three- dimensional engineering structures. Topics include the equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed loads, internal forces in beams, shear and bending moment diagrams, truss analysis, and friction. This course is primarily for engineering transfer students. Grade only. C-ID # ENGR 130.

### EGR 024 INTRODUCTION TO CIRCUIT ANALYSIS 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: MAT 003B and PHY 004B

Advisory: MAT 004A

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 Kirchhoff'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 LABORATORY 1.0 UNIT

Total Lab: 54 hours

Prerequisite: MAT 003B and 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 # ENGR 150.

### EGR 026 ENGINEERING MATERIALS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours

Prerequisite: (CHM 001A or CHM 001AH) and 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. Grade only. C-ID # ENGR 140B.

### EGR 030 INTRODUCTION TO COMPUTING FOR ENGINEERS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours

Prerequisite: MAT 001 or MAT 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 # COMP 122.

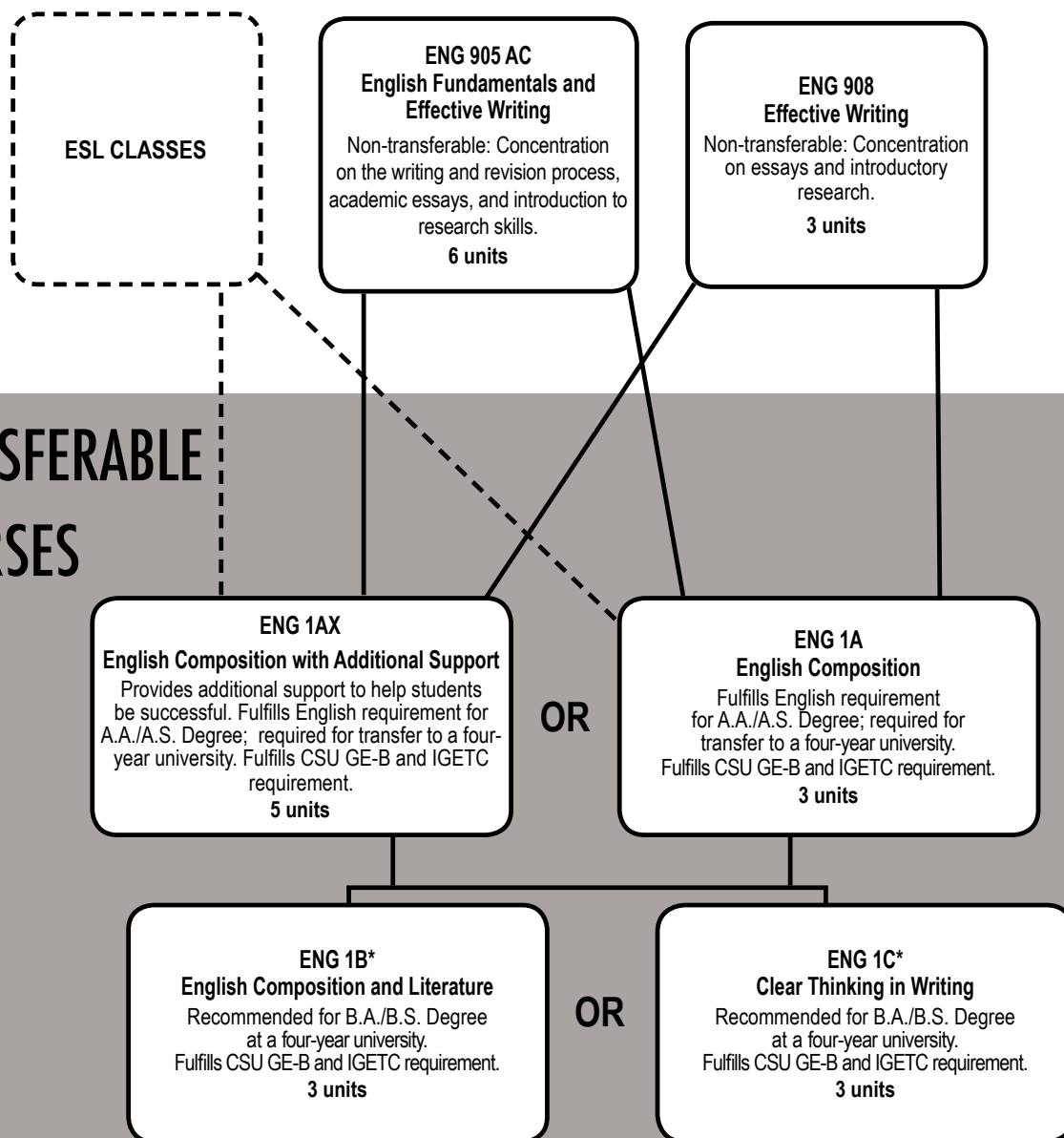


# ENGLISH COURSE PROGRESSION

Students should complete the Placement Tool for guidance on the appropriate courses based on their education goals: [web.wvm.edu/placement-tool-mc/](http://web.wvm.edu/placement-tool-mc/)

## PREPARATION CLASSES:

Gain Skills to Prepare for Transfer-Level Courses



*Counselor advice prior to section enrollment is recommended for proper transfer requirement*

## 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: Completion of the Mission College Placement Process or ENG 905AC or ENG 908 or ESL 980.

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. Pass/No Pass Option. C-ID # ENGL 100, ENGL 110. CSUGE: A2; IGETC: 1A.

### ENG 001AX ENGLISH COMPOSITION WITH ADDITIONAL SUPPORT 5.0 UNITS

Total Lecture: 90 hours

Prerequisite: Completion of the Mission College Placement Process or ENG 905AC or ENG 908 or ESL 980.

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. Pass/No Pass Option. C-ID # ENGL 100. 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 continues emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. Pass/No Pass Option. C-ID # ENGL 120, ENGL-LIT 100. 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 and enhancing critical thinking, particularly in the reading and writing of arguments. Course content includes analytical reading skills and methods of analysis, principles of logic, techniques of reasoning and style, and research skills. Pass/No Pass Option. C-ID # ENGL 105, ENGL 115. 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, ENGL-LIT 160. CSUGE: C2; IGETC: 3B.

### ENG 005B ENGLISH LITERATURE FROM 19TH CENTURY TO PRESENT 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 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

Advisory: ENG 001A or ENG 001AX

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. Pass/No Pass Option. C-ID # ENGL 145, ENGL-LIT 185. CSUGE: C2; IGETC: 3B.

### ENG 007A AMERICAN LITERATURE TO 1865 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

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 001A or ENG 001AX

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 012 AFRICAN AMERICAN LITERATURE 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), California State University

This course explores major themes/literary issues in the development of African American literature during the periods of slavery, reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz, and the relationship between music and African American writing; the performance of literary text on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influences of African American writing on American literature. The course is cross listed as ETH 012. Pass/No Pass Option.

### 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. 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. *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*  
 Introduction to Shakespeare is a study of selected plays and sonnets. The course emphasizes detailed analysis of representative tragic, comedic, romance, and history plays, as well as the cultural contexts, dramatic conventions, poetics, and critical theory relevant to understanding Shakespeare's works. The course also focuses on critical analysis of issues including, but not limited to gender, sexuality, and race as they are represented in both source material and literary criticism. *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, ENGL-CW 100. CSUGE: C2.

**ENG 900 WRITING SKILLS LAB 0.5 UNITS***Total Lab: 27 hours*

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 905AC ACCELERATED ESSAY WRITING 6.0 UNITS***Total Lecture: 108 hours*

*Prerequisite: Completion of the Mission College Placement Process prior to registration.*

Concentration is on the writing and revision process, academic essays and introduction to research skills. *Pass/No Pass Option, Non-degree applicable course.*

**ENG 908 EFFECTIVE WRITING 3.0 UNITS***Total Lecture: 54 hours*

*Prerequisite: Completion of the Mission College Placement Process prior to registration.*

Concentration is on the writing process, academic essays, and introduction to research skills. *Pass/No Pass Option. Non-degree applicable course.*

## ENGLISH AS A SECOND LANGUAGE (ESL)

**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. *Pass/No Pass Option, Non-degree applicable course..*

**ESL 940GW LOW INTERMEDIATE GRAMMAR AND WRITING 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: Recommended placement on the ESL Assessment Tool.**Advisory: Concurrent enrollment in ESL 940RV and ESL 940LS.*

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. *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**Prerequisite: Recommended placement on the ESL assessment tool or ESL 930LS*

*Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV*  
 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 basic English pronunciation patterns of stress and intonation. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. *Pass/No Pass Option, Non-degree applicable course.*

**ESL 940PL LOW INTERMEDIATE PRONUNCIATION AND LISTENING 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: Recommended placement on the ESL assessment tool.*

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. *Pass/No Pass Option, Non-degree applicable course.*

**ESL 940RV LOW INTERMEDIATE READING  
AND VOCABULARY 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: Recommended placement on the ESL Assessment Tool.

Advisory: Concurrent enrollment in ESL 940GW and ESL 940LS is recommended.

This class emphasizes vocabulary expansion and comprehension of short texts including finding main ideas and details. The vocabulary focus is on word forms and families, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. Pass/No Pass Option, Non-degree applicable course.

**ESL 950EC ESL FOR CHILD DEVELOPMENT:  
INTRODUCTION 3.0 UNITS**

Total Lecture: 54 hours

Advisory: NCE 940EC

This intermediate course develops oral and written English language skills necessary to introduce young children, to objectively describe their actions, and to identify and reflect on individual children's needs and preferences. Pass/No Pass Option, Non-degree applicable course.

**ESL 950GW INTERMEDIATE GRAMMAR  
AND WRITING 5.0 UNITS**

Total Lecture: 90 hours

Prerequisite: Recommended placement on the ESL assessment tool or (ESL 940GW and ESL 940RV)

Advisory: ESL 940LS

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. Pass/No Pass Option, Non-degree applicable course.

**ESL 950LS HIGH INTERMEDIATE LISTENING  
AND SPEAKING 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: Recommended placement on the ESL assessment tool or ESL 940LS

Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. 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

Prerequisite: Recommended placement on the ESL assessment tool or ESL 940LS

Advisory: ESL 930PL.

Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogs and paragraphs and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing and linking as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. Pass/No Pass Option, Non-degree applicable course.

**ESL 950RV INTERMEDIATE READING  
AND VOCABULARY 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: Recommended placement on the ESL assessment tool or (ESL 940GW and ESL 940RV)

Advisory: ESL 940LS

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 955EC ENGLISH FOR CHD: FACTORS IN  
CHILD DEVELOPMENT 3.0 UNITS**

Total Lecture: 54 hours

Advisory: ESL 950EC

This intermediate course develops oral and written English language skills to describe a child's development, appearance, and environment as well as to identify and reflect on factors that affect development. (Crosslisted with NCE 955EC). Pass/No Pass Option. Non-degree applicable course.

**ESL 956GR INTERMEDIATE TO ADVANCED  
GRAMMAR REVIEW 2.0 UNITS**

Total Lecture: 36 hours

Advisory: ESL 940GW

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. Pass/No Pass Option, Non-degree applicable course.

**ESL 960EC ENGLISH FOR CHD: DOMAINS OF CHILD  
DEVELOPMENT, PART I 3.0 UNITS**

Total Lecture: 54 hours

Advisory: Recommended placement on the ESL assessment tool or ESL 950EC or recommended placement on the ESL assessment tool.

This high intermediate course develops oral and written English language skills necessary to identify, describe and support a child's socio-emotional and motor development. Pass/No Pass Option, Non-degree applicable course.

**ESL 960GW HIGH INTERMEDIATE  
GRAMMAR AND WRITING 5.0 UNITS**

Total Lecture: 90 hours

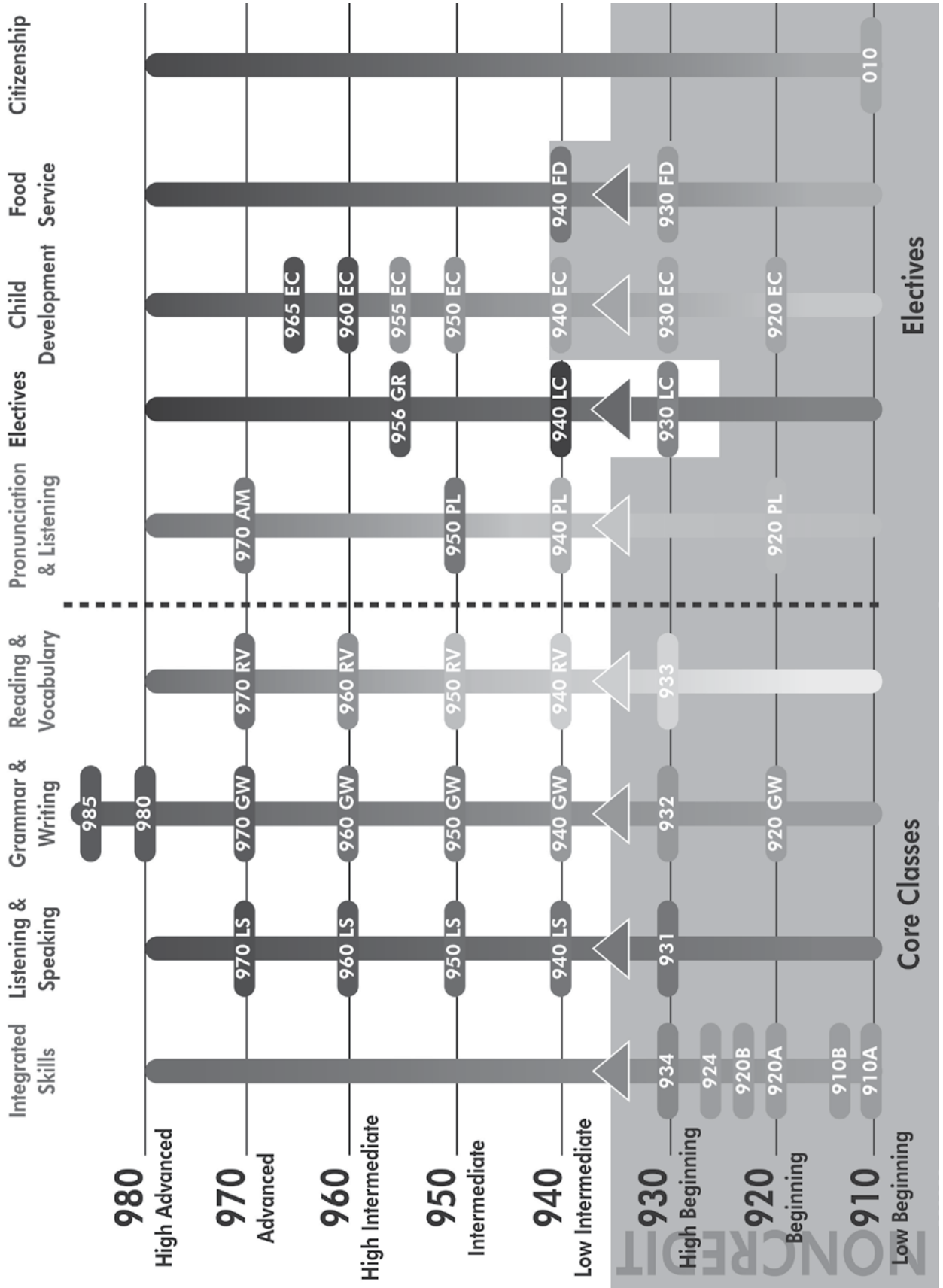
Prerequisite: Recommended placement on the ESL assessment tool or (ESL 950G and ESL 950RW) or (ESL 950GW and ESL 960RV)

Advisory: ESL 950LS

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. Pass/No Pass Option, Non-degree applicable course.



# ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE





**ESL 960LS HIGH INTERMEDIATE LISTENING  
AND SPEAKING 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: ESL 950LS or recommended placement on the ESL Assessment Tool.*

*Advisory: ESL 950GW, ESL 950RV*

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

**ESL 960RV HIGH INTERMEDIATE READING  
AND VOCABULARY 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: Recommended placement on the ESL assessment tool or (ESL 950GW and ESL 950RV)*

*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. *Pass/No Pass Option, Non-degree applicable course.*

**ESL 965EC ENGLISH FOR CHD: DOMAINS OF  
CHILD DEVELOPMENT, PART II 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: ESL 960EC*

This high intermediate course develops oral and written English language skills to identify, describe, and support children's cognitive and language development. (Crosslisted with NCE965EC) *Pass/No Pass Option. Non-degree applicable course.*

**ESL 970AM ACCENT MODIFICATION 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: Recommended placement on the ESL assessment tool or ESL 960LS*

*Advisory: ESL 950PL*

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. *Pass/No Pass Option, Non-degree applicable course.*

**ESL 970GW ADVANCED ESL COMPOSITION  
AND GRAMMAR 5.0 UNITS**

*Total Lecture: 90 hours*

*Prerequisite: Recommended placement on the ESL assessment tool or (ESL 960GW and ESL 960RV)*

This course continues developing skills attained in ESL 960GW in writing expository paragraphs and introduces the structure of the essay in standard academic written form. Students write paragraphs and essays in a variety of rhetorical styles. Emphasis is on the writing process, paragraph development, and essay organization. The course provides extensive practice with advanced grammar and sentence structure and helps students develop effective editing skills. *Pass/No Pass Option, Non-degree applicable course.*

**ESL 970LS ADVANCED LISTENING  
AND SPEAKING 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: Recommended placement on the ESL assessment tool or ESL 960LS*  
*Advisory: Concurrent enrollment in ESL 970GW and ESL 970RV.*

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*

*Prerequisite: Recommended placement on the ESL assessment tool or (ESL 960GW and ESL 960RV)*

*Advisory: ESL 960LS and ESL 970GW*

Students will continue developing academic vocabulary using context clues, stems and affixes, and dictionary skills. Reading skills focus on inferencing, identifying bias, distinguishing between fact and opinion, determining main and supporting ideas, 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: Recommended placement on the ESL assessment tool or (ESL 970GW and ESL 970RV)*

*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 AND ENGLISH 001AX 2.0 UNITS**

*Total Lecture: 36 hours*

*Corequisite: ENG 001A or ENG 001AX*

This course is for students taking English 001A or English 001AX 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 / 001AX. *Pass/No Pass Option, Non-degree applicable course.*

# NONCREDIT ENGLISH AS A SECOND LANGUAGE (NCE)

## NCE 010 ENGLISH FOR CITIZENSHIP NONCREDIT

Total: 48 Hours

Advisory: NCE 910B

In this course, students develop the English speaking, listening, and literacy skills necessary to pass an oral and written U.S. citizenship exam. Topics include a general survey of U.S. history, government, and civics, including culture, institutions, and ideals. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## 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. *Grade Options: Pass/No Pass, Satisfactory Progress. 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. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 920A BEGINNING ESL I NONCREDIT

Total: 64 Hours

Advisory: NCE 910B

This noncredit course provides basic functional practice in reading, writing, listening, speaking, and grammar for beginning ESL students. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 920B BEGINNING ESL II NONCREDIT

Total: 64 Hours

Advisory: NCE 920A

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. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 920EC NC ESL FOR CHILD CARE: INTRO NONCREDIT

Total: 32 Hours

Advisory: NCE 910

This beginning level course develops oral and written communication skills in English within the context of child care and parenting. Students develop listening, speaking, reading and writing skills for communicating about a child's day-to-day care, needs, and interests. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 920GW BEGINNING GRAMMAR AND WRITING NONCREDIT

Total: 54 Hours

Advisory: NCE 910B

This course is for beginning-level ESL students with minimal knowledge of English grammar and writing conventions. The course is designed to provide an introduction to English grammar and opportunities to practice basic sentence-level writing skills. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 920PL BEGINNING PRONUNCIATION AND LISTENING NONCREDIT

Total: 54 Hours

Advisory: NCE 920A

Beginning level students develop and practice basic aspects of American English pronunciation in order to speak more clearly, confidently, and accurately. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 924 BEGINNING ESL COLLEGE SKILLS NONCREDIT

Total: 32 Hours

Advisory: NCE 910B

This course is designed for beginning level ESL students who wish to improve their academic preparation and study skills for greater success in ESL courses. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 930EC NC ESL FOR CHILD CARE: HEALTH AND SAFETY NONCREDIT

Total: 64 Hours

Advisory: NCE 920B

This high-beginning level course develops oral and written communication skills in English within the context of child care and parenting. Students develop listening, speaking, reading and writing skills for communicating about a child's health and safety. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 930FD ENGLISH FOR FOOD PREPARATION NONCREDIT

Total: 72 Hours

Advisory: NCE 920B

This high-beginning ESL course develops oral and written communication skills within the context of food preparation and kitchen safety. Students study and practice vocabulary for communicating about food preparation at work and at home. Students learn about American workplace culture and explore opportunities in food-related fields. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 931 HIGH BEGINNING LISTENING AND SPEAKING NONCREDIT

Total: 72 Hours

Advisory: NCE 920B

This is the first course in a noncredit certificate program in High Beginning ESL. Students develop listening skills necessary for comprehension of vocabulary, sentences, and short lectures on academic and day-to-day topics. Students also develop pronunciation and speaking skills necessary for clearly expressing themselves. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## NCE 932 HIGH BEGINNING GRAMMAR AND WRITING NONCREDIT

Total: 72 Hours

Advisory: NCE 920B and NCE 931

This is the second course in a noncredit certificate program in High Beginning ESL. Students develop basic writing and grammar skills of standard written English. Students also practice and write simple and compound sentences using correct word forms, word order, articles, prepositions, spelling, and punctuation within their written compositions. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 933 HIGH BEGINNING READING AND VOCABULARY NONCREDIT**

Total: 72 Hours

Advisory: NCE 932

This is the third course in a noncredit certificate program in High Beginning ESL. In this course, students develop reading and vocabulary skills necessary for comprehension of simplified articles and stories in English. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 934 BRIDGE TO ESL COLLEGE SUCCESS NONCREDIT**

Total: 32 Hours

Advisory: NCE 933

This is the fourth course in the series of noncredit courses that make up the certificate in High Beginning ESL. Students develop their English language skills as they acquire successful strategies for the credit-level ESL program and other academic college classes. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 940EC NC ESL FOR CHILD CARE: AGES AND STAGES NONCREDIT**

Total: 64 Hours

Advisory: ESL 930 EC

This low-intermediate level course develops oral and written communication skills in English within the context of child care and parenting. Students develop listening, speaking, reading and writing skills for communicating with and about infants, toddlers, preschoolers, and school-age children. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 940FD ENGLISH FOR FOOD SERVICE NONCREDIT**

Total: 72 Hours

Advisory: NCE 930FD

This noncredit low-intermediate level ESL course develops oral and written communication skills in English within the context of food service industry. Students study and practice vocabulary for communicating about ordering and serving food. Students learn about American customer service culture and explore opportunities in food-related fields. *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 950EC ENGLISH FOR CHILD DEVELOPMENT: INTRODUCTION NONCREDIT**

Total: 54 Hours

Advisory: NCE 940EC

This intermediate course develops oral and written English language skills necessary to introduce young children, to objectively describe their actions, and to identify and reflect on individual children's needs and preferences. (Cross-Listed with ESL 950EC). *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 955EC ENGLISH FOR CHD: FACTORS IN CHILD DEVELOPMENT NONCREDIT**

Total: 54 Hours

Advisory: NCE 950EC

This intermediate course develops oral and written English language skills to describe a child's development, appearance, and environment as well as to identify and reflect on factors that affect development. (Cross-Listed with ESL 955EC). *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 960EC ENGLISH FOR CHD: DOMAINS OF CHILD DEVELOPMENT, PART I NONCREDIT**

Total: 54 Hours

Advisory: NCE 955EC

This high intermediate course develops oral and written English language skills necessary to identify, describe and support a child's socio-emotional and motor development. (Cross-Listed with ESL 960EC). *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

**NCE 965EC ENGLISH FOR CHD: DOMAINS OF CHILD DEVELOPMENT, PART II NONCREDIT**

Total: 54 Hours

Advisory: NCE 960EC

This high intermediate course develops oral and written English language skills to identify, describe, and support children's cognitive and language development. (Cross-Listed with ESL 965EC). *Pass/No Pass, Satisfactory Progress. Non-degree applicable course.*

## ETHNIC STUDIES (ETH)

**ETH 012 AFRICAN AMERICAN LITERATURE 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), California State University

This course explores major themes/literary issues in the development of African American literature during the periods of slavery, reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz, and the relationship between music and African American writing; the performance of literary text on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influences of African American writing on American literature. The course is cross listed as ENG 012. *Pass/No Pass Option.*

**ETH 013 CHICANA/O-LATINA/O LITERATURE 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), 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. The course is cross listed as ENG 013. *Pass/No Pass Option. CSUGE: C2.*

**ETH 016A HISPANIC ROOTS & CULTURE 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), 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. The course is cross listed as HUM 016A. *Pass/No Pass Option. CSUGE: C2, D.*



**ETH 018 AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), 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. The course is cross listed as HUM 018. *Pass/No Pass Option. CSUGE: C2, D.*

**ETH 018H AFRICAN-AMERICAN CULTURE AND HUMANITIES - HONORS 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), 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. The course is cross listed as HUM 018H. Students may not receive credit for both ETH 018 and ETH 018H. Enrollment in the Honors Program is required. *Pass/No Pass Option. CSUGE: C2, D.*

**ETH 020 ASIAN ROOTS AND CULTURE 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), 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. The course is cross listed as HUM 020. *Pass/No Pass Option.*

**ETH 024 THE ASIAN-AMERICAN EXPERIENCE 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), 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. The course is cross listed as HUM 024. *Pass/No Pass Option. CSUGE: C2, D.*

**ETH 044 AFRICAN AMERICAN HISTORY 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), California State University*  
This course surveys the political, economic, and social developments of African-Americans from the 1619 to the present. Topics include Africans before European contact and slavery in the US, abolitionism, the Civil War, Reconstruction, the rise and resistance to Jim Crow, WWI, WWII, the Civil Rights movement, and the present state of African-Americans. The course is cross listed as HIS 044. *Pass/No Pass Option.*

**ETH 044H AFRICAN AMERICAN HISTORY - HONORS 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: University of California (Pending), California State University*  
This course surveys the political, economic, and social developments of African-Americans from 1619 to the present. Topics include Africans before European contact and slavery in the US, abolitionism, the Civil War, Reconstruction, the rise and resistance to Jim Crow, WWI, WWII, the Civil Rights movement, and the present state of African-Americans. This course is cross-listed with HIS 044H. Students cannot get credit for both ETH 044 and ETH 044H. Enrollment in the Honors Program is required. *Pass/No Pass Option.*

## FIRE PROTECTION TECHNOLOGY (FPT)

**FPT 051 FIRE PROTECTION ORGANIZATION 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: MAT 903 or High School Algebra I*

*Acceptable for credit: California State University*

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. *Pass/No Pass Option.*

**FPT 052 FIRE BEHAVIOR AND COMBUSTION 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: FPT 051 and (MAT 903 or High School Algebra I)*

*Acceptable for credit: California State University*

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. *Pass/No Pass Option.*

**FPT 053 FIRE PROTECTION SYSTEMS 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: FPT 051 and (MAT 903 or High School Algebra I)*

*Acceptable for credit: California State University*

This course provides instruction regarding the 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; and fire protection requirements for buildings, special occupancy areas and open areas. *Pass/No Pass Option.*

**FPT 054 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: FPT 051 and (MAT 903 or High School Algebra I)*

*Acceptable for credit: California State University*

This course provides instruction regarding the 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; and fire protection requirements for buildings, special occupancy areas and open areas. *Pass/No Pass Option.*

**FPT 055 FIRE PREVENTION TECHNOLOGY 3.0 UNITS***Total Lecture: 54 hours**Advisory: FPT 051**Acceptable for credit: California State University*

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 051 and FPT 052 and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

This course provides an in-depth study of materials presenting special problems in firefighting operations, including the identification of hazardous materials and the handling procedures utilized for emergencies, and enables first responders to recognize a hazardous materials incident and implement actions to protect themselves, the public, the environment and nearby property while responding in a defensive fashion. Students may obtain a First Responder Operations Certification from California Specialized Training Institute (CSTI) or State Fire Training. Additional costs will be assessed for certification. *Pass/No Pass Option.*

**FPT 057 RESCUE PRACTICES 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Advisory: FPT 051**Acceptable for credit: California State University*

This course is designed to prepare the student to evaluate basic rescue situations and establish a plan of action to safely eliminate the hazard and/or remove the victim(s) taking proper precautions for possible injuries. *Pass/No Pass Option.*

**FPT 060 WILDLAND FIRE SUPPRESSION 3.0 UNITS***Total Lecture: 27 hours, Total Lab: 81 hours**Advisory: FPT 051**Acceptable for credit: California State University*

This course focuses on the organizational skills necessary for Wildland Fire Suppression. The course is designed to provide the Student with the basic knowledge and skills needed prior to emergency response and preparation for the 2019 Firefighter 1 Requirement for Wildland Fire Suppression. Certifications to be announced and optional are; S190 Intro to Wildland Fire Behavior, and S130 Firefighter Training; additional costs will be assessed for certifications. The minimum safety equipment required for the field evolutions consists of an OSHA-approved helmet with chin strap # 44 impact goggles and leather gloves. *Pass/No Pass Option.*

**FPT 061 STRUCTURAL FIRE SUPPRESSION 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 72 hours**Advisory: FPT 051**Acceptable for credit: California State University*

This course provides instruction in: 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 of multiple lines; operating hose lines above and below street level; fire service ladder evolutions; and basic salvage and overhaul techniques. *Pass/No Pass Option.*

**FPT 065 EMERGENCY MEDICAL TECHNICIAN THEORY 6.0 UNITS***Total Lecture: 108 hours**Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.**Corequisite: FPT 065C and FPT 065L**Acceptable for credit: California State University*

This EMT 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 July 2017. 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 CLINICAL EXPERIENCE 0.5 UNITS***Total Lab: 4 hours, Total Arranged Lab Hours: 23**Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.**Corequisite: FPT 065 and FPT 065L*

The purpose of this EMT 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 inter-facility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017. 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 Tuberculosis (TB) skin test. *Pass/No Pass Option.*

**FPT 065L EMERGENCY MEDICAL TECHNICIAN LABORATORY 1.5 UNITS***Total Lab: 81 hours**Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.**Corequisite: FPT 065 and FPT 065C**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

The purpose of this EM 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 inter-facility 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 July 2017. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. *Pass/No Pass Option.*

**FPT 180 EMERGENCY MEDICAL TECHNICIAN - I REFRESHER COURSE 2.0 UNITS***Total Lecture: 36 hours**Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

The purpose of this EMT 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 as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017. *Pass/No Pass Option.*



**FPT 200 FIRE FIGHTER 1 FIRE ACADEMY 14.5UNITS**

*Total Lecture: 144 hours, Total Lab: 360 hours*

*Prerequisite: FPT 065 and FPT 065C and FPT 065L and HOC 002 and KIN 039B*

*Corequisite: KIN 039C or KIN 039D*

*Acceptable for credit: California State University*

This course provides the skills and knowledge needed for the entry level Professional and Volunteer Fire Fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the most current edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the most current edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the most current edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Fighter I curriculum are: general knowledge germane to the profession, fire department communications, fire ground operations, rescue operations, preparedness and maintenance, wild land suppression activities, and hazardous materials/WMD. *Grade Only.*

**FPT 300A FIRE PREVENTION INTERNSHIP COURSE 1 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: FPT 055*

*Corequisite: WRK 300FP*

*Acceptable for credit: California State University*

This is the first course in the Fire Prevention Internship Program. Students will cover the process and documentation required for annual fire and life safety inspections in business, residential and recreational settings. Topics covered include: Assigned Department Information, Authority and Duties Standards, Codes and Permits, Fire Behavior, Building Construction, and the Inspection process. Fire Prevention Interns are required to take WRK 300FP as a co-requisite to this course and will complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. *Grade Only.*

**FPT 300B FIRE PREVENTION INTERNSHIP COURSE 2 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: FPT 300A*

*Corequisite: WRK 300FP*

*Acceptable for credit: California State University*

This is the second course in the Fire Prevention Internship Program. Students will continue the process and documentation required for annual fire and life safety inspections in business, residential and recreational settings. The subject areas involved are: Means of Egress, Portable Fire Extinguishers, Hazardous Conditions, Site Access & Emergency Access, Water Supply, Fire Hydrants, Occupancy Classifications & Load. Fire Prevention Interns are required to take WRK 300FP as a co-requisite to this course and will complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. *Grade Only.*

**FPT 300C FIRE PREVENTION INTERNSHIP COURSE 3 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: FPT 300B*

*Corequisite: WRK 300FP*

*Acceptable for credit: California State University*

This is the third course in the Fire Prevention Internship Program. Students will continue the process and documentation required for annual fire and life safety inspections in business, residential and recreational settings. Topics covered; Fire Suppression Systems, Fire Detection and Alarm Systems, Plan Review, WUI (Wildland Urban Interface) Inspections, Hazardous Materials, Tent Inspections, and Complaints. Fire Prevention Interns are required to take WRK 300FP as a co-requisite to this course and will complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. *Grade Only.*

**FPT 300D FIRE PREVENTION INTERNSHIP COURSE 4 3.0 UNITS**

*Total Lecture: 54 hours*

*Prerequisite: FPT 300C*

*Corequisite: WRK 300FP*

*Acceptable for credit: California State University*

This is the fourth and final course in the Fire Prevention Internship Program and is the capstone course. Students will continue the process and documentation required for annual fire and life safety inspections in business, residential and recreational settings. Topics covered are: Hood & Duct Systems, Private Underground Systems, Fire Investigation, Knox Box Inspections, Community Education, Emergency Planning and Preparedness Measures and Fire ground Operations. Fire Prevention Interns are required to take WRK 300FP as a co-requisite to this course and will complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. *Grade Only.*

**FPT 301 FIRE INSPECTOR 1A: DUTIES AND ADMINISTRATION 1.5 UNITS**

*Total Lecture: 27 hours*

*Advisory: FPT 051 or FPT 055*

*Acceptable for credit: California State University*

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings. *Grade Only.*

**FPT 302 FIRE INSPECTOR 1B: FIRE AND LIFE SAFETY 1.5 UNITS**

*Total Lecture: 27 hours*

*Prerequisite: FPT 301*

*Advisory: FPT 055*

*Acceptable for credit: California State University*

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures. *Grade Only.*

**FPT 303 FIRE INSPECTOR 1C: FIELD INSPECTION 1.5 UNITS**

*Total Lecture: 27 hours*

*Prerequisite: FPT 302*

*Advisory: FPT 055*

*Acceptable for credit: California State University*

This course provides students with a basic knowledge of the field inspection roles and responsibilities of a Fire Inspector I, including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers. *Grade Only.*

**FPT 304 FIRE INSPECTOR 1D:  
FIELD INSPECTION CA 1.0 UNIT**

Total Lecture: 18 hours

Prerequisite: FPT 303

Advisory: FPT 055

Acceptable for credit: California State University

This course provides students with a basic knowledge of a Fire Fighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane structures; fireworks and explosives; and wildland urban interface environments. *Grade Only.*

## FOOD SERVICE & RESTAURANT MANAGEMENT (FDR)

**FDR 050A INTRODUCTION TO THE  
HOSPITALITY INDUSTRY 3.0 UNITS**

Total Lecture: 54 hours

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. *Pass/No Pass Option. C-ID # HOSP 100.*

**FDR 051 BASIC FOOD PREPARATION 5.0 UNITS**

Total Lecture: 36 hours, Total Lab: 162 hours

Corequisite: FDR 051S

Advisory: INF 050

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. C-ID # HOSP 160.*

**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

Prerequisite: FDR 051 and FDR 058 and FDR 075 and INF 050.

Corequisite: FDR 052S

Advisory: FDR 059

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 CATERING LAB 0.5 UNITS**

Total Arranged Lab: 27 hours

Corequisite: FDR 052

This course is a required supplement for students enrolled in FDR 052, Quantity Foods. Students must fulfill 24-27.5 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 follow up. *Pass/No Pass Option.*

**FDR 053 RESTAURANT OPERATIONS 6.0 UNITS**

Total Lecture: 18 hours, Total Lab: 270 hours

Prerequisite: FDR 052

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, a lab fee applies. *Pass/No Pass Option. C-ID # HOSP 160.*

**FDR 053S RESTAURANT OPERATIONS  
CATERING LAB 0.5 UNITS**

Total Lab: 27 hours

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 follow up. *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. *Pass/No Pass Option.*

**FDR 055 PROCUREMENT FOR FOODSERVICE  
OPERATIONS 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. *Pass/No Pass Option.*

**FDR 058 COST CONTROL FOR FOODSERVICE ORGANIZATIONS 3.0 UNITS**

*Total Lecture: 54 hours*

*Advisory: FDR 051 and FDR 075 and 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. *Pass/No Pass Option.*

**FDR 059 SUPERVISION, MANAGEMENT & LEADERSHIP 4.0 UNITS**

*Total Lecture: 72 hours*

*Advisory: FDR 050A*

*Acceptable for credit: California State University*

Traditional and contemporary theories, principles and practices of supervising and leading people will be discussed. The concepts introduced apply across all industries, with a focus on tourism, hospitality and foodservice industries; the combined engagement of which, account for the 2nd largest employer segment in the US. The unique challenges faced by supervisors of front-line and entry level employees will be discussed, as well as the shared & distinct variances in duties between a manager and a leader. Emphasis is placed on effectively directing today's diverse workforce, as well as on the exploration of legal/ethical boundaries, and sustainable business practices in this current and post Covid-19, environment. An inventory of personal supervisory and managerial traits and the development of a leadership action plan are also course highlights. *Pass/No Pass Option.*

**FDR 060A FOOD SERVICE FACILITIES PLANNING 3.0 UNITS**

*Total Lecture: 54 hours*

*Acceptable for credit: California State University*

The course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. *Pass/No Pass Option.*

**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 073 FUNDAMENTALS OF BAKING AND CONFECTIONERY 2.0 UNITS**

*Total Lecture: 18 hours, Total Lecture: 54 hours*

This course introduces the student to baking and confectionery work. Students have an opportunity to observe baking and decorating demonstrations and participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged: check the schedule of classes for exact amount. Materials Fee. *Grade Only.*

**FDR 074 INTERMEDIATE BAKING AND CONFECTIONERY 2.0 UNITS**

*Total Lecture: 18 hours, Total Lecture: 54 hours*

*Prerequisite: FDR 073*

This course is a continuation of FDR 073 with an emphasis on advanced baking techniques and skills and confectionery design. A uniform is required. A fee is charged: check schedule of classes for exact amount. Materials Fee. *Grade Only.*

**FDR 075 MENU PLANNING 2.0 UNITS**

*Total Lecture: 36 hours*

*Advisory: Students should have basic arithmetic skills.*

*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 primary marketing tool and controlling document that affects every area of operation in the food service facility, all aspects of planning and execution are visited. Special attention is placed on menu psychology and menu price calculation. *Pass/No Pass Option.*

**FDR 076 SALES AND MARKETING IN 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 provides students with the knowledge and practical experiences to understand and develop short term and strategic operating marketing plans for food and lodging segments of the industry. Marketing is emphasized as a management philosophy that guides the design and delivery of guest services. *Grade only.*

**FDR 078 ADVANCED BAKING AND PASTRY 2.0 UNITS**

*Total Lecture: 18 hours, Total Lab: 54 hours*

*Advisory: FDR 073 and FDR 074*

This class is the third in the series of hands-on baking 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. *Grade Only.*

**FDR 079 INTRODUCTION TO FOOD AND WINE PAIRING 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

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 menus is also covered. *Pass/No Pass Option.*

**FDR 081 INTRODUCTION TO WINES AND SPIRITS OF THE WORLD 2.0 UNITS**

*Total Lecture: 36 hours*

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 class introduces students to the fundamentals of chocolate and sugar confectionary work. Chocolate and sugar confectionary techniques, as well as the production of both traditional and contemporary delights, are integral aspects of this course. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced. *Pass/No Pass Option.*



**FDR 085 FOUNDATIONS FOR SUSTAINABILITY IN HOSPITALITY, TOURISM AND LEISURE SERVICES 3.0 UNITS**

Total Lecture: 54 hours

In this course students are introduced to concepts and principles that explore methods whereby the leisure, tourism and hospitality industries, and related businesses can mitigate some of the impact on the environment and reduce their environmental foot prints. Sustainable initiatives and practices that might favorably impact local communities, national and global hospitality, tourism and tourism developments are researched and assessed. Topics addressed include: energy and water usage, waste management and minimizing waste creation, sustainable procurement across the industry, packaging and marketing, and related topics. A focus is placed on impact on management; guest/customer impact and sentiment, and positive and adverse impact on tourism development. Socio-cultural, socioeconomic and the general advancement of sustainable initiatives are discussed. *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, to 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. *Grade Only.*

**FDR 096 HEALTHY CUISINE 2.0 UNITS**

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: INF 050

An examination of the physical, social and environmental impact of our dietary choices, as well as our relationship with food in general. A progressive analysis of The Standard American Diet as well as basic components of improved eating patterns are presented. This course does not advocate that you adopt a particular way of eating, as everyone has their own unique dietary needs and preferences. However, a wide variety of special diets and plant-based diet variations, along with the appropriate preparation methods, will be introduced, demonstrated and practiced. A uniform is required, and a fee is charged for food supplies. *Pass/No Pass Option.*

**FDR 105 CATERING MANAGEMENT AND OPERATIONS 2.0 UNITS**

Total Lecture: 18 hours, Total Lab: 54

Advisory: INF 050

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 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 MOBILE FOOD OPERATIONS 2.0 UNITS**

Total Lecture: 18 hours, Total Lab: 54 hours

Prerequisite: FDR 106A

Prerequisite or Corequisite: INF 050

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. Uniform and fee requirements apply. *Pass/No Pass Option.*

## FOREIGN LANGUAGES

**PLEASE REFER TO COURSES IN THE FOLLOWING LANGUAGES FOUND ALPHABETICALLY IN THE CATALOG.**

ARABIC (ARB)  
CHINESE (CHI)  
FRENCH (FRN)  
JAPANESE (JPN)  
SPANISH (SPA)  
VIETNAMESE (VIE)

## FRENCH (FRN)

**FRN 001 FIRST SEMESTER FRENCH (ELEMENTARY LEVEL) 5.0 UNITS**

Total Lecture: 90 hours

Advisory: 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. It is strongly recommended that the student take FRN 001L along with FRN 001. *Pass/No Pass Option.* CSUGE: C2; IGETC: 6A.

**FRN 001L FRENCH LABORATORY 0.5 UNITS**

Total Lab: 27 hours

Advisory: FRN 001

Acceptable for credit: California State University

This is a laboratory course offered online. The class is designed to improve language skills and reinforce grammar. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. This course is recommended 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. *Pass/No Pass Option.* CSUGE: C2.

**FRN 002 SECOND SEMESTER FRENCH (ELEMENTARY LEVEL) 5.0 UNITS**

Total Lecture: 90 hours

Prerequisite: FRN 001 or two years high-school French or equivalent with a grade of "C" or better.

Acceptable for credit: University of California, California State University  
FRN 002 is a continuation of FRN 001. The student continues to develop basic skills for communication in French: listening, speaking, reading, and writing. The student is exposed to a general overview of francophone civilization and culture. It is highly recommended that the student takes FRN 002L with FRN 002. *Pass/No Pass Option.* CSUGE: C2; IGETC: 3B, 6A.



**FRN 002L FRENCH LABORATORY 0.5 UNITS***Total Lab: 27 hours**Advisory: FRN 001 and FRN 001L and FRN 002**Acceptable for credit: California State University*

This class is a continuation of FRN 001L with further development of basic skills and structure. The class is designed to continue to improve language skills and reinforce grammar. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. This course is recommended for students enrolled in 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. *Pass/No Pass Option. CSUGE: C2.*

**FRN 003 THIRD SEMESTER FRENCH 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: FRN 002**Acceptable for credit: University of California, California State University*

FRN 003 is a continuation of FRN 002. The student continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

**FRN 004 FOURTH SEMESTER FRENCH 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: FRN 003**Acceptable for credit: University of California, California State University*

FRN 004 is a continuation of FRN 003. The students continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant activities and readings regarding Francophone culture and civilization. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

**GEOGRAPHY (GEO)****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 a survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people: the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins are stressed as they relate to human activities. The various types of maps, their development through geospatial technology, and their practical application are also considered. This course is approved for credit by exam. *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 examines human interactions with the natural environment and how the interactions shape the cultural landscape. Its focus is on describing and analyzing how and why population distribution, migration/mobility, languages, religions, folk/popular cultures, political systems, and economic activities vary from place to place. *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. It uses 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. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

**GRAPHIC DESIGN & MULTIMEDIA (GDS)****GDS 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 during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement and how it affects society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design while examining examples of architecture, industrial, graphic, fashion and interior design. The students will be introduced to influential Twentieth Century design figures and their work. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

**GDS 012 HISTORY OF PHOTOGRAPHY 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University.*

This course surveys the history of photography from its origins to the present. Students examine the practice of photography as an art form and as a form of visual communication in historical, socio-political and cultural contexts. *Pass/No Pass Option. CSUGE: C1, C2; IGETC: 3A, 3B.*

**GDS 015 PHOTO-MEDIA AND SOCIAL CHANGE 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University.*

This course examines the impact of a wide range of new photographic genres on global social change. This includes analysis of the historical and social context of photojournalism, art photography, and internet multi-media and their influence on culture. Students identify how photography in new media affects human rights and current perceptions of race, gender, sexual orientation, ethnicity and cultural identity. *Pass/No Pass Option. CSUGE: C1.*

**GDS 035 GRAPHIC DESIGN I 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Acceptable for credit: California State University*

In this introductory course, students learn about the practical, artistic, and technical sides of Graphic Design. Students also begin to gain the necessary critical thinking and technical skills required across the various professional careers within Graphic Design. Students are evaluated through a series of hands-on projects. Multiple software packages within Adobe Creative Cloud (CC) are explored. This course is approved for credit by exam. *Pass/No Pass Option.*

**GDS 039A 3D ANIMATION AND MODELING 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Advisory: GDS 064**Acceptable for credit: California State University, University of California*

This is an introductory course in learning to make 3D art assets for animation. Students learn animation techniques using 3D modeling and animation software, including texture mapping and lighting effects. Students analyze the historical and contemporary trends in computer animation films. *Pass/No Pass Option. CSUGE: C1.*

**GDS 041 MOBILE GAME DESIGN AND DEVELOPMENT 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Advisory CAP 088A.**Acceptable for credit: California State University*

This class focuses on creating mobile games using third party developer tools. Students learn how to design, program, test, and publish their mobile game to various mobile platforms. *Pass/No Pass Option.*

**GDS 043A 3D GAME CHARACTER ANIMATION WITH MAYA 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Advisory: ART 031A and GDS 039A**Acceptable for credit: California State University*

This is an introductory course in character animation using Maya to generate animation. Using pre-built 3D characters, students learn basic animation principles such as squash and stretch, and anticipation. Students learn the controls for 3D mesh characters, and generate walk cycles, run cycles, and action sequences. Students develop concepts for short movies for 3D characters in action sequences, and add lighting and textures to their scenes in making their animated movie shorts. *Pass/No Pass Option.*

**GDS 045 WEB DESIGN AND DEVELOPMENT 1 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Acceptable for credit: California State University*

This introductory course focuses on the design and technical skills required to create effective web designs using HTML, CSS and a variety of software packages. The basic principles of type, color, and layout are explored, along with necessary basic coding skills. Emphasis is placed on using industry standard workflows and techniques to create compelling designs. *Pass/No Pass Option.*

**GDS 046 WEB DESIGN AND DEVELOPMENT 2 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Advisory: GDS 045**Acceptable for credit: California State University*

This intermediate-level course is a continuation of the GDS 045 Web Design and Development 1 course. The focus is both on the creative design and the appropriate software and coding skills required in web design and front-end web development. Advanced design principles of type, color, illustration, and layout are explored along with intermediate to advanced HTML, CSS, and an introduction to JavaScript and other relevant technologies. A basic understanding of computer system operation is required. *Pass/No Pass Option.*

**GDS 047 WEB ANIMATION 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 Hours**Advisory: GDS 045**Acceptable for credit: University of California. California State University,*

This introductory course focuses on the skills required to create effective web animations using a variety of software applications. Principles of animation, visual communication, user interface design and web optimization are explored. The student develops an understanding of the role of animation on the internet in a series of hands-on exercises. A basic understanding of computer systems is assumed. *Pass/No Pass Option.*

**GDS 049 WORDPRESS AND CONTENT MANAGEMENT SYSTEMS 3.0 UNITS***Total Lecture: 36 hours, Total Lecture: 54 hours**Advisory: 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, child themes, and an overview of popular CMS platforms. *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 and GDS 046**Acceptable for credit: California State University*

This class focuses on using web technologies like HTML and CSS 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. *Pass/No Pass Option.*

**GDS 055A DESIGN AGENCY AND BRANDING 3.0 UNITS***Total Lecture: 36 hours, Total Lecture: 54 hours**Advisory: GDS 035 and 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. *Pass/No Pass Option.*

**GDS 056 PRESENTATION DESIGN 3.0 UNITS***Total Lecture: 36 hours, Total Lab: 54 hours**Advisory: CAP 046D and CAP 046E**Acceptable for Credit: California State University*

This class focuses on the visual communication skills necessary to produce compelling presentations. Topic 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. *Pass/No Pass Option.*

**GDS 060 PAGE LAYOUT 3.0 UNITS***Total Lecture: 36 hours, Total Lecture: 54 hours**Advisory: GDS 035**Acceptable for credit: California State University*

This introductory level course in page layout and design uses Adobe InDesign software. Students assemble a variety of 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. *Pass/No Pass Option.*

**GDS 061 PAGE LAYOUT 3.0 UNITS***Total Lecture: 36 hours, Total Lecture: 54 hours**Advisory: GDS 035**Acceptable for credit: California State University*

This introductory level course provides instruction in page layout and design as well as training in software such as Adobe InDesign. Students assemble a variety of 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. *Pass/No Pass Option.*

**GDS 062 DIGITAL ILLUSTRATION WITH ADOBE ILLUSTRATOR 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 Hours*

*Acceptable for credit: California State University*

This is a beginning digital illustration course for graphic designers, illustrators and artists. Students learn how to create original illustrations and designs using Adobe Illustrator. Basic art principles are explored. *Pass/No Pass Option.*

**GDS 063 TYPOGRAPHY 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 Hours*

*Advisory: GDS 064*

*Acceptable for credit: California State University*

This is a course for graphic designers on the study and demonstration of letterforms and typography. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical design. Students may create work for inclusion in a portfolio. This course requires both non-digital attention to hands-on craftsmanship and basic knowledge of Adobe CC software. *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. *Pass/No Pass Option.*

**GDS 065 TYPOGRAPHY 3.0 UNITS**

*Total Lecture: 36 hours, Total Lecture: 54 hours*

*Advisory: GDS 035 and GDS 061*

*Acceptable for credit: California State University*

This is a course for graphic designers on the study and demonstration of letterforms and typography. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical design. Students may create work for inclusion in a portfolio. This course requires both non-digital attention to hands-on craftsmanship and basic knowledge of Adobe CC (Creative Cloud) software. *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. *Pass/No Pass Option.*

**GDS 067 GRAPHIC DESIGN II 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 Hours*

*Advisory: GDS 063*

*Acceptable for credit: California State University*

This mid-level design course will develop the students' confidence and competence in form and concept for visual communication. Projects emphasize the creation of professional level pieces using industry standard techniques and best practices. This course assumes competency in Adobe Photoshop, Illustrator, and InDesign. *Pass/No Pass Option.*

**GDS 068 PORTFOLIO PRODUCTION STUDIO 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 Hours*

*Advisory: GDS 062 and GDS 064*

*Acceptable for credit: California State University*

In this course students create original portfolio content necessary for graduation and for procuring employment. Students develop and showcase their individual design/illustration approach, demonstrated via intermediate to advanced-level creative projects. Visual communication principles, processes and methodology are explored in lecture and in lab. Previous experience with Adobe Photoshop and Adobe Illustrator is advised. *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. *Pass/No Pass Option.*

**GDS 072 DIGITAL IMAGING AND USER INTERFACE DESIGN 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 Hours*

*Advisory: GDS 070*

*Acceptable for credit: California State University*

In this course, students apply design principles to the creation of digital product designs using industry standard software. Students design interfaces and other assets used in User Interface Design and User Experience Design. *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. *Pass/No Pass Option.*

**GDS 074 DIGITAL 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. *Pass/No Pass Option.*

**GDS 076 EMERGING TRENDS IN INTERACTION DESIGN 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

*Advisory: GDS 070*

*Acceptable for credit: California State University*

In this course, students will apply interaction design principles to the design and prototyping of emerging technologies in mobile, wearable, voice activated and smart appliances. Students will explore trends and best practice for interaction and interface design for emerging technology. *Pass/No Pass Option.*



### **GDS 077 INTERACTIVE PROJECTS & EXPLORATIONS IN UXD 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

*Advisory: GDS 070 and GDS 072*

*Acceptable for credit: California State University*

In this capstone course, students will utilize UXD (User Experience Design) and Interaction design principles to rapidly design and prototyping projects to include in a UX Design portfolio. Students will design and develop hi-fidelity mobile, wearable, voice activated and smart appliances in project-based setting. *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, finished comps, and delivering professional oral presentations. 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. Compiling skills are sharpened by these experiences. The variety of packaging styles available and the environmental implications of packaging are discussed. *Pass/No Pass Option.*

### **GDS 081 MOTION GRAPHICS 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. *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. *Pass/No Pass Option.*

### **GDS 084 PORTFOLIO PRODUCTION STUDIO 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

*Advisory: GDS 062 and GDS 064*

*Acceptable for credit: California State University*

In this course students create original portfolio content necessary for graduation and for procuring employment. Students develop and showcase their individual design/illustration approach, demonstrated via intermediate- to advanced-level creative projects. Visual communication principles, processes and methodology are explored in lecture and in lab. Previous experience with Adobe Photoshop and Adobe Illustrator is advised. *Pass/No Pass Option.*

### **GDS 085 PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

*Advisory: ENG 001A and GDS 035 and GDS 055A*

*Acceptable for credit: California State University*

This capstone course focuses on assembling a professional portfolio, as well as preparing for work as a freelance designer. The course includes portfolio development using projects created in prior art and design classes, self-promotional and interviewing techniques, and the process of working as an independent contractor. The students also interact with professionals in the field of design across multiple disciplines. *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. *Pass/No Pass Option.*

### **GDS 089B JAVASCRIPT II AND WEB DEVELOPMENT 3.0 UNITS**

*Total Lecture: 36 hours, Total Lab: 54 hours*

*Advisory: GDS 089*

*Acceptable for Credit: California State University*

This course provides an intermediate to advanced level content continuation of the GDS 089 JavaScript 1 course. The course also provides instruction on other aspects of web development, such as server interactions and version control. Topics include: Review of JavaScript basics, DOM scripting, front-end frameworks, asynchronous programming, JavaScript on the back end, APIs and Web Services. Technologies may include: JSON, React, XML, REST, jQuery, Angular, Node.js, package managers and AJAX. *Pass/No Pass Option.*

## **HEALTH OCCUPATIONS (HOC)**

### **HOC 001 MEDICAL TERMINOLOGY 3.0 UNITS**

*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. *Pass/No Pass Option.*

### **HOC 001A HEALTH OCCUPATIONS BOOTCAMP 2.0 UNITS**

*Total Lecture: 36 hours*

*Advisory: Basic arithmetic skills*

This course is designed to prepare the potential Health Occupations student for entry into and successful completion of a Health Occupations program. The course content focuses on competencies expected upon entry, study skills, test-taking strategies, stress management, mathematics for dosage calculation, critical thinking, critical reasoning, and introduction to the nursing process. *Pass/No Pass Option.*

### **HOC 002 CARDIOPULMONARY RESUSCITATION 0.5 UNITS**

*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. *Pass/No Pass Option.*



**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. Note: The student must purchase and read the textbook prior to the start of the class. *Pass/No Pass Option.*

**HOC 004 FIRST AID AND CPR 0.5 UNITS***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 Option.*

**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 LIFE STYLE 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. *Pass/No Pass Option.*

**HOC 008 COMMUNITY HEALTH PROBLEMS 3.0 UNITS***Total Lecture: 54 hours**Advisory: Students should have basic arithmetic skills.**Acceptable for credit: California State University, University of California*

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.*

**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: 108 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.*

**HOC 019A NURSING ASSISTANT FUNDAMENTALS 4.0 UNITS***Total Lecture: 63 hours, Total Lab: 27 Hours**Corequisite: HOC 019B**Advisory: HOC 004**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***Total Lab: 108 hours**Corequisite: HOC 019A**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***Total Arranged Lab: 27 hours**Co-requisite: 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 019G HOME HEALTH AIDE CLINICAL 0.5 UNITS***Total Arranged Lab: 27 hours**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***Total Lecture: 9 hours**Advisory: (HOC 001 and HOC 001A and HOC 905) or (HOC 001 and HOC 001A and MAT 903)*

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**

Total Lecture: 27 hours

Prerequisite or corequisite: (PSY 001 or PSY 001H) and PSY 012

Corequisite: HOC 023A and HOC 023B and HOC 023C and HOC 024 and HOC 025A and HOC 025B and HOC 026A and HOC 026B and HOC 027 and HOC 028

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**

Total Lecture: 45 hours

Prerequisite or corequisite: (PSY 001 or PSY 001H) and PSY 012

Corequisite: HOC 022 and HOC 023B and HOC 023C and HOC 024 and HOC 025A and HOC 025B and HOC 026A and HOC 026B and HOC 027 and HOC 028

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**

Total Lecture: 18 hours

Prerequisite: HOC 028

Corequisite: HOC 022 and HOC 023A and HOC 023C and HOC 024 and HOC 025A and HOC 025B and HOC 026A and HOC 026B and HOC 027.

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 – DEVELOPMENTAL DISABILITY THEORY 1.0 UNIT**

Total Lecture: 18 hours

Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 024 and HOC 025B and HOC 026B and HOC 027 and PSY 012.

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**

Total Lecture: 18 hours

Prerequisite: HOC 028

Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 023C and HOC 025A and HOC 025B and HOC 026A and HOC 026B and HOC 027 and (PSY 001 or PSY 001H) and PSY 012.

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. *Grade only.*

## **HOC 025A FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT**

Total Lab: 54 hours

Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 024 and HOC 026A and HOC 027 and HOC 028 and (PSY 001 or PSY 001H).

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**

Total Lab: 54 hours

Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 024 and HOC 026A and HOC 027 and HOC 028 and (PSY 001 or PSY 001H).

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 026A BEG. CLINICAL PRACTICUM 5.0 UNITS**

Total Lab: 270 hours

Prerequisite: HOC 028

Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 024 and HOC 025A and HOC 027 and (PSY 001 or PSY 001H)

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***Total Lab: 270 hours**Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 023C and HOC 024 and HOC 025B and HOC 027 and PSY 012.**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, 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, 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***Total Lecture: 36 hours**Prerequisite: HOC 028**Corequisite: HOC 022 and HOC 023A and HOC 023B and HOC 023C and HOC 024 and HOC 025A and HOC 025B and HOC 026A and HOC 026B and (PSY 001 or PSY 001H) and PSY 012.**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***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***Total Lecture: 36 hours**Corequisite: HOC 033A and HOC 033B and HOC 034 and HOC 035A and HOC 036A and (NTR 015 or NTR 040).**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***Total Lecture: 36 hours**Corequisite: HOC 032 and HOC 033B and HOC 033C and HOC 033D and HOC 034 and HOC 035A and HOC 035B and HOC 036A and HOC 036B and (NTR 015 or NTR 040) and PSY 001.**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***Total Lecture: 27 hours**Corequisite: HOC 032 and HOC 033A and HOC 034 and HOC 035A and HOC 036A and (NTR 015 or NTR 040).**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***Total Lecture: 45 hours**Corequisite: HOC 033A and HOC 033D and HOC 034 and HOC 035B and HOC 036B and PSY 001**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***Total Lecture: 45 hours**Corequisite: HOC 033A and HOC 033C and HOC 034 and HOC 035B and HOC 036B and PSY 001.**Acceptable for credit: California State University*

This is an intermediate continuation course in which psychiatric technician students explore genetic causes of intellectual and developmental disorders and integrate previously learned principles of cognitive and behavioral theory. They will explore planning and implementation interventions for enhancing quality of life through education and work by addressing social inclusion, interpersonal relations, personal development, self-determination and material well-being for the intellectually and developmentally disabled client. Includes two hours of related pharmacology content. *Grade only.*



**HOC 034 PHARMACOLOGY B****1.0 UNIT***Total Lecture: 18 hours*

*Corequisite:* HOC 032 and HOC 033A and HOC 033B and HOC 033C and HOC 033D and HOC 035A and HOC 035B and HOC 036A and HOC 036B and (NTR 015 or NTR 040) and PSY 001.

*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***Total Lab: 54 hours*

*Corequisite:* HOC 032 and HOC 033A and HOC 033B and HOC 034 and HOC 036A and (NTR 015 or NTR 040).

*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***Total Lab: 54 hours*

*Corequisite:* HOC 033A and HOC 033C and HOC 033D and HOC 034 and HOC 036B and PSY 001.

*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, 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***Total Lab: 270 hours*

*Corequisite:* HOC 032 and HOC 033A and HOC 033B and HOC 034 and HOC 035A and (NTR 015 or NTR 040).

*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***Total Lab: 270 hours*

*Corequisite:* HOC 033A and HOC 033C and HOC 033D and HOC 034 and 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***Total Lecture: 36 hours*

*Corequisite:* HOC 043A and HOC 043B and HOC 044 and HOC 045A and HOC 046A and HOC 047 and PSY 012.

*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***Total Lecture: 36 hours*

*Corequisite:* HOC 042 and HOC 043B and HOC 043C and HOC 043D and HOC 044 and HOC 045A and HOC 045B and HOC 046A and HOC 046B and HOC 047 and (NTR 015 or NTR 040) and PSY 012.

*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***Total Lecture: 27 hours*

*Corequisite:* HOC 042 and HOC 043A and HOC 044 and HOC 045A and HOC 046A and HOC 047 and PSY 012.

*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 care 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 ADVANCED COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS**

*Total Lecture: 45 hours*

*Corequisite: HOC 043A and HOC 043D and HOC 044 and HOC 045B and HOC 046B and HOC 047 and (NTR 015 or NTR 040).*

*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**

*Total Lecture: 45 hours*

*Corequisite: HOC 043A and HOC 043C and HOC 044 and HOC 045B and HOC 046B and HOC 047 and (NTR 015 or NTR 040).*

*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 development, and physical 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**

*Total Lecture: 18 hours*

*Corequisite: HOC 042 and HOC 043A and HOC 043B and HOC 043C and HOC 043D and HOC 045A and HOC 045B and HOC 046A and HOC 046B and HOC 047 and (NTR 015 or NTR 040) and PSY 012.*

*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**

*Total Lab: 54 hours*

*Corequisite: HOC 042 and HOC 043A and HOC 043B and HOC 044 and HOC 046A and HOC 047 and PSY 012.*

*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 pediatric patients and their families in inpatient and outpatient settings. *Pass/No Pass Only.*

### **HOC 045B ADVANCED SKILLS/ SIMULATION LAB 1.0 UNIT**

*Total Lab: 54 hours*

*Corequisite: HOC 043A and HOC 043C and HOC 043D and HOC 044 and HOC 046B and HOC 047 and (NTR 015 or NTR 040).*

*Acceptable for credit: California State University*

This course allows the advanced 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 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 Only.*

### **HOC 046A ADVANCED CLINICAL PRACTICUM 5.0 UNITS**

*Total Lab: 270 hours*

*Corequisite: HOC 042 and HOC 043A and HOC 043B and HOC 044 and HOC 045A and HOC 047 and PSY 012.*

*Acceptable for credit: California State University*

This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric clients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice. *Pass/No Pass Only.*

### **HOC 046B ADVANCED CLINICAL PRACTICUM 5.0 UNITS**

*Total Lab: 270 hours*

*Corequisite: HOC 043A and HOC 043C and HOC 043D and HOC 044 and HOC 045B and HOC 047 and (NTR 015 or NTR 040).*

*Acceptable for credit: California State University*

This continuation course provides the advanced psychiatric technician student with supervised clinical experiences with clients with developmental disabilities, psychiatric and medical-surgical disorders in a variety of community agencies. Emphasis is on the use of the nursing process and therapeutic communication techniques to identify and address the needs of fragile and vulnerable clients. Students plan and provide direct resident/client care, facilitate a variety of group activities, administer medications, and participate as collaborative members of the health care team. *Pass/No Pass Only.*

### **HOC 047 LEADERSHIP AND PROFESSIONAL PRACTICE 1.5 UNITS**

*Total Lecture: 27 hours*

*Corequisite: HOC 042 and HOC 043A and HOC 043B and HOC 043C and HOC 043D and HOC 044 and HOC 045A and HOC 045B and HOC 046A and HOC 046B and (NTR 015 or NTR 040) and PSY 012.*

*Acceptable for credit: California State University*

The 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.*

**HOC 050      ROLE TRANSITION LVN TO RN      2.0 UNITS***Total Lecture: 36 hours**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.*

**HOC 050A      ROLE TRANSITION CLINICAL      1.0 UNIT***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 Only.*

**HOC 051      COMMUNITY MENTAL  
HEALTH NURSING      2.0 UNITS***Total Lecture: 36 hours**Prerequisite: HOC 050 and HOC 050A**Corequisite: HOC 052 and HOC 053 and HOC 054**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. Students must achieve 75% overall in order to pass the course. *Grade Only.*

**HOC 052      INTERMEDIATE MEDICAL-SURGICAL  
NURSING THEORY      3.0 UNITS***Total Lecture: 54 hours**Prerequisite: HOC 050 and HOC 050A**Corequisite: HOC 051 and HOC 053 and HOC 054**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. Students must earn 75% or better overall in course assignments to earn a passing grade in this course. *Grade Only.*

**HOC 053      INTRODUCTION TO  
CLINICAL JUDGEMENT      1.0 UNIT***Total Lab: 54 hours**Prerequisite: HOC 050 and HOC 050A**Corequisite: HOC 051 and HOC 052 and HOC 054**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.*

**HOC 054      INTERMEDIATE CLINICAL  
PRACTICUM      4.0 UNITS***Total Lab: 216 hours**Prerequisite: HOC 050 and HOC 050A**Corequisite: HOC 051 and HOC 052 and HOC 053**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.*

**HOC 060      ADVANCED MATERNAL-  
CHILD NURSING      2.0 UNITS***Total Lecture: 36 hours**Prerequisite: HOC 050 and HOC 050A and HOC 051 and HOC 052 and HOC 053 and HOC 054**Corequisite: HOC 061 and HOC 062 and HOC 064**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. *Grade Only.*

**HOC 061      ADVANCED MEDICAL-SURGICAL  
NURSING THEORY      3.0 UNITS***Total Lecture: 54 hours**Prerequisite: HOC 050 and HOC 050A and HOC 051 and HOC 052 and HOC 053 and HOC 054**Corequisite: HOC 060 and HOC 062 and HOC 064**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 UNIT***Total Lecture: 18 hours**Prerequisite: HOC 050 and HOC 050A and HOC 051 and HOC 052 and HOC 053 and HOC 054**Corequisite: HOC 060 and HOC 061 and HOC 064**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 and HOC 050A and HOC 051 and HOC 052 and HOC 053 and HOC 054**Corequisite: HOC 060 and HOC 061 and HOC 062**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 Only.*

**HOC 905 MATH FOR HEALTH OCCUPATIONS 1.0 UNIT***Total Lecture: 18 hours**Advisory: MAT 903 or High School Algebra I*

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.*

**HISTORY (HIS)****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. *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. *Pass/No Pass Option. C-ID # HIST 170. CSUGE: C2, D; IGETC: 3B, 4.*

**HIS 004B HISTORY OF WESTERN CIVILIZATION 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 Western Civilization from 1600 to the present. Emphasis is on major political, economic, social, and intellectual movements that have shaped Western society. *Pass/No Pass Option. C-ID # HIST 180. CSUGE: D; IGETC: 3B, 4, C2.*

**HIS 004BH HISTORY OF WESTERN CIVILIZATION - HONORS 3.0 UNITS***Total Lecture: 54 hours**Advisory: ENG 001A or ENG 001AX**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 Program is required. *Pass/No Pass Option. C-ID # HIST 180. CSUGE: C2, D, IGETC: 3B, 4.*

**HIS 015 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. *Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4, C2.*

**HIS 015H 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 015 and HIS 015H. Enrollment in the Honors Program is required. *Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4, C2, 3B.*

**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. *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 Program is required. *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. *Pass/No Pass Option. C-ID # HIST 130. CSUGE: D, US-2; 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. Pass/No Pass Option. C-ID # HIST 130. CSUGE: D, US-2; 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 Prerequisite: to History 017B.) Pass/No Pass Option. C-ID # HIST 140. 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.) 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. CSUGE: D; IGETC: 4

**HIS 031 HISTORY OF EAST ASIA 3.0 UNITS**

Total Lecture: 54 hours

Advisory: (ENG 001A or ENG 001AX) and REA 054

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. 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. Pass/No Pass Option. CSUGE: D; IGETC: 4, C2, 3B.

**HIS 033H WOMEN'S ISSUES PAST  
AND PRESENT - HONORS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This honors 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. Students cannot get credit for both HIS 033 and HIS 033H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. CSUGE: C2, D; IGETC: 3B, 4.

**HIS 044 AFRICAN-AMERICAN HISTORY 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), California State University

This course surveys the political, economic, and social developments of African-Americans from the 1619 to the present. Topics include Africans before European contact and slavery in the US, abolitionism, the Civil War, Reconstruction, the rise and resistance to Jim Crow, WWI, WWII, the Civil Rights movement, and the present state of African-Americans. Pass/No Pass Option.

**HIS 044H AFRICAN-AMERICAN HISTORY -  
HONORS 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California (Pending), California State University

This course surveys the political, economic, and social developments of African-Americans from the 1619 to the present. Topics include Africans before European contact and slavery in the US, abolitionism, the Civil War, Reconstruction, the rise and resistance to Jim Crow, WWI, WWII, the Civil Rights movement, and the present state of African-Americans. This course is cross-listed with ETH 044H. Students cannot get credit for both HIS 044 and HIS 044H. Enrollment in the Honors Program is required. Pass/No Pass Option.



## 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)

## 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. Pass/No Pass Option.

### HMT 076 HOTEL AND MOTEL FRONT OFFICE MANAGEMENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is an introduction to the principles of effective front office management. Topics include hotel organization, forecasting, revenue management, budgeting, front office interaction with sales, housekeeping, and human resources. Students examine the guest services role, reservations, registration, account settlement, the audit process, and evaluate a hotel operation. Pass/No Pass Option. C-ID # HOSP 140.

## HUMANITIES (HUM)

### 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 integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from Renaissance to modern times. The course 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 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 3.0 UNITS

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 art/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*.

**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*. C-ID # HOSP 110.

**INSTRUCTIONAL SUPPORT (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. *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 947 SUPERVISED TUTORING NONCREDIT***Total Maximum: 54 hours*

This non-credit, open entry/open exit course provides learning assistance in the form of tutoring. Students are assigned to tutoring by an instructor or a counselor based on an identified learning need, followed by registration in the tutoring course. Under direction of a faculty coordinator in the tutoring center, students receive assistance from tutors in areas of identified academic need and in appropriate study skills to develop their ability to learn independently and become more successful students. *Non-degree applicable course*. *Satisfactory Progress*.

**INS 949 COLLEGE STUDY SKILLS 1.0 UNIT***Total Lecture: 18 hours**Prerequisite: ESL 960RW*

This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored may include time management, preparation for examinations, textbook study strategies, and using campus support systems effectively. Science, Math and Statistics disciplines require the interpretation of technical texts and the ability to clearly communicate these complex concepts to others verbally and in writing. In this course, there is a strong focus on helping Science and Math students to read academic texts for greater understanding. The emphasis is on metacognition and mastering and applying the skills needed in order to facilitate successful studying and independent learning. *Pass/No Pass Option*, *Non-degree applicable course*.

**JAPANESE (JPN)****JPN 001 FIRST SEMESTER JAPANESE 5.0 UNITS***Total Lecture: 90 hours**Acceptable for credit: University of California, California State University*

Students learn the fundamentals of Japanese grammar, pronunciation, and two written syllabary systems, Hiragana and Katakana. Emphasis is placed on communication and relevancy. Students are personally involved in a variety of activities which encourage use of language creatively in meaningful situations. In addition, the students are exposed to the basics of Japanese culture. This course is approved for credit by exam. *Pass/No Pass Option*. CSUGE: C2; IGETC: 6A.

**JPN 002 SECOND SEMESTER JAPANESE 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: JPN 001 or proof of transcript reflecting 2 years of High School Japanese**Acceptable for credit: University of California, California State University*

Japanese 002 is a continuation of Japanese 001. Students acquire the basic skills for communication in Japanese: listening, speaking, reading, and writing. Students are exposed to a general overview of Japanese civilization and culture. This course is approved for credit by exam. *Pass/No Pass Option*. CSUGE: C2; IGETC: 3B, IGETC 6A.

# KINESIOLOGY (KIN)

## KIN 001A ADAPTED WEIGHT TRAINING 1.0 UNIT

Total Lab: 54 hours

Acceptable for credit: California State University, University of California  
This course is designed for students with verifiable disabilities. A personalized exercise plan (PEP) is developed to meet each student's needs. Focus is on increasing overall muscular strength and endurance based on each individual's ability. Pass/No Pass Option. CSUGE: E.

## KIN 001C ADAPTED AEROBICS 1.0 UNIT

Total Lab: 54 hours

Acceptable for credit: California State University, University of California  
This course is designed to introduce skills needed for daily cardiovascular activity for students with verifiable disabilities through the use of aerobic exercise. Exercises performed develop the cardiovascular system and enable students to function more efficiently and effectively within their own abilities. Appropriate low and mid impact aerobics are developed collaboratively with the instructor to meet each student's needs. Pass/No Pass Option. CSUGE: E.

## 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

Acceptable for credit: California State University, University of California  
This course is designed to review the fundamental skills of volleyball and add spiking, blocking and the dink to the players' repertoire. Players work on improving the depth and accuracy of their shots while employing the strategies of the game. Pass/No Pass Option. CSUGE: E.

## KIN 014C VOLLEYBALL – INTERMEDIATE 1.0 UNIT

Total Lab: 54 hours

Advisory: KIN 014B

Acceptable for credit: University of California (Pending), California State University  
This course is designed to enhance the fundamental skills of volleyball and add jump-serving hitting, swing-blocking, setting, and tipping to the players' repertoire. Players work on improving the depth and accuracy of their skills while employing specific strategies of the game. Pass/No Pass Option. CSUGE: E.

## KIN 014D VOLLEYBALL – ADVANCED 1.0 UNIT

Total Lab: 54 hours

Advisory: KIN 014C

Acceptable for credit: University of California, California State University  
This course is designed to enhance the fundamental skills of volleyball and add jump-serving hitting, swing-blocking, jump-setting and tipping techniques to the players' repertoire. Players work on fine tuning the depth and accuracy of their skills while employing specific, advanced 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 rules, skills, techniques and history of basketball. Drills are included to develop or enhance shooting, passing, rebounding, and defensive footwork. 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 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 and 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 UNIT

Total Lab: 54 hours

Advisory: KIN 015C

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 and 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 021C*  
*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*  
*Advisory: KIN 023A*  
*Acceptable for credit: University of California, California State University*  
 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 023C ARCHERY - INTERMEDIATE 1.0 UNIT**  
*Total Lab: 54 hours*  
*Acceptable for credit: University of California (Pending), California State University*  
 This course is designed to improve the shooting technique, targeting systems, and knowledge of the intermediate Archery student. Archery requires repetition and feedback to refine and master these skills. Intermediate students will continue to develop their archery skills by shooting longer distances and using various targeting strategies. *Pass/No Pass Option. CSUGE: E.*

**KIN 023D ARCHERY - ADVANCED 1.0 UNIT**  
*Total Lab: 54 hours*  
*Acceptable for credit: University of California (Pending), California State University*  
 This course is designed for the advanced archery student to further improve their skills by applying various shooting techniques and by increasing the distances when target shooting. *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*  
*Advisory: KIN 030B*  
*Acceptable for credit: University of California, California State University*  
 This course is the study and practice of Joseph Pilates' Physical mind 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 UNITS***Total Lab: 54 hours**Advisory: KIN 030C**Acceptable for credit: University of California, California State University*

This course is the study and practice of Joseph Pilates' Physical mind 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***Total Lab: 54 hours**Advisory: KIN 031A**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 CARDIO AND CORE FITNESS - INTRODUCTION 1.0 UNIT***Total Lab: 54 hours**Acceptable for credit: California State University, University of California*

This course is designed for students to satisfy the needs for cardiovascular activity including developing and maintaining cardiovascular fitness through the use of continuous aerobic movements. Students will engage in a comprehensive fitness program which includes aerobic activity, core strengthening exercises that help develop agility, improve coordination, and increase core and overall body strength. *Pass/No Pass Option. CSUGE: E.*

**KIN 032B CARDIO AND CORE FITNESS - 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 is designed for students to satisfy the needs for cardiovascular activity including maintaining and improving cardiovascular fitness through the use of continuous aerobic movements. Students will engage in a comprehensive fitness program which includes aerobic activity, core strengthening exercises that help develop agility, improve coordination, and increase core and overall body strength. *Pass/No Pass Option. CSUGE: E.*

**KIN 032C CARDIO AND CORE FITNESS – 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 is designed for students to satisfy the needs for cardiovascular activity including developing and maintaining cardiovascular fitness through the use of continuous aerobic movements. Students will engage in a comprehensive fitness program which includes aerobic activity, core strengthening exercises that help develop agility, improve coordination, and increase core and overall body strength. *Pass/No Pass Option. CSUGE: E.*

**KIN 032D CORE AND CARDIO FITNESS - ADVANCED 1.0 UNIT***Total Lab: 54 hours**Advisory: KIN 032B**Acceptable for credit: University of California (Pending), California State University*

This advanced level course is designed for students to satisfy the needs for cardiovascular activity including maintaining and improving cardiovascular fitness through the use of continuous aerobic movements. Students will engage in a comprehensive fitness program which includes aerobic activity, core strengthening exercises that help develop agility, improve coordination, and increase core and overall body strength. *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**Advisory: KIN 033A**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 033C KICKBOXING FITNESS - INTERMEDIATE 1.0 UNIT***Total Lab: 54 hours**Acceptable for credit: University of California (Pending), California State University*

This course advances students' kickboxing skills 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 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**Advisory: KIN 035A**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**Advisory: KIN 035B**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: KIN 35A or KIN 038A

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

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 for the advanced 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 038E LOWER BODY CONDITIONING -  
ENDURANCE TRAINING 1.0 UNIT**

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 UNITS**

Total Lab: 108 hours

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 039D FIRE AGILITY - ADVANCED 2.0 UNITS**

Total Lab: 108 hours

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

Advisory: KIN 040B

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 an intermediate level. Pass/No Pass Option. CSUGE: E.

**KIN 040D MODERN DANCE - ADVANCED 1.0 UNIT**

Total Lab: 54 hours

Advisory: KIN 040C

Acceptable for credit: University of California (Pending), California State University

This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at an advanced 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 UNITS**  
 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  
 Advisory: KIN 046B  
 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 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  
 Advisory: KIN 047B  
 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  
 Advisory: KIN 047C  
 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 reviews the fundamentals and health enhancing aspects of Tai Chi. There is an introduction to Pushing Hands exercises and various Qi Gong exercises are included. Pass/No Pass Option. CSUGE: E.



**KIN 050C TAI CHI - INTERMEDIATE****1.0 UNIT***Total Lab: 54 hours**Advisory: KIN 050B*

*Acceptable for credit: University of California (Pending), California State University*  
 This course reviews the fundamentals and health enhancing aspects of Tai Chi at an intermediate level including Pushing Hands exercises and various Qi Gong exercises. *Pass/No Pass Option. CSUGE: E.*

**KIN 050D TAI CHI - ADVANCED****1.0 UNIT***Total Lab: 54 hours**Advisory: KIN 050C*

*Acceptable for credit: University of California (pending), California State University*

This course reviews the fundamentals and health enhancing aspects of Tai Chi at an advanced level. An advanced form of Pushing Hands practice and additional Qi Gong exercises are included. *Pass/No Pass Option.*

**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. The course emphasizes harmony and natural movements to resolve conflicts and integrate mind-body awareness. The principles of contraction and expansion and circular movement are explored in more detail. *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 blocks, strikes, kicking movements, the traditional forms from the Taikyoko and Pinan series, and self-defense. *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 the 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**Advisory: KIN 061A**Acceptable for credit: California State University, University of California*

This class provides instruction and practice of yoga poses at a beginning level with an emphasis on form, body alignment, strength, flexibility and balance. Relaxation and meditation techniques are also incorporated into the practice. *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 instruction 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**Advisory: KIN 061C**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**Advisory: KIN 063C**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 066     EXERCISE ASSESSMENT AND PROGRAM DESIGN     3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: California State University*

This course will cover assessment and testing protocols, physical fitness guidelines and the designing of anatomically and physiologically safe and effective exercise programs for sport and fitness participants. The human physiological responses and adaptations to the acute and/or chronic stress of exercise and physical training will also be addressed. *Pass/No Pass Option. E*

**KIN 067     TECHNIQUES OF FITNESS INSTRUCTION     3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in fitness instruction. Topics will include guidelines for instructing safe, effective, and purposeful exercise using a variety of methods and equipment, essentials of the instructor-participant relationship, principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role. Students will be exposed to and practically apply the knowledge and skills associated with planning/designing, implementing, leading, and managing others, and the environmental elements using safe and effective exercises for a variety of fitness levels and special populations. Safety, liability, employment, client retention, and business management will also be discussed. *Pass/No Pass Option. CSUGE: E.*

**KIN 068     SPORT PSYCHOLOGY     3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

This course will review the psychological factors associated with participation and performance in sport activities. Sport psychology research will be examined to understand how sport performance is affected by psychological principles. Topics will include historical and contemporary perspectives of sport psychology, research methods, team and group dynamics, and the relationship between sport performance and various personality, motivational, and social psychological variables. Gender and age issues, as well as the effects and management of stress and anxiety, unhealthy behaviors, and psychological burnout will be discussed. *Pass/No Pass Option. CSUGE: E.*

**KIN 069     STRESS MANAGEMENT THROUGH FITNESS AND LIFESTYLE     3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

Students learn to analyze of physiological, psychological, sociological, and environmental parameters of stress, and develop personalized stress management strategies such as adhering to healthy eating and exercise behaviors to enhance well-being and the ability to cope with stress. Exercise and nutrition behaviors, intervention strategies and techniques are developed and practiced during this course to help students effectively manage 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 design 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 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 are discussed as well as principles used in designing an exercise prescription. *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 physical education and 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. *Pass/No Pass Option. C-ID # KIN 100. CSUGE: E.*

**KIN 079 LIFETIME FITNESS 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

This course provides an overview and application of fitness, wellness and lifestyle management techniques, aiding one in making informed decisions about how to obtain optimal physical, mental, emotional and social well-being. Accurate and reliable information on topics such as fitness, body composition, weight management, nutrition, stress management, sleep, substance use and abuse, disease prevention, behavior change protocols, relationships and the societal impact of poor health will be covered. Using the six dimensions of health, a personal and societal approach to developing a lifetime of fitness will be explored through personal reflection, critical thinking, and practical application of behavior change strategies to improve overall health. *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 a study of the function of dance as art and ritual, social activity, spectacle, and entertainment through a survey of major dance works and artists from 19th century to present. It includes cultural contexts as well as styles and forms used in dance such as folk, ethnic, social, square, tap, jazz, modern and ballet. *Pass/No Pass Option. CSUGE: C1.*

**KIN 081 SPORT IN SOCIETY 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

Sport in Society is a sociological analysis of sport in contemporary American Society. Sport roles and sport institutions are examined to help explain the impact of sport on basic social institutions including family, church, school, government, and economics. Different patterns of involvement in sport, the social forces that have created sports organizations, the societal impact of sports and the consequences of sports participation are also investigated. The course uncovers the ethical consequences of the modern pressures on athletes in schools and the commercialism of professional sport. *Pass/No Pass Option.*

**KIN 083 VOLLEYBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS***Total Lab: 108 hours**Advisory: It is recommended that students have prior experience in volleyball, and some knowledge of the conditioning practices associated with it.**Acceptable for credit: University of California, California State University*

This course is designed to further develop an experienced athlete to condition the body for strength, flexibility, and endurance training in order to compete as a Women's varsity volleyball athlete. It is recommended that students have prior experience in volleyball, and some knowledge of the conditioning practices associated with it. *Pass/No Pass Option. CSUGE: E.*

**KIN 084 INTERCOLLEGIATE VOLLEYBALL 3.0 UNITS***Total Lab: 162 hours*

*Advisory: This is an Intercollegiate athletics course that is designed for the student-athlete to compete at a high level, and therefore, prior competitive volleyball experience is strongly encouraged at the high school or club level.*  
*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 3.0 UNITS***Total Lab: 162 hours**Advisory: This is an Intercollegiate athletics course that is designed for the student-athlete to compete at a high level, and therefore, prior competitive badminton experience is strongly encouraged at the high school or club level.**Acceptable for credit: California State University, University of California**This course is designed for students who have aspirations of playing intercollegiate badminton. The history, rules, intermediate techniques and strategies, as well as conditioning for badminton, are addressed. Pass/No Pass Option. CSUGE: E.***KIN 086 INTERCOLLEGIATE BASKETBALL 3.0 UNITS***Total Lab: 162 hours**Advisory: This is an intercollegiate, advanced level basketball course designed for students to compete, and therefore, prior experience at the high school or club level is highly recommended.**Acceptable for credit: University of California, California State University**This course is designed for women students interested in competing on 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**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: This is an Intercollegiate Athletics Softball class for the competitive athlete. It is advised that students have prior high school or club experience playing softball.**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**Advisory: KIN 094**Acceptable for credit: California State University, University of California**This course is designed for female students interested in intercollegiate tennis competition. Practice consists of both mental and physical training. Pass/No Pass Option. CSUGE: E.***KIN 090 INTERCOLLEGIATE BASEBALL 3.0 UNITS***Total Lab: 162 hours**Advisory: This is an intercollegiate, competitive baseball class. It is strongly recommended that athletes have prior experience playing and competing at the high school or intercollegiate level.**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 3.0 UNITS***Total Lab: 162 hours**Advisory: KIN 095**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: To compete at the intercollegiate level high school or travel softball experience for safety and student success reasons is advised.**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, rules, history and strategies of softball. Pass/No Pass Option. CSUGE: E.***KIN 094 TENNIS – INTERCOLLEGIATE TRAINING 2.0 UNITS***Total Lab: 108 hours**Advisory: This course is designed for the Tennis player to improve conditioning, and overall performance in preparation for the Intercollegiate tennis season.**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: KIN 019B**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: KIN 015C**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. Intercollegiate Baseball requires playing the sport at a high level, and therefore, it is advised that students have prior high school or competitive baseball experience. Pass/No Pass Option. CSUGE: E.*



**KIN 098 BADMINTON - INTERCOLLEGIATE TRAINING 2.0 UNITS**

*Total Lab: 108 hours*

*Advisory: KIN 085*

*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: It is recommended that students have some previous experience with the activity prior to enrollment.*

*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. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: E.*

## LANGUAGES (FOREIGN)

PLEASE REFER TO COURSES IN THE FOLLOWING LANGUAGES FOUND ALPHABETICALLY 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 FOR COLLEGE SUCCESS 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. *Pass/No Pass Option, Non-degree applicable course.*

**LSR 942A LEARNING SERVICES MATH STRATEGIES 3.0 UNITS**

*Total Lecture: 54 hours*

This is the first course in a three-part sequence. It 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, long-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.*

**LSR 942C LEARNING SERVICES MATH STRATEGIES 3.0 UNITS**

*Total Lecture: 54 hours*

This is the third class of a three-course learning sequence covering mathematical strategies for students with disabilities or students who have difficulty mastering pre-algebraic, algebraic and statistical 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.*

**LSR 943 NEGOTIATING THE COLLEGE WEB & ASSISTIVE TECHNOLOGY ENVIRONMENT 3.0 UNITS**

*Total Lecture: 54 hours*

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.*

**LSR 950 ASSISTIVE TECHNOLOGY LAB 1.0 UNIT**

*Total Lab: 54 hours*

The course is designed to give students with varied physical abilities and challenges an opportunity to practice basic skills and strategy techniques presented in special or mainstream classes. Emphasis will be on using assistive technology, software programs in the areas of reading, spelling, writing, mathematics and cognitive memory to overcome or compensate for the students' areas of weakness. *Pass/No Pass Option, Satisfactory Progress. Non-degree applicable course.*

## LIBRARY SKILLS (LIB)

### LIB 010 INFORMATION COMPETENCY 1.0 UNIT

Total Lecture: 18 hours

Acceptable for credit: California State University; University of California

This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, 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. *Pass/No Pass Option.*

### LIB 010H INFORMATION COMPETENCY – HONORS 1.0 UNIT

Total Lecture: 18 hours

Acceptable for credit: California State University; University of California

This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, 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. *Pass/No Pass Option.*

## LINGUISTICS (LNG)

### LNG 001 INTRODUCTION TO LANGUAGE AND LINGUISTICS 3.0 UNITS

Total Lecture: 54 hours

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

This introductory course serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology—structural linguistics: phonetics, phonology, morphology, and syntax, as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. *Pass/No Pass Option.*

## MATHEMATICS (MAT)

### MAT 000C INTERMEDIATE ALGEBRA 5.0 UNITS

Total Lecture: 90 hours

Prerequisite: Completion of the Mission College Placement Process prior to registration.

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. This course is approved for credit by exam. *Pass/No Pass Option.*

### MAT 000CM INTERMEDIATE ALGEBRA (MAPS) 5.0 UNITS

Total Lecture: 90 hours

Prerequisite: Completion of the Mission College Placement Process Assistance prior to registration.

Corequisite: MAT 00CMX

MAT 000CM is the second course in the MAPS Algebra sequence that will prepare students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics.

Extended classroom hours in this sequence 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.*

### MAT 00CMX INTERMEDIATE ALGEBRA MAPS EXTRA 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: Completion of the Mission College Placement Process prior to registration.

Corequisite: MAT 000CM

This lecture course is a corequisite for MAT 000CM. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities used by the MAPS program. *Pass/No Pass Only.*

### MAT 000D TRIGONOMETRY 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II

Acceptable for credit: California State University

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 851, MATH 955. CSUGE: B4.

### MAT 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II

Acceptable for credit: University of California, California State University

This course fulfills the graduation competency requirement for Associate degree and the general education requirement in mathematics for the CSU system. It introduces critical thinking techniques in areas of mathematics that include, but not limited to sequences and series, probability and statistics, countable and uncountable sets, cryptography and number theory, history of mathematics, mathematics in art and nature, the Pythagorean Theorem, and methods of proof, and game theory. There is an emphasis on general problem solving techniques as the class explores mathematics that may will be unfamiliar to most students, and communicate mathematics through class activities and write-ups. *Pass/No Pass Option.* CSUGE: B4; IGETC: 2A.

### MAT 001 COLLEGE ALGEBRA 4.0 UNITS

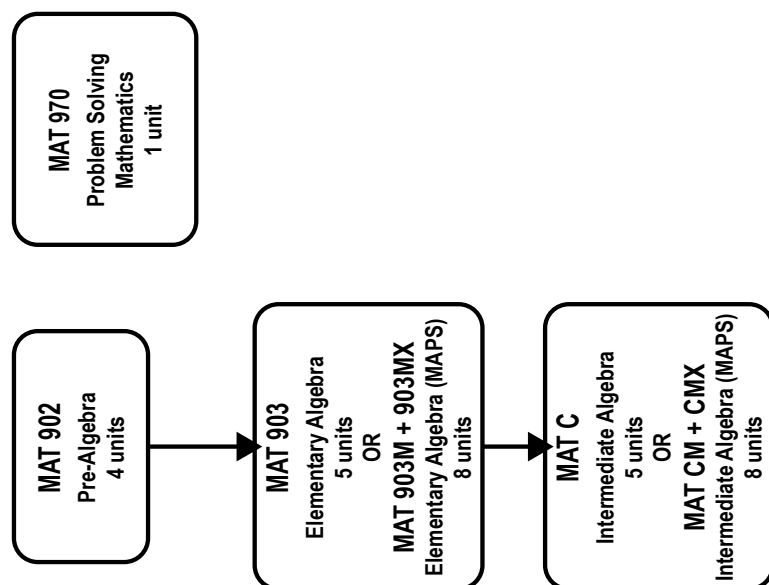
Total Lecture: 72 hours

Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II

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 is approved for credit by exam. *Pass/No Pass Option.* C-ID # MATH 955. CSUGE: B4; IGETC: 2A.

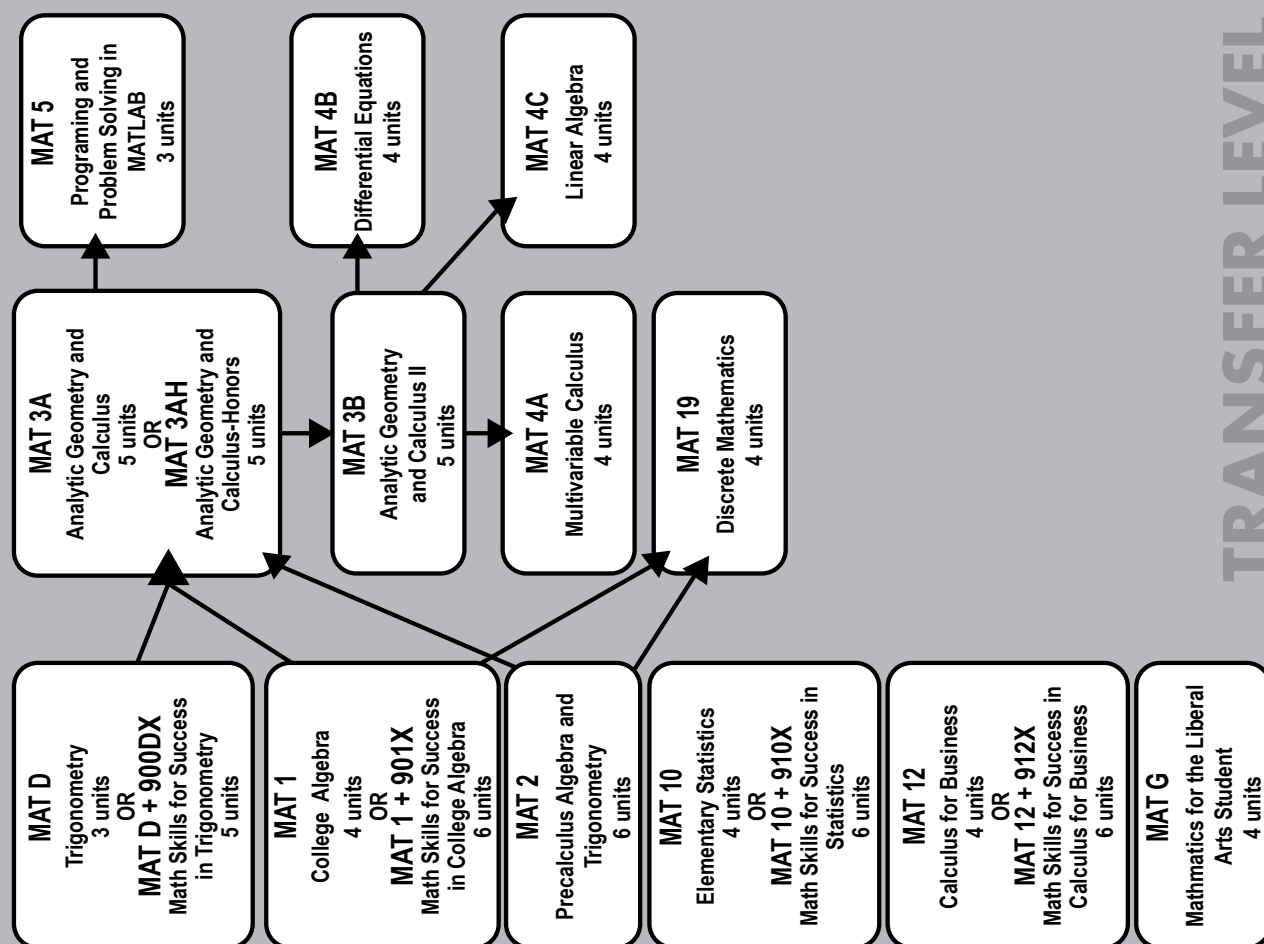
# COURSES



## 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](http://web.wvm.edu/placement-tool-mc)

\* Please see a counselor



# TRANSFER LEVEL

**MAT 001X COLLEGE ALGEBRA WITH  
ADDITIONAL SUPPORT 6.0 UNITS**

Total Lecture: 108 hours

*Prerequisite:* Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II  
*Acceptable for credit:* University of California (pending), 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. Areas of support will include review algebraic and basic geometric topics that underlie College Algebra concepts and practice reading skills and other study skills that promote success in College Algebra. *Pass/No Pass Option.*

**MAT 002 PRECALCULUS AND  
TRIGONOMETRY 6.0 UNITS**

Total Lecture: 108 hours

*Prerequisite:* Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II  
*Acceptable for credit:* University of California (5 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.

**MAT 003A ANALYTIC GEOMETRY AND  
CALCULUS I 5.0 UNITS**

Total Lecture: 90 hours

*Prerequisite:* (MAT 000D and MAT 001) or MAT 002

*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 is approved for credit by exam. *Pass/No Pass Option.* C-ID # MATH 210. CSUGE: B4; IGETC: 2A.

**MAT 003AH ANALYTIC GEOMETRY AND  
CALCULUS I HONORS 5.0 UNITS**

Total Lecture: 90 hours

*Prerequisite:* (MAT 000D and MAT 001) or MAT 002

*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. *Grade only.* C-ID # MATH 210. CSUGE: B4; IGETC: 2A.

**MAT 003B ANALYTIC GEOMETRY  
AND CALCULUS II 5.0 UNITS**

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 is approved for credit by exam. *Pass/No Pass Option.* C-ID # MATH 220. CSUGE: B4; IGETC: 2A.

**MAT 004A MULTIVARIABLE CALCULUS 5.0 UNITS**

Total Lecture: 90 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.

**MAT 004B DIFFERENTIAL EQUATIONS 4.0 UNITS**

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 240 CSUGE: B4; IGETC: 2A.

**MAT 004C LINEAR ALGEBRA 4.0 UNITS**

Total Lecture: 72 hours

*Prerequisite:* MAT 003B

*Advisory:* MAT 004A

*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.

**MAT 005 PROGRAMMING AND PROBLEM-  
SOLVING IN MATLAB 3.0 UNITS**

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.* C-ID # ENGR 220.

**MAT 009 INTEGRATED STATISTICS II 5.0 UNITS**

Total Lecture: 90 hours

*Prerequisite:* MAT 909

*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 909 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: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**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 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: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II*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. *Pass/No Pass Option. C-ID # MATH 110. CSUGE: B4; IGETC: 2A.***MAT 010X ELEMENTARY STATISTICS WITH ADDITIONAL SUPPORT 6.0 UNITS***Total Lecture: 108 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**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 technology is used. Areas of support will include review of arithmetic and algebra topics that underlie statistical procedures and concepts, hands-on activities that promote a deeper understanding of statistical ideas, and study skills that promote success in statistics. *Pass/No Pass Option. CSUGE: B4; IGETC: 2A.***MAT 012 CALCULUS FOR BUSINESS 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**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 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 900DX MATH SKILLS FOR SUCCESS IN TRIGONOMETRY 2.0 UNITS***Total Lecture: 36 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**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 Only. Non-degree applicable course.***MAT 901X MATH SKILLS FOR SUCCESS IN COLLEGE ALGEBRA 2.0 UNITS***Total Lecture: 36 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**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 Only. Non-degree applicable course.***MAT 902 PRE-ALGEBRA 4.0 UNITS***Total Lecture: 72 hours**Prerequisite: Completion of the Mission College Placement Process 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 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 Process 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 is approved for credit by exam. *Pass/No Pass Option. Non-degree applicable course.*

**MAT 903M ELEMENTARY ALGEBRA (MAPS) 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration.**Corequisite: MAT 903MX*

MAT 903M is the first course in the MAPS Algebra; it prepares students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this sequence allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is taken to present the material in various modalities to meet the needs of the students. 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. Concurrent enrollment in MAT 903MX is mandatory. This course is approved for credit by exam. *Pass/No Pass Option. Non-degree applicable course.*

**MAT 903MX ELEMENTARY ALGEBRA  
MAPS EXTRA 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration.**Corequisite: MAT 903M*

This lecture course is a co-requisite for MAT 903M. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities employed by the MAPS program. *Pass/No Pass Only. Non-degree applicable course.*

**MAT 909 INTEGRATED STATISTICS I 5.0 UNITS***Total Lecture: 90 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration.*

This is the first 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, introduction to simple linear regression, and basic concepts of probability. 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 MAT 909 and MAT 009 is required to satisfy CSU and UC transferability. *Pass/No Pass Option. Non-degree applicable course.*

**MAT 910X MATH SKILLS FOR  
SUCCESS IN STATISTICS 2.0 UNITS***Total Lecture: 36 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**Corequisite: MAT 010*

Math Skills for Success in Statistics is for students concurrently enrolled in MAT 010. In this course students will review arithmetic and algebraic topics that underlie statistical procedures and concepts, do hands-on activities that promote a deeper understanding of statistical ideas, and practice reading skills and other study skills that promote success in MAT 010. Concurrent enrollment in MAT 010 is required. *Pass/No Pass Only. Non-degree applicable course.*

**MAT 912X MATH SKILLS FOR SUCCESS IN  
CALCULUS FOR BUSINESS 2.0 UNITS***Total Lecture: 36 hours**Prerequisite: Completion of the Mission College Placement Process prior to registration or MAT 000C or MAT 000CM or MAT 00CMX or High School Algebra II**Corequisite: MAT 012*

Math Skills for Success in Calculus for Business is for students concurrently enrolled in MAT 012. In this course students will review algebraic and basic geometric topics that underlie Calculus for Business concepts and practice reading skills and other study skills that promote success in MAT 012. Concurrent enrollment in MAT 012 is required. *Pass/No Pass Option. Non-degree applicable course.*

**MAT 970 PROBLEM SOLVING IN  
MATHEMATICS 1.0 UNIT***Total Lecture: 18 hours*

This course introduces the student to various problem solving techniques, and develops mathematical and critical thinking skills. *Pass/No Pass Option. Non-degree applicable course.*

**MECHATRONIC  
TECHNOLOGY (MTT)****MTT 010 INTRODUCTION TO TECHNOLOGY  
AND CAREERS 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours*

This course exposes students to the field of mechatronics and control system disciplines. The course presents basic skills necessary to succeed as mechatronics student. The nature of control system in different process industries and the role of mechatronics technicians are explored. Communication skills for reports are developed. Guest speakers from local process firms and tours to local companies are included. *Pass/No Pass Option.*

**MTT 012 ELECTRONIC SYSTEMS MEASUREMENT  
AND TROUBLESHOOTING 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours**Advisory: MTT 010*

This course covers the measurement and characterization of electronic systems, data collection, and reporting results in industry-accepted formats. System and component performance are compared to published specifications and troubleshooting techniques are developed. Laboratory practice includes the proper use of standard test instruments. *Pass/No Pass Option.*

**MTT 020 PROGRAMMABLE LOGIC CONTROLLER (PLC)  
PROCESS CONTROL SYSTEMS 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours**Advisory: MTT 010*

This course covers Programmable Logic Controller (PLC) systems, function, interrelationship, and troubleshooting of systems components. PLC input/output systems and requirements are also discussed. Ladder logic programming is studied using basic I/O instructions, logic instructions, timers, counters, and comparison functions. Students will also develop an understanding of Piping/Process and Instrumentation Diagrams (P&ID). *Pass/No Pass Option.*

## MTT 022 PROGRAMMABLE LOGIC CONTROLLER (PLC) AND ROBOTIC SYSTEM COMPONENTS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 020

This course explores the integration of sensors, indicators, controllers, and final control elements for Programmable Logic Controller (PLC) and robotic systems. Closed loop control theory, Process/Piping and Instrumentation Diagram (P&ID), loop tuning, and control loop troubleshooting are also covered. Students will also learn process control system design and Proportional-Integral-Derivative (PID) tuning. *Pass/No Pass Option.*

## MTT 030 ELECTRICAL MOTORS AND CONTROL SYSTEMS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 020 and MTT 022

This course covers electrical motors and controls for commercial and industrial applications. Motor types include: Direct Current (DC), stepper, single-phase and three-phase Alternating Current (AC) motors, including Variable-Frequency Drives (VFD). Students will also develop motor theory knowledge through hands-on applications. *Pass/No Pass Option.*

## MTT 032 MICROCONTROLLER SYSTEMS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 010

This course explores single-chip microcontroller architecture. Students will apply their skills by programming microcontrollers and hone their troubleshooting skills on single-chip microcontroller electronic systems. Digital building blocks, number systems, and programming in high-level and assembly language is also covered. Students will also learn about interfacing the microcontroller for practical applications, measurement techniques, and instrumentation. *Pass/No Pass Option.*

## MTT 034 FLUID POWER SYSTEMS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 010

Introduces fluid power systems used in industry. The advantages and disadvantages of fluid power compared to other power transmission systems are examined. The potential dangers are explored and the safety procedures related to fluid power are reviewed and implemented. The application of principles of fluid power transmission and the formulas used in fluid power system analysis and design are experienced in the lab. The fundamental principles, components, symbols and applications of hydraulic and pneumatic fluid power applications are introduced. Basic power and control circuits are developed using computer aided design. The characteristics and dangers of using air as a fluid power force are explored. Pneumatic system components are studied including: compressors, linear actuators, rotary actuators and pneumatic tubing. The relationship between electrical signals and pneumatic controls for process industry. Hands-on activities using various pneumatic components are assembled in the lab. *Pass/No Pass Option.*

## MTT 040 ANALOG CIRCUITS AND SEMICONDUCTOR DEVICES 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 012

This course covers analog circuits, including: amplifiers, oscillators, and filters, using single-chip analog devices, operational amplifiers, field-effect transistors, bipolar transistors. *Pass/No Pass Option.*

## MTT 042 DIGITAL LOGIC SYSTEMS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: MTT 032

This course explores the architecture, programming, application, and troubleshooting of complex programmable logic device (CPLD) electronic systems. CPLDs will be programmed in VHDL (VHSIC-HDL, Very High Speed

Integrated Circuit Hardware Description Language). Fundamentals in number systems and Boolean Algebra are studied while combinational and sequential logic are used to design digital systems. The course also covers integrated logic families, digital circuit measurement techniques and instrumentation, and allows students to develop troubleshooting techniques. *Pass/No Pass Option.*

## MTT 050 DIGITAL MANUFACTURING 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Advisory: EGR 025

Introduction to manufacturing with two-dimensional and three-dimensional digital layout input. Creating designs using standard Two-Dimensional (2D) and Three-Dimensional (3D) design software, e.g. AutoCAD and SolidWorks, and 3D scanner. Optimization of project design for construction on 3D printers. Examination of materials available for 3D printing. *Pass/No Pass Option.*

# MUSIC (MUS)

NOTE: Maximum UC credit allowed for MUS 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

## MUS 005 FUNDAMENTALS OF MUSIC THEORY 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the fundamentals of music theory. Students will learn the basics of music notation, rhythm and meter, scales, intervals, chords and harmony, music analysis, melodic composition, songwriting, and techniques for listening to music. This introductory course is intended for all students. *Pass/No Pass Option. CSUGE: A1; IGETC: 3A.*

## MUS 006 COMMERCIAL MUSIC THEORY I 3.0 UNITS

Total Lecture: 54 hours

Advisory: MUS 005

Acceptable for credit: University of California, California State University

Commercial Music Theory I is an intermediate level course in music theory, commercial music composition, arranging, and songwriting. Students will review elements of basic music theory as it pertains to a wide variety popular music genres, including rock, pop, jazz, music for visual media, music for business and advertising applications. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

## 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

Commercial Music Theory II is an advanced-intermediate level course in music theory, commercial music composition, arranging, and songwriting. Students will review elements of music theory as it pertains to a wide variety popular music genres, music for visual media, and music for business and advertising applications. *Pass/No Pass Option. C-ID# MUS 140. CSUGE: C2; IGETC: 3B.*

## 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

Commercial Music Theory III is a continuation of MUS 007, and is an advanced level course in music theory, composition, and arranging for a wide variety of commercial music genres. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*



**MUS 010 MUSIC APPRECIATION 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: University of California, California State University*

This is a basic introductory course for the student without previous training in music. Students develop an appreciation and enjoyment of music through active listening and guided discussion on related topics including: symphony movements, opera, tone poems, sonata form, and the classical concerto. Style periods are discussed including the Middle Ages, Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present). Pass/No Pass Option. C-ID # MUS 100. CSUGE: C1; IGETC: 3A.

**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. 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. Pass/No Pass Option. CSUGE: C1; IGETC: 3A.

**MUS 030A BEGINNING PIANO I 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**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**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**Acceptable for credit: University of California, California State University*

A continuation of MUS 30B. 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. Students who are taking the course online will need access to a piano keyboard (acoustic or electronic) that is suitable for piano performance. A piano practice room is available for students during times when the campus is open. 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**Acceptable for credit: University of California, California State University*

This course is a continuation of MUS 31A. It is 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. Students who are taking the course online will need access to a piano keyboard (acoustic or electronic) that is suitable for piano performance. A piano practice room is available for students during times when the campus is open. This course is approved for credit by exam. Pass/No Pass Option.

**MUS 031C INTERMEDIATE PIANO III 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**Advisory: MUS 031B*

This course is a continuation of MUS 031B. It is 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. Students who are taking the course online will need access to a piano keyboard (acoustic or electronic) that is suitable for piano performance. A piano practice room is available for students during times when the campus is open. Pass/No Pass Option.

**MUS 032A BEGINNING VOICE I 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**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 repertory 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**Prerequisite: MUS 032A**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 repertory 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 033A INTERMEDIATE VOICE I 1.0 UNIT***Total Lecture: 9 hours, Total Lab: 27 hours**Prerequisite: MUS 032B**Acceptable for credit: University of California, California State University*

This course is a continuation of MUS 32B. Students will develop the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. Pass/No Pass Option.



**MUS 033B INTERMEDIATE VOICE II****1.0 UNIT***Total Lecture: 9 hours Total Lab: 27 hours**Prerequisite: MUS 033A**Acceptable for credit: University of California, California State University**This course is a continuation of MUS 033A. Students will further develop their singing voice, vocal presentation, and repertoire. Pass/No Pass Option.***MUS 036A BEGINNING GUITAR I****1.0 UNIT***Total Lecture: 9 hours Total Lab: 27 hours**Acceptable for credit: University of California, California State University**This is a beginning-level guitar course. Students learn about the guitar, how to string and tune a guitar, and basic chords and strumming patterns. Emphasis will be on learning popular songs and folk music. Basic music theory and music notation are also introduced. Students must supply their own playable guitar – acoustic steel string, classical nylon string or electric guitars are welcome. Pass/No Pass Option.***MUS 036B BEGINNING GUITAR II****1.0 UNIT***Total Lecture: 9 hours Total Lab: 27 hours**Prerequisite: MUS 036A**Acceptable for credit: California State University, University of California**This beginning-intermediate level course is for students who have successfully completed MUS 036A. Emphasis is on expanding their chordal repertoire to include seventh chords, reading traditional music notation and guitar tablature, and an introduction to the guitar pick. Students must supply their own playable guitar – acoustic steel string, classical nylon string, or electric guitars are welcome. Pass/No Pass Option.***MUS 036C INTERMEDIATE GUITAR I****1.0 UNIT***Total Lecture: 9 hours Total Lab: 27 hours**Prerequisite: MUS 036B**Acceptable for credit: California State University, University of California**This intermediate level course is for students who have successfully completed MUS 036B. Students will learn intermediate level guitar techniques including barre chords, playing scales, and an introduction to fingerstyle guitar. Students also learn how to perform in a variety of musical styles including popular, country, folk, and the blues. Students must supply their own playable guitar – acoustic steel string, classical nylon string or electric guitars are welcome. Pass/No Pass Option.***MUS 036D INTERMEDIATE GUITAR II****1.0 UNIT***Total Lecture: 9 hours Total Lab: 27 hours**Prerequisite: MUS 036C**Acceptable for credit: California State University, University of California**This is an advanced-intermediate course in guitar for students who have successfully completed MUS 036C. 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 031A**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 039C**Acceptable for credit: University of California, California State University**This is a piano performance course for advanced piano students. Emphasis is placed on developing repertoire and performance skills to prepare for a final piano concerto performance. Assignments include preparation and performances of different piano repertoire, discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Students also study piano pedagogy. 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**Prerequisite: MUS 039C**Acceptable for credit: University of California, California State University**This is a piano performance course for advanced piano students. Emphasis is placed on developing repertoire and performance skills to prepare for a final piano concerto performance. Assignments include preparation and performances of different piano repertoire, discussions and projects related to standard piano 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**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**Prerequisite: MUS 041A**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. Students who wish to enroll in MUS 041B must have previous experience in group singing at the beginning level. 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**Prerequisite: MUS 041B**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**Prerequisite: MUS 041C**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: Students will audition for the instructor to demonstrate their instrumental skill level.**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 scheduled performances required. New works of orchestral music are performed each semester. Students must provide their own instruments. *Pass/No Pass Option. C-ID # MUS 180.*

**MUS 048B SYMPHONY ORCHESTRA II 1.0 UNIT***Total Lab: 54 hours**Advisory: 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 scheduled performances required. New works of orchestral music are performed each semester. Students must provide their own instrument. *Pass/No Pass Option.*

**MUS 048C SYMPHONY ORCHESTRA III 1.0 UNIT***Total Lab: 54 hours**Advisory: 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 scheduled performances 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 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 scheduled performances 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**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 a Digital Audio Workstation (DAW). 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**Acceptable for credit: California State University*

This course is a hands-on survey of audio recording techniques using digital music 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 basic 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**Advisory: MUS 005**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 a Digital Audio Workstation (DAW) 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. This course may be offered via distance learning. *Pass/No Pass Option.*

**MUS 083 AUDIO PRODUCTION II 3.0 UNITS***Total Lecture: 54 hours**Advisory: MUS 080**Acceptable for credit: California State University*

This is an advanced audio recording, mixing and MIDI production course using ProTools 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.*

## NONCREDIT BASIC SKILLS (NCB)

*Noncredit instruction provides students with access to a variety of free, open-entry/open exit courses to assist them in reaching their personal, academic and professional goals. Noncredit courses do not have credit or unit values associated with them, vary in the number of hours of instruction and do not have Prerequisites or repeatability restrictions.*

### NCB 901 STRATEGIESTOIMPROVEWRITING NONCREDIT

*Total: 54 Hours*

*Prerequisite: ESL 960GW and ESL 960LS and ESL 960RV*

*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 902 STRATEGIES TO IMPROVE WRITING NONCREDIT

*Total: 54 Hours*

*Prerequisite: ESL 970RW*

*Advisory: ENG 905 and ESL 970G and ESL 970LS*

This course gives basic skills students practice using various writing techniques that prepare them for their 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 non-credit course explores art, crafts and creative artistic expression through a variety of different artistic techniques.. This course develops formal artistic skills such as color, composition, form, harmony, texture, and contrast through physical and tactile skills such as painting, sculpture, writing, and coloring. Cultural, seasonal and holiday themes are emphasized in the production of arts and crafts items for personal use or gifts. *Satisfactory Progress, Pass /No Pass. Non-degree applicable course.*

### NCO 3900 FORUM ON WORLD AFFAIRS 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. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3901 FORUM ON WORLD AFFAIRS I NONCREDIT

*Total: 9 hours*

This course expands the student's knowledge of current economic, social, and cultural issues at an introductory level. Students also improve communication skills as they share knowledge of world, national, and local issues and become better informed community members. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3902 FORUM ON WORLD AFFAIRS II NONCREDIT

*otal: 18 hours*

This course provides an in-depth coverage of current affairs that includes analysis of economic, social, historic, and cultural factors that contribute to current world affairs. Through class discussions and individual student projects students improve skills in communication and critical analysis. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3903 FORUM ON WORLD AFFAIRS III NONCREDIT

*Total: 36 hours*

This course provides an in-depth coverage of current affairs that includes analysis of economic, social, historic, and cultural factors that contribute to current world affairs. Through class discussions and individual student projects students improve skills in communication and critical analysis. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3904 MOVE TO BE FIT NONCREDIT

*Total: 18 hours*

Through lecture, demonstration, and practice, older adults learn techniques for stress reduction, strategies for safely implementing a physical activity program, and develop an understanding of key healthy aging concepts to maintain and improve overall health and well-being. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3905 FITNESS FOR OLDER ADULTS

**NONCREDIT** *Total: 24 hours*

This course is designed to help the older adult improve balance and agility. Students are given activities that contribute to their understanding of the benefits of physical activity and movement through the aging process. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3906 MUSIC APPRECIATION THROUGH MOVEMENT NONCREDIT

*Total: 36 hours*

This course is designed for the non-credit older adult who has had no formal training in music. Students develop an appreciation and enjoyment of music through active listening, guided practice, and movement. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3907 CRAFT AND CREATE NONCREDIT

*Total: 9 hours*

This course is for the older adult who is interested in learning a variety of different craft techniques through the execution of simple art projects. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3908 EXPLORATIONS IN PAINTING AND DRAWING NONCREDIT

*Total: 24 hours*

This course is for the older adult student who is interested in developing skills in drawing and painting. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*

### NCO 3909 THE JOY OF ART NONCREDIT

*Total: 36 hours*

This course is for the older adult who is interested in working in applying various techniques to the creation of independent art projects. *Satisfactory Progress, Pass/No Pass. Non-degree applicable course.*



## NONCREDIT HEALTH OCCUPATIONS (NCH)

### NCH 001CW INTRODUCTION TO COMMUNITY HEALTH WORK NONCREDIT

Total: 54 Hours

Advisory: CAP 010A and CAP 062B

This is the first of a three-course sequence leading to the Community Health Worker Certificate of Completion. This course introduces students to the role of the Community Health Worker, the types of client and agencies with whom the Community Health Worker works on a daily basis, and the basic concepts of public health practice. *Pass/No Pass Only. Non-degree applicable course.*

### NCH 002CW INTRODUCTION TO CHRONIC DISEASE MANAGEMENT NONCREDIT

Total: 54 Hours

Prerequisite: NCH 001CW

This course addresses chronic health conditions (also referred to as chronic illness or chronic disease), the leading cause of illness and death in the United States. Community Health Workers (CHW) often work closely with clients who live with chronic conditions. Topics include basic information about the types of chronic conditions and techniques for their management. *Pass/No Pass Only. Non-degree applicable course.*

### NCH 003CW EXTERNSHIP FOR COMMUNITY HEALTH WORKER NONCREDIT

Total: 54 Hours

Prerequisite or Corequisite: NCH 002CW

This externship will give students an experiential learning opportunity to enhance their academic and professional skill sets. Students will learn and understand the duties of a Community Health Worker in a professional setting, and contract for a minimum of 54 hours at an externship placement. Students must complete the first course, NCH 001CW. The next course NCH 002CW can be taken with NCH 003CW externship. (Note: Any student can take both NCH 001CW and NCH 002CW in one semester or summer, then take the NCH 003CW Externship next semester.) *Pass/No Pass Only. Non-degree applicable course.*

## NUTRITIONALSCIENCE (NTR)

### NTR 015 HUMAN NUTRITION 3.0 UNITS

Total Lecture: 54 hours

Advisory: ENG 001A or ENG 001AX

Acceptable for credit: University of California, California State University

This course introduces scientific principles as they apply to human nutrition. It explores the functions of essential nutrients, the chemical composition of foods, as well as psychological and social issues related to food intake. Students will explore current topics in nutrition and evaluate nutrient intake as it relates to maintaining health and preventing disease throughout the lifecycle. 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 nutrition course intended for students interested in entering the health fields with emphasis on physiology, metabolism of nutrients, metabolic diseases, and dietary modification to optimize recovery and health. Students will understand and evaluate dietary intake, nutritional assessment, and nutrition care commonly used at clinics and hospitals. *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? *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. *Pass/No Pass Option. C-ID # PHIL 110. CSUGE: A3.*

### PHI 003 INTRODUCTION TO PROBLEMS IN ETHICS 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: ENG 001A or ENG 001AX

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? *Pass/No Pass Option. CSUGE: C2, D2; IGETC: 3B, 4G.*

## PHYSICAL EDUCATION

See Kinesiology for program and course information.



## 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, PHYS 105. 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, PHYS 110. CSUGE: B1; IGETC: 5A.

### PHY 004A ENGINEERING PHYSICS-MECHANICS 5.0 UNITS

Total Lecture: 72 hours, Total Lab: 54 hours

Prerequisite: MAT 003A or MAT 003AH

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, PHYS 200S. CSUGE: B1; IGETC: 5A.

### PHY 004B ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM 4.0 UNITS

Total Lecture: 54 hours Total Lab: 54 hours

Prerequisite: MAT 003B and PHY 004A

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, Ampere'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, PHYS 200S. 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 and 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, PHYS 200S. 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 or High School Algebra I

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.

## 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. Pass/No Pass Option. C-ID # POLS 110, POLS 120. CSUGE: D8; 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 001H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option. C-ID # POLS 110. CSUGE: D8; IGETC: 4H.

### 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. Pass/No Pass Option. C-ID # POLS 130. CSUGE: D8; IGETC: 4H.

**POL 003 INTRODUCTION TO POLITICAL THEORY 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

The course familiarizes students with central debates in political theory and provides an overview of the works of some of theories of politics, from the classical to the modern. It is organized around the examination of several key political concepts, such as liberty, equality, justice, authority, rights, citizenship, and revolution. *Pass/No Pass Option. C-ID # POLS 120. 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 beginning 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 the 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. C-ID # POLS 160. 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, as well as the effects of their intersectionality. 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.*

## PSYCHOLOGY (PSY)

**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 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 is approved for credit by exam. *Pass/No Pass Option. C-ID # PSY 110. CSUGE: D9; IGETC: 4I.*

**PSY 007 BIOLOGICAL PSYCHOLOGY 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: PSY 001 or PSY 001H

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. *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. *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 is approved for credit by exam. Grade only. C-ID # PSY 180. CSUGE: D9; IGETC: 4I.

**PSY 015 INTRODUCTION TO RESEARCH METHODS 3.0 UNITS**

Total Lecture: 54 hours

Prerequisite: (MAT 010 or MAT 010H or MAT 009 or SOC 016) and (PSY 001 or PSY 001H)

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 or MAT 010H or MAT 009 or SOC 016) and (PSY 001 or PSY 001H)

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 PSY015 and PSY015H. Enrollment in the Honors Program 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 or PSY 001H

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 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. 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. Pass/No Pass Option. C-ID # PSY 130. CSUGE: D10, E; IGETC: 4J.

## 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. Grade only. CSUGE: A3, E.

## REGISTERED NURSING

SEE NURSING FOR PROGRAM AND COURSE INFORMATION.

## SOCIAL JUSTICE STUDIES (SJS)

**SJS 001 SOCIAL JUSTICE 3.0 UNITS**

Total Lecture: 54 hours

Interdisciplinary study of social justice. The course will cover philosophical and historical foundations of the social justice concept and movement and examine the socio-economic, cultural and political conditions of key social groups. The lens will be centered on but not limited to the experiences of the United States. Pass/No Pass Option. C-ID # SJS 110.

**SJS 002 INTRODUCTION TO GENDER STUDIES 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: California State University, University of California

In this course, students will learn how sex and gender are shaped by biological and environmental factors, and what research shows about sex differences. Further, students will examine gender from feminist perspectives. This course will examine how gender is constructed in various institutions such as the family, mass media, education, and the economy. In this course students will be given a basic understanding of the gender and feminism and will be introduced to relevant theories of gender, the intersectionality of gender, race and class, as well as how gender shapes an individual's experience of the world in realms such as communication, sexuality, relationships, work, health and violence. Pass/No Pass Option. C-ID # SJS 120.



**SJS 003 INTRODUCTION TO LGBTQ STUDIES 3.0 UNITS***Total Lecture: 54 hours**Acceptable for credit: California State University, University of California*

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. *Pass/No Pass Option. C-ID # SJS 130.*

**SOCIOLOGY (SOC)****SOC 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. *Pass/No Pass Option. C-ID # SOCI 110. CSUGE: D; IGETC: 4.*

**SOC 001H INTRODUCTION TO SOCIOLOGY - 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. *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. *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. *Pass/No Pass Option. C-ID # SOCI 115. CSUGE: D; IGETC: .*

**SOC 016 INTRODUCTION TO STATISTICS IN SOCIAL AND BEHAVIORAL SCIENCES 3.0 UNITS***Total Lecture: 54 hours**Prerequisite: (MAT 000C or High School Algebra II) and (PSY 001 or PSY 001H or SOC 001 or SOC 001H)**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. *Pass/No Pass Option. C-ID # SOCI 150. CSUGE: D; IGETC: 4.*

**SOC 040 INTRODUCTION TO MARRIAGE AND FAMILY 3.0 UNITS***Total Lecture: 54 hours**Advisory: SOC 001**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. *Pass/No Pass Option. C-ID # SOCI 130. 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. *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. *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 principals and methods. Although justice structure and process are examined in a cross-cultural context, the emphasis is placed on the US justice system, particularly the structure and function of US 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. C-ID # AJ 110. 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. C-ID # AJ 120. .

## **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. C-ID # AJ 200. .

## **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. C-ID # AJ 160. CSUGE: D; IGETC 4

## **SPANISH (SPA)**

### **SPA 001 FIRST SEMESTER SPANISH 5.0 UNITS (ELEMENTARY LEVEL)**

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 from Spain, Latin America, and the United States. Pass/No Pass Option. C-ID # SPAN 100. CSUGE: C2; IGETC: 6A

### **SPA 001L FIRST SEMESTER SPANISH LABORATORY 0.5 UNIT**

Total Lab: 27 hours

Corequisite: SPA 001

Acceptable for credit: 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. This is a 0.5 unit class that is a corequisite of SPA 001. Pass/No Pass Option. CSUGE: C2.

### **SPA 002 SECOND SEMESTER SPANISH 5.0 UNITS (ELEMENTARY LEVEL)**

Total Lecture: 90 hours

Prerequisite: SPA 001 or 2 years of High School Spanish

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 UNITS**

Total Lab: 27 hours

Advisory: SPA 002

Acceptable for credit: California State University

SPA 002L is a continuation of SPA 001L and is also a corequisite of SPA 002. 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. CSUGE: C2.

### **SPA 003 THIRD SEMESTER SPANISH 5.0 UNITS (INTERMEDIATE LEVEL)**

Total Lecture: 90 hours

Prerequisite: SPA 002

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 (INTERMEDIATE LEVEL)**

Total Lecture: 90 hours

Prerequisite: SPA 003

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 210. 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 SPA 050A. Students increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. This course is approved for credit by exam. Pass/No Pass Option. CSUGE: C2.

## TRANSPORTATION (TRN)

**TRN 010 INTRODUCTION TO TRANSIT  
INDUSTRY CAREERS 1.0 UNIT**

Total Lecture: 18 hours

Introduction to the wide variety of professions available in the public transit industry. Gain an understanding of the various departments and career pathways within the public transit industry and determine whether public transit is a potential career path to pursue. This course is approved for credit by exam. Pass/No Pass Option.

**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. Pass/No Pass Option.

**TRN 102 PUBLIC SERVICE AND STRESS MANAGEMENT  
FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNIT**

Total Lecture: 18 hours

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.

**TRN 103 COMMUNITY HEALTH ISSUES FOR  
PUBLIC TRANSIT EMPLOYEES 1.0 UNIT**

Total Lecture: 18 hours

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

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

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

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

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

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

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

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

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*

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*

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.*

**TRN 131 BASIC PRINCIPLES OF TRACK  
MAINTENANCE I 2.0 UNITS**

*Total Lecture: 27 hours, Total Lab: 27 hours*

Students are introduced to track structure, safety and use of track, track tools, roadbed, crossties, and ballast. This course prepares students for entry-level positions in railway track work. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 132 BASIC PRINCIPLES OF TRACK  
MAINTENANCE II 2.0 UNITS**

*Total Lecture: 27 hours, Total Lab: 27 hours*

Students are introduced to rail maintenance, rail joint maintenance, track alignment and gage, track surface, turnouts, and roadway maintenance. This course prepares students for entry-level positions in railway track work. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 133 ADVANCED PRINCIPLES OF TRACK  
MAINTENANCE I 2.0 UNITS**

*Total Lecture: 27 hours, Total Lab: 27 hours*

Students are introduced to rail replacement, cutting and welding, turnouts and trackwork, track construction, railroad grade crossing, and management and security. This course prepares students for entry-level positions in railway track work. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 134 ADVANCED PRINCIPLES OF TRACK  
MAINTENANCE II 2.5 UNITS**

*Total Lecture: 27 hours, Total Lab: 54 hours*

Students are introduced to operation work equipment, vegetation control, rail defects, track inspection, Federal Railroad Administration (FRA) track standards, and derailment work. This course prepares students for entry-level positions in railway track work. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 141 PRINCIPLES OF ELECTRICITY AND  
TEST EQUIPMENT 3.0 UNITS**

*Total Lecture: 45 hours, Total Lab: 27 hours*

This course covers the basic principles of electricity needed to safely and efficiently perform overhead line work, including proper use of electrical test equipment. 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. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 142 ELECTRICAL SAFETY  
FOR THE TRADES 2.5 UNITS**

*Total Lecture: 45 hours*

*Prerequisite: 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.*

This course covers basic principles of electricity and the potential dangers it can pose to humans. Safety topics include electrical hazards, use of electrical protective devices, and safe work practices around electricity. 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. *Pass/No Pass Option.*

**TRN 143 DC THEORY AND  
POWER COMPONENTS 2.0 UNITS**

*Total Lecture: 36 hours*

*Advisory: MAT 903 or High School Algebra I*

This course covers DC (Direct Current) theory and various power components used in overhead line work. 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. *Pass/No Pass Option.*

**TRN 144 TRACTION POWER  
SAFETY PRACTICES 2.5 UNITS**

*Total Lecture: 45 hours*

This course covers safe practices for the use of traction power systems. 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. *Pass/No Pass Option.*

**TRN 151 OVERHEAD LINE WORKER APPRENTICESHIP  
FUNDAMENTALS I 2.5 UNITS**

*Total Lecture: 36 hours, Total Lab: 27 hours*

This course covers high voltage, NFPA 70E, red tag power outage procedures, print reading and documentation, and hand and power tools. 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. *Pass/No Pass Option.*

**TRN 152 OVERHEAD LINE WORKER APPRENTICESHIP  
FUNDAMENTALS II 2.5 UNITS**

*Total Lecture: 27 hours, Total Lab: 54 hours*

This course covers traction power tools and test equipment, traction power substations, power distribution and control, and overhead contact systems. 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. *Pass/No Pass Option.*

**TRN 153 OVERHEAD LINE WORKER APPRENTICESHIP  
FUNDAMENTALS III 2.5 UNITS**

*Total Lecture: 36 hours, Total Lab: 27 hours*

This course covers fall protection, rigging and hoisting, hi-rail vehicles, bucket truck and bucket rescue, grounding, and confined space entry. 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. *Pass/No Pass Option.*

**TRN 154 CATENARY SAFE WORK PRACTICES 5.0 UNITS**

*Total Lecture: 72 hours, Total Lab: 54 hours*

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 limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*



**TRN 155 MOBILE CRANE - BOOM TRUCK 2.0 UNITS***Total Lecture: 27 hours, Total Lab: 27 hours*

This course covers safe use of the mobile crane (boom truck). 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. *Pass/No Pass Option.*

**TRN 201 SERVICE MECHANIC: ORIENTATION & SAFETY 2.5 UNITS***Total Lecture: 45 hours*

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*

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*

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**Advisory: TRN 203A*

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*

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*

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*

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*

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*

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*

This course focuses on preventative maintenance practices, such as routine inspections. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 210 SERVICE MECHANIC: OVERHAUL & REPAIR ORIENTATION 2.5 UNITS***Total Lecture: 45 hours*

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.*

**TRN 301 THE ART OF TRAINING FOR TRANSIT I 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours*

This course is part of the Art of Training for Transit series designed for transit trainers to achieve personal mastery in the three keys of teaching artistry: Preparation, Teaching, and Reflection. Students will learn the characteristics of a professional trainer and the fundamentals of instructional design. Students will build their skills through practical labs and written journals throughout the course. This course, as part of the Art of Training for Transit series, is appropriate for both new trainers and experienced trainers, especially those who teach in transit apprenticeships or other formal training programs. *Pass/No Pass Option.*

**TRN 302 THE ART OF TRAINING FOR TRANSIT II 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours**Prerequisite: TRN 301*

This is an intermediate level course of a three-course series designed for transit trainers to advance their mastery in the three keys of teaching artistry: Preparation, Teaching, and Reflection. Students will advance their skills in self-assessment/reflection and build a personal system of continuous learning. Students will learn multiple teaching modalities and use of instructional software through practical labs and written journals throughout the course. Students will also explore student assessment and classroom management techniques geared to intermediate/advanced topics classes. This course, as part of the Art of Training for Transit series, is appropriate for trainers with at least one year of teaching experience, especially those who teach in transit apprenticeships or other formal training programs. *Pass/No Pass Option.*

**TRN 303 THE ART OF TRAINING FOR TRANSIT III 2.0 UNITS***Total Lecture: 18 hours, Total Lab: 54 hours**Prerequisite: TRN 301 and TRN 302*

This is an advanced level course of a three-course series designed for transit trainers to advance their mastery in the three keys of teaching artistry: Preparation, Teaching, and Reflection. Students will evaluate and help refine teaching styles, approaches, and assessment tools of other instructors in their training department/section, using the course content from TRN 301 and TRN 302. Students will learn effective mentoring and coaching skills for a training department/section. This course is appropriate for trainers with at least two years of teaching experience, especially for those who play a lead role or teach in transit apprenticeships or other formal training programs. *Pass/No Pass Option.*



**TRN 401 COACH OPERATOR: NEW OPERATOR TRAINING I 2.0 UNITS**

*Total Lecture: 27 hours, Total Lab: 27 hours*

This classroom/lab instruction course for Coach Operator Apprentices focuses on DMV legal regulations as they apply to the mass transit industry. This course is approved for credit by exam. *Pass/No Pass Option.*

**TRN 402 COACH OPERATOR: NEW OPERATOR TRAINING II 5.0 UNITS**

*Total Lecture: 45 hours, Total Lab: 135 hours*

*Advisory: TRN 401*

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.*

**TRN 403 COACH OPERATOR: NEW OPERATOR TRAINING III 1.0 UNIT**

*Total Lecture: 18 hours*

*Advisory: TRN 401*

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.*

**TRN 404 COACH OPERATOR: NEW OPERATOR TRAINING IV 1.0 UNIT**

*Total Lecture: 18 hours*

*Advisory: TRN 401*

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.*

**TRN 405 COACH OPERATOR: NEW OPERATOR TRAINING V 1.0 UNIT**

*Total Lecture: 18 hours*

*Advisory: TRN 401*

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.*

**TRN 421 TRANSIT DISPATCHING AND RADIO COMMUNICATIONS 8.0 UNITS**

*Total Lecture: 72 hours, Total Lab: 216 hours*

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. *Pass/No Pass Option.*

**TRN 441 BUSINESS TECHNOLOGY AND WRITING FOR SUPERVISORS 1.0 UNIT**

*Total Lecture: 9 hours, Total Lab: 27 hours*

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. *Pass/No Pass Option.*

**TRN 501 LIGHT RAIL OPERATOR SAFETY CERTIFICATION 2.0 UNITS**

*Total Lecture: 36 hours*

This course is part of VTA's Light Rail Safety Certification program, which is required for employees that will perform work in a rail environment. The Light Rail Safety Certification program introduces employees to rail nomenclature and builds a safety foundation that meets the requirements identified by VTA and the California Public Utilities Commission (General Orders 175-A, 172 and 143-B). *Pass/No Pass Option.*

**TRN 502 LIGHT RAIL OPERATOR YARD CERTIFICATION 2.0 UNITS**

*Total Lecture: 36 hours*

This course is part of VTA's Light Rail Yard Operation Certification program, which is required for employees that will operate light rail vehicles within the Guadalupe Yard limits. The Light Rail Yard Operation Certification program introduces employees to VTA's Kinkisharyo light rail vehicle. Employees will learn about the operations of the vehicle, various components and operating rules. This training meets the requirements identified by VTA and the California Public Utilities Commission (General Order 143-B). *Pass/No Pass Option.*

**TRN 503A LIGHT RAIL INFRASTRUCTURE: MAINLINE OPERATION CERTIFICATION 2.5 UNITS**

*Total Lecture: 36 hours, Total Lab: 27 hours*

*Prerequisite: TRN 501 and TRN 502*

This course is part of the VTA Light Rail Mainline Operation Certification program, which is required for employees that will operate light rail vehicles beyond the Guadalupe Yard. The Light Rail Mainline Operation Certification program focuses on the infrastructure found on VTA's mainline and familiarizes employees with requirements to safely navigate through them. This training meets the requirements identified by VTA and the California Public Utilities Commission (General Order 143-B). *Pass/No Pass Option.*

**TRN 503B LIGHT RAIL INFRASTRUCTURE: BLUE LINE FAMILIARIZATION 2.5 UNITS**

*Total Lecture: 36 hours, Total Lab: 27 hours*

*Prerequisite: TRN 501 and TRN 502 and TRN 503A*

The Light Rail Infrastructure Blue Line Familiarization course is required for VTA employees that will operate light rail vehicles beyond in revenue service between the Santa Teresa Terminal and Baypointe Terminal. The Blue Line Familiarization focuses on the specific infrastructure found on the blue-line; employees will learn the requirements to safely navigate a Light Rail Vehicle(LRV) through this route. This training meets the requirements identified by VTA. *Pass/No Pass Option.*

**TRN 503C LIGHT RAIL INFRASTRUCTURE: ORANGE LINE FAMILIARIZATION 2.5 UNITS**

*Total Lecture: 36 hours, Total Lab: 27 hours*

*Prerequisite: TRN 501 and TRN 502 and TRN 503A and TRN 503B*

The Light Rail Infrastructure: Orange Line Familiarization course is required for employees that will operate light rail vehicles beyond in revenue service between the Alum Rock Terminal and Mountain View Terminal. The Orange Line Familiarization focuses on the specific infrastructure found on the orange line, employees will learn the requirements to safely navigate a LRV through this route. This training meets the requirements identified by VTA. *Pass/No Pass Option.*

**TRN 503D LIGHT RAIL INFRASTRUCTURE:  
GREEN LINE FAMILIARIZATION 2.5 UNITS**

Total Lecture: 36 hours, Total Lab: 27 hours

Prerequisite: TRN 501 and TRN 502 and TRN 503A and TRN 503B and TRN 503C

The Light Rail Infrastructure Green Line Familiarization course is required for VTA employees that will operate light rail vehicles in revenue service between the Winchester Terminal and Old Ironsides Terminal. The Green Line Familiarization focuses on the specific infrastructure found on the green line; employees will learn the requirements to safely navigate a LRV through this route. This training meets the requirements identified by VTA. *Pass/No Pass Option.*

**TRN 504 LIGHT RAIL TRAIN OPERATIONS 2.0 UNITS**

Total Lecture: 9 hours, Total Lab: 81 hours

Prerequisite: TRN 501 and TRN 502 and TRN 503A and TRN 503B and TRN 503C and TRN 503D

Acceptable for credit: California State University

Light Rail Train Operations is a capstone course that builds on the TRN 501-503 series. It focuses on the student's ability to apply the rules, regulations, standard operating procedures, and their LRV/light rail system knowledge through intensive operations training with instructors in the field. This training meets the requirements identified by VTA. *Pass/No Pass Option.*

## VIETNAMESE (VIE)

**VIE 001 FIRST SEMESTER VIETNAMESE 5.0 UNITS  
(ELEMENTARY LEVEL)**

Total Lecture: 90 hours

Acceptable for credit: University of California, California State University

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. This course is approved for credit by exam. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

**VIE 002 SECOND SEMESTER VIETNAMESE 5.0 UNITS**

Total Lecture: 90 hours

Prerequisite: VIE 001 or two years of high school Vietnamese or equivalent.

Acceptable for credit: University of California, California State University

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. This course is approved for credit by exam. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

**VIE 049A VIETNAMESE FOR THE VIETNAMESE-  
SPEAKING 3.0 UNITS**

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course presents a comparison between the Vietnamese spoken in the U.S. and the formal written and spoken Vietnamese language. Emphasis is on study of Vietnamese culture, society, and history. This course includes studying the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course is taught primarily in Vietnamese. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

**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.*

## 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, develop and write measurable learning objectives in developing short- and long-range career goals.

**Learning Outcomes:**

Students who complete Work Experience will:

- Identify learning objectives to be achieved on the job
- Identify job skills required for their job placement and demonstrate those skills to their employer
- Define aspects of employability
- Delineate a plan to increase personal employability.

*Students will complete the required hours of work and demonstrate progress on their learning objectives in order to receive Work Experience credit.*

*The learning outcomes are assessed through a combination of the employer evaluation and a meeting between the Work Experience Instructor, student and employer.*

*Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.*

Determination of the units is based on the following schedule of hours.

UNITS OF CREDIT	AVERAGE HOURS WORK PER WEEK REQUIRED	TOTAL HOURS
1	5 - 9	75
2	10 - 14	150
3	15 - 19	225
4	20+	300

*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)

### WRK 300CD OCCUPATIONAL WORK EXPERIENCE FOR CHILD DEVELOPMENT 3.0 UNITS

180 hours of unpaid or 216 hours of paid work experience, per semester.

*Prerequisite:* CHD 001 and CHD 002 and CHD 010 and CHD 017 and CHD 020 and CHD 024 and CHD 025 and HOC 004

*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 300FP OCCUPATIONAL WORK EXPERIENCE FOR FIRE PREVENTION INTERNSHIP 3.0 - 4.5 UNITS

*Prerequisite:* FPT 055 or FPT 301

*Acceptable for credit:* California State University

This Work Experience course is part of the Fire Prevention Internship Program and accompanies FPT 300A, 300B, 300C and 300D. This course requires that students apply for and are admitted to a paid internship with a fire agency, and students may have to meet eligibility requirements for the internship that may vary according to the agency. Fire Prevention Interns will complete 10-14 hours paid employment per week at a fire agency, Monday through Friday during normal business hours. Interns may be assigned to 2 different agencies. Units vary between 3 units for 10 hours (160 hours total) to 4.5 units for 14 hours (224 hours total). According to CCR Title 5, 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 fire prevention and fire service 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 for each unit earned per semester. Students can earn a maximum of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Only one Work Experience course may be taken per semester. Note: Students must be working in a job or volunteer position related to their major. *Grade Only.*

### WRK 300GW GENERAL WORK EXPERIENCE 1.0 - 4.0 UNITS

*Acceptable for credit:* California State University

General Work Experience provides an opportunity for students to earn college credit for on-the-job training in a paid or volunteer position. The student will be required to attend 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. Students may enroll in a maximum of 8 units of work experience per term, for a total maximum of 16 units of general work experience during their community college attendance. Note: Students must be working in a paid job or volunteer position prior to starting the course. *Pass/No Pass Option.*

### WRK 300HM OCCUPATIONAL WORK EXPERIENCE FOR HOSPITALITY MANAGEMENT 1.0-8.0 UNITS

60-300 hours of unpaid work experience, or 75-375 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 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. Students can earn a maximum of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Only one Work Experience course may be taken per semester. Note: Students must be working in a job or volunteer position related to their major. *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, 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.*



# MISSION COLLEGE PERSONNEL

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Bradley Davis

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Director, Business and Community Engagement, Rob Gamble  
Director, EOPS/CARE/CalWORKs, Diego Espinosa  
Director, Child Development Center, Anne Horgan  
Director, DSPS and VALOR, Debra Williams  
Director, EOPS/CARE Program, Ajani Byrd  
Director, HSI-STEM Program, Inez Barragan  
Director, MESA, Edrina Rashidi  
Director, Enrollment and Financial Services, Veronica Martinez  
Director, International Programs, Chigusa Katoku  
Director, LVN Program, Marsha Oliver  
Director, Marketing, Niall Adler  
Director, Outreach and Student Development, Connor Keese

Director, RN Program, Judith Berkley

Acting Director, Research, Planning, and Institutional Effectiveness, TBA

Director, Student Health Services, Dr. Alfred Forest

Director, Student Equity and Success, Ken Songco

## Mission College Department Chairs\*

Academic Support Center, Chia Green  
Accounting, Teresa Thompson  
Anthropology, Karen Gee  
Art, Mark Engel  
Astronomy, Clint Poe  
Biological Sciences, Kelly Neary  
Business, Christopher Zilg  
Chemistry, James Schweppe  
Child Development Center, MyTra Nguyen-Vu  
Communication Studies, Steve Lipman  
Computer Applications, Christopher Zilg  
Computer Science Information Technology, Faramarz Mortezaie  
Counseling, Thuy Trang  
Economics, Karen Gee  
Engineering/MTT, Robert Schaffer  
English, Margaret Juncker  
English as a Second Language, Amelia Akers-Martin  
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, Thuy Trang  
Library Services, Michele Speck  
Mathematics, Pat Lavallo  
Music, Keith Johnson  
Nutritional Science, Kelly Neary  
Philosophy, RaeAnn Ramsey  
Physics, Clint Poe  
Political Science, Karen Gee  
Psychology, Karen Gee  
Reading, Margaret Juncker  
Sociology, Karen Gee

**\*The Department Chair positions change periodically; therefore, listed individuals may not be accurate.  
Please contact the appropriate Division/Department for updates to this list.**



246 **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

**BOGATIN-STARR, ELIZABETH**

Administrative Assistant, Academic Senate

**BRIDGES, ANTHONY RAY**

Student Enrollment & Financial Services Advisor,  
Admissions and Records

**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**

Senior Child Development Specialist, Child  
Development Center

**DARRELL, 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**

Human Resources

**DO, THANH**

Senior Information Technology Analyst, Student  
Services

**FOOT, THUY**

Administrative Specialist, Humanities, Social Science  
and Fine Arts Division

**GAITAN, BEVERLY**

Administrative Specialist, Health Occupations Division

**GALANG, ROEHL**

Financial Aid Advisor, Financial Services

**GERARDO, RAYMOND**

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**GOMEZ, DELIA**

Office Coordinator, Child Development Center

**GONZALES, GENINA**

Management Assistant, Office of Instruction

**GUEST, ROBERT**

Information Technology Technician, Educational  
Technology Services

**HAMPTON, LORI**

Administrative Specialist, Career Technical Education  
Division

**HANSEN, NATALIE**

Administrative Assistant, Athletics/Marketing

**HARRISON, KENDALL**

Office Coordinator, Career Technical Education  
Program

**FEDALIZO, EDWARD**

Instructional Technology Analyst (Distance Education)

**HOUSE-NELSON, KERRY**

Senior Child Development Specialist, Child  
Development Center

**JOHNSGARD, , MELISSA**

Supervisor, Mental Health Services

**KAPOWICH, PATRICK**

Information Technology Analyst, Educational  
Technology Services

**KAST, DENISE**

Senior Library Media Technician, Library

**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, Disability Support Programs and  
Services (DSPS)

**LY, PATRICK**

Information Technology Analyst, Educational  
Technology Services

**LYO, NANG**

Senior Child Development Specialist, Child  
Development Center

**MARSHALL, AMANDA**

Program Specialist, Extended Opportunity Program  
and Services (EOPS)

**MARTINEZ, YARELI**

Child Development Specialist, Child Development  
Center

**McMAHON, BARBARA**

Instructional Technician, Biology, Math, Science and  
Engineering Division

**MEDRANO, MARY ANN**

Career Transfer Advisor, Career Transfer Center

**MELTON, ZITA**

Management Assistant, Office of Student Services

**MELTZER-BURRELL, POLINA**

Instructional Technician, Physical Science, Math,  
Science and Engineering Division

**MEYERS, LISA**

Senior Child Development Specialist, Child  
Development Center

**MORENO, LUCIA**

Student Enrollment & Financial Services Recruitment  
Supervisor, Financial Aid/Outreach

**MURILLO, JORGE**

Program Analyst, Hispanic-Serving Institutions-  
Science, Technology, Engineering, or Mathematics  
(HSI-STEM)

**NAGARAJAN, UMA**

Instructional Technician, Biology, Math, Science and  
Engineering Division

**NANGIA, SHUCHI**

Senior Child Development Specialist, Child  
Development Center

**NARVAEZ, LUSYNA**

Office Coordinator, Hispanic-Serving Institutions-  
Science, Technology, Engineering, or Mathematics  
(HSI-STEM)

**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

**NOVA, OLGA**

Supervisor, Library Public and Technical Services

**PELAYO, LIZ**

Administrative Assistant, Office of Student Services

**PHAM, PHUONG**

Senior Child Development Specialist, Child Development Center

**PIKE, ANN**

Registered Nurse, Student Health Services

**RANCAP, MARIE**

Enrollment and Financial Services Advisor, Financial Services

**REGUA, NANNETTE**

Administrative Specialist, Business, Technology, and Kinesiology

**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, Academic Support Center

**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, Disability Support Programs and Services (DSPS)

**SMITH, THIEN**

Food Services Technician, Child Development Center

**SOLIZ, ANDREW**

Program Specialist, Career Service Center

**SPENCER, JOHN**

Instructional Technology Analyst, Office of Instruction

**STEWART, MELISSA**

Supervisor, Curriculum & Instructional Systems

**SVERDLIN, TAWNY**

Webmaster/UX Designer, Marketing Office

**TADESSE, ASMARE**

Supervisor, Admissions and Records

**THOMPSON, RAIDA**

Program Analyst, Asian American Native American Pacific Islander-Serving Institutions (AANAPISI)

**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, SHELBI**

Graphic Designer, Marketing and Communication

**VALENCIA (ALVARADO), KARINA**

Child Development Specialist, Child Development Center

**VAN, LINDA**

Program Specialist, Counseling

**VASQUEZ, NITHA**

Enrollment and Financial Services Advisor, Student Enrollment Services

**VILLANUEVA, JHONALIZA**

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

**WILLETT, LISA**

Enrollment & Financial Services Advisor, Student Enrollment Services

**WONG, LIZA**

Administrative Specialist, Mathematics, Science and Engineering Division

**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**

Senior Executive Assistant, President's Office

## District Classified Staff at Mission College

**AGUINALDO, NICOLE**

Management Assistant, Advancement

**AGUIRRE, MAYRA**

Custodian, Custodial Department

**BATEH, CHRIS**

District Warehouse Services Clerk

**BUI, KEVIN**

Custodian, Custodial Department

**CAMPI, JEFF**

Senior Maintenance Mechanic, Maintenance Department

**CAO, JOANNE**

Financial Analyst, Advancement

**CERVANTES, ARTURO**

Custodian, Custodial Department

**CHIU, MIU PING NG**

Custodian, Custodial Department

**CLEMONS, CHARLES**

Senior Telecom. System Admin., IS Department

**CRUZ, FIDELINA**

Custodian, Custodial Department

**CURIEL, LISA**

Custodian, Custodial Department

**DENE DALE**

District Warehouse Services Clerk

**GUTIERREZ, LUIS**

Senior Desktop Support, IS Department

**HOLLAND, KEVIN**

Auto Mechanic, District Facilities

**HRITZ, JOHN**

Network/Communications Specialist, IS Department

**HUYNH, ROSA**

Administrative Specialist, Facilities

**KERBEY, JAMES**

Parking and Traffic Supervisor, District Police

**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

**PEREZ, JOSHUA**  
Custodian, Custodial Department

**PHAM, THU**  
Groundskeeper, Grounds Department

**PHAM, THUY**  
Parking Services Specialist, District Police

**STEVEN PRICE**  
District Warehouse Services Clerk

**QUAN, ALLAN**  
Senior Desktop Support, IS Department

**RECHENMACHER, NATHAN**  
Facilities Security Technician, Police District

**REEVES, BILLY**  
Senior Irrigation Technician, District Facilities

**REYES-BOLINGER, NINI**  
MC Facilities Project Analyst

**ROSAS, IVAN**  
Custodian, Custodial Department

**SALCEDO, PABLO**  
Custodian, Custodial Department

**SALINAS, DANIEL**  
HVAC Mechanic, Facilities

**SALINAS, RICKY**  
Senior HVAC Mechanic, Facilities

**SORIA, RAFAEL**  
Groundskeeper, Grounds Department

**SOTELO, JOSE G.**  
Custodian, Custodial Department

**TIERNAN, BRUCE**  
Custodian, Custodial Department

**TREJO, REYNALDO**  
Custodian, Custodial Department

**TRIAS, LUVINIO**  
Custodian, Custodial Department

**URBINA, JORGE**  
Custodian, Custodial Department

**WU, RANDY**  
Facilities Information Technology Analyst, Facilities  
Development and Operations

## 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).

**ABUROUS, DINA** 2019  
Instructor in Accounting  
Ph.D. in Management Sciences, ESADE Business  
School, Ramon Llull University, Spain 2016; Master  
of Research Management Science, ESADE Business  
School, Ramon Llull University, Spain 2011; M.S.  
Accountancy, San Jose State University, 1994; Multiple  
Subject Teaching Credential Program, San Francisco  
State University, 2006.

**BARNES 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.

**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  
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, SALAAM** 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  
Educational Dean of 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, Mission  
College; Associate of Occupational Science in Culinary  
Arts, Culinary Institute of America; A.A. in Biological  
Science, Fullerton College; B.S. in Hospitality and  
Management, San Jose State University.

**BAKER, JAMES** 2020  
Instructor in Communication Studies  
Ph.D. in Instructional Communication, minor  
in Interpersonal Communication, West Virginia  
University; M.A. in Instructional Communication,  
minor in Communication, CSU, Sacramento; B.A. in  
Communication, minor in Theater, CSU, Sacramento.

**BARRAGAN, INEZ** 2017  
Director of HSI-STEM Program  
A.A. 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.

**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.

**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.

**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.

**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  
M.A. in Physical Education with emphasis in Sports Psychology, San Jose State University; B.A. in Psychology, University of California, Santa Cruz; A.A. in Natural Science, Napa Community College.

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.

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.

CHAKRAVARTHY, GAYATHRI, 2019  
Lab Faculty Specialist, Academic Support Center  
M.S. in Pure Mathematics, Madras University; A.S. in Mathematical Sciences, Victoria University, Australia.

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.

CONSTANTIN, ELLI 2013  
Instructor in Learning Services  
M.Ed. in Education: Mild to Moderate Disabilities, Boston University; B.S. in Business Administration, University of California, Riverside.

COON, CHERYL 2020  
M.F.A. San Francisco Art Institute; B.A. in French, minor in English literature, Humboldt State University; B.A. in Art, minor in Creative Writing, Humboldt State University; Sculpture and Jewelry Studies, Academy of Art University.

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.

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; additional study, University of California, Berkeley; B.S. in Nursing, San Jose State University, CA; A.A. Pre-Nursing, Foothill College.

CRONIN, G. RYAN 2021  
Instructor in Fire Protection Technology  
B.S. in Business Administration, Major in International Business, Minor in Chemistry, San Jose State University; A.S. in Administration of Justice, West Valley College; A.S. in Fire Technology, Mission College.

CRUZ, ALICIA 2021  
Instructor in Health Occupations  
B.S. in Nursing, University of Alabama, graduated with honors.

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.

DESTEFANO, MELISSA 2020

Librarian  
M.S. in Information Science, State University of New York at Albany; B.A. in English and a minor in psychology, State University of New York at Albany; A.A. in Liberal Arts, Suffolk County Community College.

DINESH, PRIYANKA 2017  
Counselor  
M.A. in Education and Psychology, University of Cambridge; M.S. 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  
M.S. in Nursing Education, Aspen University, Denver; Physician's Assistant (PA), Kennesaw State University; B.S. in Nursing, Kennesaw State University.

ENGEL, MARK 2004  
Instructor in Art  
M.F.A., San Jose State University; B.F.A., San Jose State University; both with Pictorial Art Major.

ESCAJEDA, JACQUELINE 2019  
Educational Dean of Career and Technical Education Division  
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, Pennsylvania State University; B.A. in Psychology, University of San Francisco.

ESPARZA, NITA 2013  
Instructor in Communication Studies  
M.A. in Communication Studies, San Jose State University; B.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.

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 Rip 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.



**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.

**FORREST, ALFRED, 2020**

Director, Student Health Services  
M.D., University of Southern California, Los Angeles;  
J.D., University of Southern California, Los Angeles;  
Undergraduate education areas of study: Math, Zoology,  
Government, Pomona College; Diplomate, American  
College of Obstetricians and Gynecologists; Executive  
M.B.A., National Public Health and Hospital Institute  
Medical Director's Program, New York University;  
Executive M.B.A., Management Program, Physician  
Management Training Program, University of Southern  
California School of Pharmacy.

**GAMBLE, ROB 2013**

Director Business/Community Engagement and  
Workforce Development  
B.A. in Psychology, California State University.

**GARCIA, MARY 2021**

Instructor in English  
Ph.D. in Comparative Literature, University of California,  
Santa Barbara; M.A. in Comparative Literature, University  
of California, Santa Barbara; B.A. in English and World  
Literature, Pitzer College.

**GARRETT, MARK 2000**

Instructor in Graphic Design  
M.F.A., University of California, Davis; B.F.A. 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. Advanced coursework  
in German (language and literature), University of  
Wurzburg, Germany.

**GREEN, CHIA 2002**

Lab Faculty Specialist, Academic Support Center  
M.Ed. in Instructional Technology, Arkansas Tech  
University; Graduate Certificate in TESOL, Pennsylvania  
State University; B.S. in Biomedical Engineering, Chung  
Yuan University, Taiwan.

**GUARDINO, BIANKA 2000**

Counselor  
M.S.W., San Jose University; B.A. in Psychology,  
Stanislaus State University; A.A. in Psychology, Modesto  
Junior College.

**HALL, GUY 2020**

Instructor in Fire Protection Technology  
A.S. in Fire Technology and a minor in Business, Cabrillo  
College.

**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 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.

**HARTMAN, CAROL 2021**

Instructor in Health Occupations  
M.S.N. in Nursing Education, Sacred Heart University;  
B.A. in Mathematics and Computer Science, Boston  
College; A.S. in Nursing, Evergreen Valley College.

**HAWKINS, PHILLIP 2004**

Instructor in Music  
M.M. in Music with emphasis in Percussion Performance,  
Wichita State University; B.M. in Music Education with  
emphasis in Instrumental Music, Wichita State University;  
additional course work at Bethel College.

**HITTLEMAN, MICHELE 2017**

Counselor  
M.Ed. in Education, University of California, Los Angeles;  
B.A. in History, Brandeis University.

**HOUSTON, DON 2010**

Facilities Manager  
M.A. and B.A. in Architecture, 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. in 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**

M.F.A. 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.

**JOHNS, MELISSA**

Executive Director, Advancement  
B.S. in Agriculture Business Management with emphasis  
in Policy from California Polytechnic State University, San  
Luis Obispo.

**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; B.S. in Nursing,  
San Francisco State University; A.A. in Liberal Studies,  
College of San Mateo.

**KATOKU, CHIGUSA 2015**

Program Director, International Student Center  
M.A. in Teaching English to Speakers of Other Languages  
(TESOL), Middlebury Institute of International Studies;  
B.A. in Linguistics and English and American Literature,  
Sagami, Women's University, Japan.

**KAWASAKI, YUKO 2021**

Educational Dean of Health Occupations Division  
M.S. in Nursing, University of Phoenix; B.A. in Music  
Performance, University of California, Los Angeles.

**KEESE, CONNOR 2021**

Director, Outreach & Student Development



M.A. in Higher Education with an emphasis in College Student Development, University of Denver; B.A. in Political Science, San Diego State University.

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 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 Math, Science, and Engineering  
Division  
Ph.D., M.S., and 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.

LAWHEAD, THERESA 2006

Counselor  
M.S. in Counseling, California State University, Hayward;  
B.A. in Psychology, San Jose State University.

LEAL, CRISTINA 2021

Instructor in Child Development/Early Childhood  
Education  
Ph.D. in Developmental and Psychological Sciences:  
Child & Adolescent Development and a minor in  
Psychology, Stanford; M.A. in Counseling Psychology with  
emphasis in Latinx Counseling, Santa Clara University;  
B.S. in Psychology with additional coursework in Latin  
American Literature, Claremont McKenna College.

LIPMAN, STEVE 2004

Instructor in Communication Studies  
M.A. in Speech Communication, San Francisco State  
University; B.A. in Speech Communication, San Francisco  
State University.

LOVERN, LETISHA 2012

Instructor in Math  
M.A. in Mathematics, minor in Applied Mathematics,  
California State University, East Bay; B.S. in Mathematics,  
Sonoma State University.

MARTINEZ, ALICIA 2002

Counselor  
M.A. in Counseling Psychology with emphasis in  
Marriage, Family and Child Counseling, University of San  
Francisco; B.A. in Psychology, University of California,  
San Diego.

MC GEE, DONNELLE C. 1998

Instructor in English  
M.A. in Counselor Education, San Jose State University;  
M.F.A. in Creative Writing, Goddard College; B.A. in  
Sociology, California State University, Stanislaus.

MENDOZA, STEPHANIE 1997

Instructor in Kinesiology  
M.A. in Physical Education, San Jose State University;  
B.S. in Physical Education, San Jose State University;  
A.A. Chabot College; continuing educational units at  
Loyola Marymount University.

MILLER, BRIAN 2016

Educational Dean of Instruction, Humanities, Social  
Sciences and Art Division  
Ph.D. in History, University of Mississippi; M.A. in  
History, University of Mississippi; B.A. in History, The  
Pennsylvania State University.

MORGAN, JANICE 2004

Instructor in Kinesiology  
M.A. in Kinesiology, San Jose State University; B.A. in  
Human Performance, San Jose State University.

MORTON-STARNER, ERICA 2017

Instructor in English  
Ph.D. in English, University of Oregon; M.A. in English,  
Western Washington University; B.A. in English, Northern  
Arizona University.

MORTEZAIE, FARAMARZ 2015

Instructor in Computer Science and Information  
Technology  
Ph.D. in Electrical and Computer Engineering, University  
of California, Irvine; M.S. in Electrical and Computer  
Engineering, University of California, Santa Barbara; B.S.  
in Electrical and Computer Engineering, University of  
California, Santa Barbara.

MURILLO, OMAR 2016

Vice President of Student Services  
Ed.D. in Educational Leadership, San Francisco State  
University; M.Ed. in Education, Counseling and Student  
Services with PPS Credential, San Jose State University;  
B.A., Liberal Studies, minor in Spanish Literature and  
Culture, California State University, 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  
M.A. in Linguistics and TEFL, Institute of Education,  
Myanmar; B.A. in English, Institute of Education,  
Myanmar.

NAGAMI, PAUL 2021

Instructor in Biological Science

52 units of Ph.D. work, Stanford University; M.S. in  
Biology (Ecology and Systematic Biology), San Francisco  
State University; B.S. in Biology, California Institute of  
Technology, graduated with honors; additional graduate  
studies in Developmental Biology, Stanford University.

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  
Pharm.D. in Pharmacy Science, University of Southern  
California.

NGUYEN, HAI QUOC 2020

Instructor in History  
M.A. and B.A. in History, San Francisco State University;  
A.A. in Liberal Arts/History, De Anza College.

NGUYEN - VU, MYTRA 2001

Instructor in Child Development  
Ed.D. in Early Childhood Education, Walden University;  
M.A. in Child Development, San Jose State University;  
B.A. in Psychology, San Jose State University.

OLIVER, MARSHA 2001

Instructor in Health Occupations  
M.S. in Nursing Education, Walden University; B.S. in  
Nursing, University of Phoenix; A.S. in Nursing, Oregon  
Institute of Technology; additional graduate studies at  
University of Phoenix.

O'NEILL, JOHN 2005

Instructor in English as a Second Language  
M.A. in International Affairs (African Studies), Ohio  
University; B.A. in History, Jersey City State College;  
ESL Teacher Training Course, School for International  
Training.

ORDAZ, JOSEPH 1997

Instructor in Music  
M.M. in Music, San Francisco Conservatory of Music;  
B.M. in Music, San Jose State University; additional  
studies at Hartt School of Music, University of Hartford  
and Texas Christian University.

PALLIN, JEFFREY J. 2018

Educational Dean of Instruction, Business, Technology and Kinesiology Division  
Ph.D. (ABD) in Mathematical Logic and Recursion Theory, University of Wisconsin; M.B.A. in Operations and Control, Boston University; B.S.B.A. in Philosophy and Logic, Boston University.

PARK, GAOZONG 2013

Counselor, International Students  
M.A. in Education-Counseling and Student Personnel, San Jose State University; B.A. in Psychology, California State University, Fresno.

PECK, DANIEL 2005

President  
M.A. in Sociology, Indiana University; B.A. in Sociology and English (Double Major), Indiana University.

PEMBROOK, CURTIS 2001

Instructor in Computer Applications, and Graphic Design and Multimedia  
Ed.D., Fielding Graduate University; M.A. in Instructional Technology, San Jose State University; B.S. in Aeronautics, minor in Business Management, San Jose State University; FAA Certified Flight Instructor and Advanced Ground Instructor.

POE, CLINT H. 1995

Instructor in Physics and Astronomy  
Ph.D. in Astrophysics, University of Wisconsin; M.S. in Astronomy, Vanderbilt University; B.S. in Physics, University of North Carolina, Chapel Hill.

PURDUM, KRISTEN 2017

Instructor in Mathematics  
M.S. in Applied Mathematics, Santa Clara University; B.S. with honors in Mathematics, minors in Physics and Secondary Education, Mount Union College.

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.

RANCK, LORRIE 2021

M.A. in International and Multicultural Education (IME), University of San Francisco; B.A. in Education, University of Wyoming.

RASHIDI, EDRINA 2015

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.

RITTEL, SUSAN

MC Director of Construction, District Facilities  
B.A. in Architecture, University of California, Berkeley; A.S. in Architectural Technology, City College of San Francisco; A.O.S. in Culinary Arts & Pastries, Le Cordon

Bleu.

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 studies: Università per Stranieri, Perugia, Italy; L'Istituto 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; AA in Graphic Design, Mission College.

ROSE, DAVID 2008

EMT Program Director  
Instructor in Fire Protection Technology Pre-Hospital Care Education Program, Stanford University; Master Fire Instructor, Fire Service Training and Education System, State of California; A.S. in Fire Protection Technology, Mission College; A.S. in Social Sciences, Mission College; A.S. in General Education, Mission College; additional coursework, George Washington University.

ROSNER, JULAINE 2000

Instructor in English as a Second Language  
M.A. in English with an Emphasis in Teaching English as a Second Language (TESOL); B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Massachusetts 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.

SAIN, MONICA 2021

Instructor in English  
M.A. in English with an emphasis in Composition, San Francisco State University; B.A. in Literature with an emphasis in Pre- and Early Modern Studies, University of California, Santa Cruz; Specialized Certificate in College Counseling, University of California, San Diego Extension.

SALAZAR, MANUEL 2016

Director of TRIO  
M.A. Degree Counselor Education, San Jose State University; B.A. in Sociology and minor in Mexican American Studies, San Jose State University.

SANCHEZ-HEREDIA, MARCELO 2020

Counselor  
M.A. in Counseling, Saint Mary's College of California; B.A. in Psychology, University of California, Davis.

SCHAFFER, ROBERT 2019

Instructor in Engineering and Mechatronic Technology

Ph.D. in Electrical Engineering, Stanford University; B.S. in Electrical and Computer Engineering; George Mason University.

SCHWEPPE, 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.

SHAHEEN, ALBERT 2020

Instructor in ESL  
M.A. in TESOL, Saint Michael's College; B.A. in History, Western Connecticut State University.

SHAN, WENLEI 2014

Instructor in Business  
M.B.A., Arizona State University; M.S. in Electrical Engineering from Purdue University.

SHANI, GUY 2018

Instructor in Biological Sciences  
Ph.D. in Microbiology, University of California, Davis; B.S. in Biological Science, California Polytechnic State University, San Luis Obispo.

SHANK, TED 2015

Instructor in English  
M.A. in English, San Jose State University; B.A. in English, San Jose State University; California Single Subject Teaching Credential, English; Cross-Cultural, Language, and Academic Development (CLAD) Certified.

SHEA, CATHERINE 1984

Instructor in Chemistry  
M.S. in Education and M.S. in Chemistry, California State University, Hayward; Certified Hazardous Materials Manager, University of California, Santa Cruz; B.A. in Chemistry, Marywood College.

SHERIDAN, LANA 2020

Instructor in Physics  
Ph.D. in Physics, University of Waterloo, Canada; M.A. in Physics and B.A. in Physics, University of Oxford, United Kingdom.

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 a minor in Physics, 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; Honorary 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.

SOUSA, PEDRO 2020

Instructor in Early Childhood Education  
M.A. in Child Development, San Jose State University;  
B.A. in Life Science, San Jose State University.

**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. in Education with emphasis in Language and Literacy, Simmons University; Secondary Education Certification (grades 8-12), Massachusetts 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.

**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.

**TOLBERT, AARON 2020**  
Educational Dean of Language Arts Division  
Ph.D. in Higher Education, University of Maine; M.A. in English, University of Vermont; B.A. in English, University of Vermont; B.S. in Psychology, University of Vermont.

**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, Sofia University (fka Institute of Transpersonal Psychology); 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.

**VARBEL, 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.

**WALTER, ROSHAWN 2021**  
Counselor  
M.Ed. in Educational Counseling, University of Southern California; B.A. in Sociology, University of California, Los Angeles; A.A. in Sociology, El Camino College.

**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: California Registered Nurse (RN); California Public Health Nurse (PHN).

**WILLIAMS, DEBRA 2012**  
Director of DSPS and Veteran Programs  
M.S. in Education, Chaminade University of Honolulu; B.S., Business Administration, John F. Kennedy University.

**WILLIAMS, LANIA 2021**  
Instructor in Health Occupations  
B.A. in Gerontology with a minor in Health Administration, Ashford University; Licensed Vocational Nursing Program (LVN), Central County Occupational Center.

**WINSOME, 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; TEFL/TESL 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, University of California, Santa Barbara; B.A. in Political Science, San Jose State University; A.A. in Social Sciences, San Jose City College.

**WUNDRAM, BRENNAN 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.

**ZAVALA, ALEJANDRO 2016**

Counselor, EOPS  
M.A. in Counselor Education, San Jose State University; B.A. in Psychology, California State University, Monterey Bay; A.A. in Behavioral Sciences, Hartnell College.

**ZILG, CHRISTOPHER 2015**  
Instructor in Business  
M.S. in Finance, Golden Gate University; B.S. in Business Administration/Economics, High Point University; Supply Chain Manager Certification, Institute of Supply Management, Arizona State University.

## Associate Faculty

**ABU-ZAINA, HASAN** Computer Information

**AKHOIRSHIDA, MOHAMMED** Computer Information

**ALCAZAR, VIVIANA** Spanish

**AL-AGTASH, SALEM** Computer Science

**ALLEN, FRED** English as a Second Language

**ALVAREZ, PATRICIA** English

**AMEEN, UMER** Counseling

**ANSARI, UNBAREEN** Biological Science

**ANTONELLIS, VIVIAN** Communications

**ARDIZZONE, ART** Accounting

**avera, JOSHUA** Psychology

**BABU, PRIYA** Mathematics

**BADAL, SHAMIRAN** Counseling

**BALUTA, JOLANTA** Health Occupations

**BASILE, MARIA** Kinesiology

**BECKUM, CALVIN** Sociology

**BERTOLA, MARIE** French

**BOLOURCHIAN, FARZIN** Chemistry

**BOWLEY, SUSAN** Engineering

**BRAUTIGAM, MARK** Computer Information

**BUGG, JASON** Kinesiology

**BUTEAU, KAYLENE** Kinesiology

**CABRERA, FERNANDO** Spanish

**CAFFERATA, COREY** Kinesiology - Head Basketball Coach

**CAMPBELL, HUSAYN** Computer Information

**CASSELL, CAROL** Mathematics

**CHAN, AJ** Computer Information

**CHANG, BING RU** Mathematics

**CHEN, LILLY** English



**254 CHEW, JOHN** Fire Technology

**CHIN, JAMES** Health Occupations

**CLEARY, DANIEL** Anthropology

**COBB, JEANNIE** English

**CONSTANTIN, JENNIFER** Psychology

**CONTENTO, VIRGINIA** Reading

**CORDY, LINDA J.** Retail Floristry

**CUDAHY, MARY** English

**DAVIS, GEOFFREY** Mathematics

**DEA-WONG, JULIA** Counseling

**DECKERT, ANNIE** Child Development

**DELLONA, NINA MARIA** English as a Second Language

**DEMIRAY, DENIZ** Economics

**DINH, HUNG** Mathematics

**DO, KHOI** Biological Sciences

**DRAZKIEWICZ, ANETA** Biological Science

**DRION, YOKA** Music

**ECABANDE, JUDITH F.** Health Occupations

**ECTOR, JOHN** Music

**EL KAISSI, ROUBA** Computer Information

**ENSMINGER, BETTY** Communications

**EVANS, ANNE** Mathematics

**FETTGATHER, BOB** Psychology

**FICHMANN, JENNY** Biological Sciences

**FIECHTER, VALERIE** English as a Second Language

**FLORES, CAROL** Health Occupations

**FLORES, ELIZABETH** Counseling

**FLORES, GUSTAVO** Anthropology

**FOLSE, HARMONY** Biology

**FOX, DEVRA** Non-Credit Older Adult

**FRAN, MICHELLE** Reading

**FRANCISCO, EMILIO** Counseling

**FRANKEL, VALERIE** Reading/English

**GARCIA, ALMA** Counseling

**GARD, INA J.** English

**GATT, LARRY** Fire Technology

**GEE, JOHN** Mathematics

**GHEBREAB, MICHAEL** Chemistry

**GHEORGHU, DORIN** Computer Information

**GIBBS STAYTE, PATRICIA** Sociology

**GILL, HERMAN** Psychology

**GIRARDI, JUDITH** Library

**GHOFRANIHA, JAHAN** Computer Information

**GLADDEN, MARY** Non-Credit Older Adult

**GOLDEN-ROMERO, PATRICIA** Hospitality Management

**GOMEZ, JOHN** Sociology

**GONZALES, ADRIAN** Kinesiology - Head Women's Tennis Coach

**GONZALES, SHELLEY** Child Development

**GOODWIN, WILLIAM F.** Computer Information

**GRAHAM, ALISON** Non-Credit Older Adult

**GRANT, DAVID** Non-Credit Older Adult

**GREWAL, AMAN** Accounting

**GRZYMALA, KEVIN** History

**HALL, GUY** Fire Technology

**HALPERN, RENE J.** Child Development

**HAMADEH, MOHAMMAD** Computer Information

**HAMMOND, LAURA** Library

**HANLE, GREG** Economics

**HARNESS, MARY ALLISON** Biological Science

**HARRIS, ELIZABETH** Communication Studies

**HASAN, ZAKI** Communication Studies

**HAVEN, KATHLEEN** English as a Second Language

**HEIZER, (SIZEMORE), RACHNA** Political Science

**HIGGINS, PHILLIP** Biological Science

**HILL, BOBBY** Kinesiology – Head Baseball Coach

**HOLLAND, KRISTY** History

**HSU, SHIH (Ceech)** Kinesiology

**HULBERT, ROBIN** Biological Science

**HUNSAKER, MARCI** Library

**HUSEMAN, DAVID** Fire Technology

**HWANG, CLIFFORD** Mathematics

**INOUE, BETTY** Counseling

**JAMELLO, CATRINA** Counselor

**JOHNSEN, MARITES** Health Occupations

**KASIKCI-ATA, GOKCE** Graphic Design & Multimedia

**KAS-OSOKA, JOSHUA** Business

**KAYE, MELANIE** Graphic Design & Multimedia

**KERBEY, NICOLE** Child Development

**KERBY, AIMEE** Disability Support Programs and Services (DSPS)

**KNITTEL, GREG** History

**KOPPIKAR, SANEET** Biological Sciences

**KRISHNAMURHY LATHITA** Computer Information

**KULKARNI, PRASHANT** Computer Information

**LANE, ANN** Library

**LANE, DUNCAN** Graphic Design & Multimedia

**LANG, GHISLAINE** Economics

**LATTA, MARY** Child Development

**LEADBEATER, WARRELL F.** Business

**LESNEWSKY, SANDY** Retail Floristry

**LETT, KRISTYNA** Non-Credit Older Adult

**LINDSETH-RIVERA, KRISTIN** Art

**LIRENSO, ALEMAYEHU** Global Studies and Geography

**LOUDEN, LESLEY** Graphic Design & Multimedia

**MA, SUSAN** Library

**MABUL, AMADO** Business



<b>MADDEN, BARBARA</b> Accounting	<b>PANDIT, MANDAR K.</b> Computer Information	<b>SLOBODOVA, IRINA</b> Chemistry
<b>MAGID, SAMIR</b> Computer Information	<b>PASION, MARK</b> Sociology	<b>SMILEY, JAMES</b> Biological Science
<b>MAGILL, DOUGLAS</b> Computer Application	<b>PATEL, CATHY</b> Counseling/Learning Services	<b>SMITH, JAMIE</b> Child Development
<b>MAHONY, Marlene</b> English	<b>PESSO, KENNETH</b> Psychology	<b>STURGESS, ANAN</b> Accounting
<b>MANSKE, STEVE</b> Accounting	<b>PETERS, CHRISTINA</b> Engineering	<b>SUNDARESAN, REVATHI</b> Mathematics
<b>MANZO, JOSE</b> Counseling	<b>PETROSYAN, ALLA</b> English, Humanities	<b>SWANSON, ANTHONY R.</b> History
<b>MAO, YEN - PING</b> Chinese	<b>PHAM, LY</b> Business	<b>TANNIRU, PADMAVATI</b> Mathematics
<b>MANOUKIAN, KARINE</b> English as a Second Language	<b>PINKUS-RESNIK, RUTH GABRIELA</b> Child Development	<b>TAYLOR, JOSI</b> Biological Science
<b>MARIANETTI, NOEL</b> English as a Second Language	<b>PINNELL, SABRINA</b> Political Science	<b>TENG, TERESA</b> Communication
<b>MARTIN, NITA L.</b> Reading	<b>PIPER, DAVID</b> Humanities/Psychology/Counseling, Faculty Lead, Student Equity and Success	<b>THOMAS, BILL</b> Graphic Design & Multimedia
<b>MASSALSKI, ANDREA</b> Graphic Design and Multimedia	<b>PITTMAN, JANET</b> Learning Services	<b>THOMPSON, LORIN</b> Computer Information
<b>MCCORMICK, DREW C.</b> Business	<b>POTTS, CASEY</b> Fire Technology	<b>TOMLINSON, SARAH</b> English as a Second Language
<b>MCDONALD, JOHN</b> English as a Second Language	<b>QUIROS, MERCEDITA</b> English as a Second Language	<b>TOMASSO, RAY</b> Art
<b>MCDONNELL, SUSAN M.</b> Hospitality Management	<b>RAFIZADEH, ELBINA</b> Health Occupations	<b>TRAN, ANH-Tuyet</b> Chemistry
<b>MCPEEK, EMILY</b> Non-Credit Older Adult	<b>RAMAMURTHY, MAHA</b> Accounting	<b>TU, LYNNA</b> Hospitality Management
<b>MELENDEZ, KATHLEEN</b> Counseling	<b>RANDALL, HOWARD</b> Accounting	<b>VALTER, MICHAEL</b> English
<b>METCALF, PRESTON</b> Art	<b>RETTUS, SARA</b> Philosophy	<b>UY-BARRETA, DON</b> Economics
<b>MNEIMNEH, MAHER</b> Computer Information	<b>REYES, FRANCIS</b> Business	<b>VENKATA, LAKSHMAMMA</b> Accounting
<b>MOOSSAVI, MEHDI</b> Biological Science	<b>RIVERA, GEORGE</b> Art	<b>VON PLOENNIES, MARY</b> Nutritional Science
<b>MOSQUEIRA, IGNACIO</b> Astronomy/Physics	<b>RUHLMAN, EVE</b> Hospitality Management	<b>VU, TRACY</b> Mathematics
<b>MOSTYN, GREG</b> Accounting	<b>RUSH, ANDREW</b> Biological Sciences	<b>WANG, JIAYING</b> Mathematics
<b>MOURAD, NIHAD</b> Mathematics	<b>RUSSAKOVSKII, YEUGENIY</b> Mathematics	<b>WATSON, NATHAN</b> Non-Credit Older Adult
<b>MOUSAVI SHAF AEI, PARISA</b> Biological Science	<b>RUSSELL, RICHARD</b> English	<b>WILEY, JOHN</b> English as a Second Language
<b>NAKAMURA, RODNEY</b> Kinesiology	<b>SABHERWAL, SAROJ</b> Computer Information	<b>WIBBENMEYER, KELLY</b> Business
<b>NARVAEZ, LUSYNA</b> Child Development	<b>SANCHEZ, CLAUDIO</b> English as a Second Language	<b>WINIECKI, CECILY</b> English as a Second Language
<b>NATH, KASHI</b> Physics	<b>SANDHU, MALKIAT</b> Economics	<b>WONG, ALBERT</b> Engineering
<b>NG, KEN</b> Kinesiology - Head Badminton Coach	<b>SANTOS, JOHN</b> Kinesiology (Martial Arts)/Psychology	<b>WONG, CATHERINA</b> Accounting
<b>NGUYEN, MINH TUAN</b> Counseling	<b>SCEARCE, TAZUMI OTSUKA</b> Japanese	<b>WYATT, JIM</b> Fire Technology
<b>NGUYEN, NHA HUYEN</b> Mathematics	<b>SCHWAB, JEANIE</b> Library	<b>YBARRA, CAROLYN</b> Anthropology
<b>NOEL, MARINA</b> Business	<b>SEIDEL, MARLO</b> English as a Second Language	<b>YU, ALBERT</b> Food Service & Restaurant Management
<b>NOLAN, PAUL B.</b> Management	<b>SHISHANI, ABDALLA</b> Computer Information	<b>YURTSEVEN, LALE</b> Marketing
<b>NOLASCO, MONICA</b> Counseling	<b>SHIVERS, LISA</b> Health Occupations	<b>ZARAGOZA, MIGUEL</b> Counseling
<b>OBEID, KHALID</b> Arabic	<b>SHMAKOVA, MARINA</b> Astronomy, Physics	<b>ZHENG, MICHELLE</b> Kinesiology and Engineering
<b>O'CONNER, PATRICIA</b> Health Occupations	<b>SIDDIQI, HAFIZ</b> Humanities	<b>ZHENG, YU (DAVID)</b> Engineering
<b>OMIDI, PEJMAN</b> Reading	<b>SINHA, ASHOK</b> Chemistry	<b>ZHOU, KALA JINGZI</b> Mathematics
<b>OSTRANDER, HELEN</b> DSPS		

## 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

**BELL, ELIZABETH 2005-2020**

Instructor in Biological Science

**BENNETT, RICK 2012-2018**

Vice President of Student Services

**BICOCCA, DIANNA DEE 1973-2003**

Instructor in Health Occupations

**BOEGEHOLZ, MANFRED 1968 -1994**

Instructor in Hospitality Management

**BROCKMEIER, CAROL 2002-2020**

Instructor in Health Occupations

**BROWN, CHRISTY 1999-2017**

Instructor in English

**BURRELL, JAMES F. 1984-2021**

Instructor in Astronomy and Physics

**CALLAWAY, LEE W. 1970-2003**

Vice President, Instruction

**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

**CHRISTOPHER, BETTY 1986-2020**

Instructor in Accounting

**CLAUDIO, CESARE S. 1964-1986**

Instructor in Music

**COGSWELL, ELIZABETH 2000-2008**

Instructor in Health Occupations

**CORDERO, DON 1974-2004**

Counselor

**COSTANZA, JENNIFER 1990-2020**

Instructor in ESL

**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

**DEMARCO, PHILIP 1972-2002**

Instructor in Business

**DEWIS, ROB 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

**ELLIS, DAVID 2016**

Program Manager, Silicon Valley High Tech Apprenticeship

**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

**HALE, DONNA 1999-2021**

Program Director, CalWORKs & EDD

**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

**HERNAS, PATRICIA 2005-2020**

Librarian

**HIROSE, STEVE 1988-2012**

Instructor in Foreign Language

**HOBBS, 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, QUINLYANN 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

**KAWAMOTO, JAMES D. 2001-2019**  
Instructor in Engineering

**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

**MADALENA, RUTH 1974-1997**  
Dean Vocational Education and Matriculation

**MAGALLON, MANUEL 1971-2003**  
Instructor in Art

**MALCHOW, AARON 2003-2019**  
Instructor in Reading

**MANSKE, STEVE 1990-2013**  
Instructor in Accounting

**MARELICK, LIN 1989-2007**  
Instructor in Graphic Design

**MARTIN, LEANDRA POWELL 2013-2021**  
Vice President of Instruction

**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

**MORALES, TAB 1987-2001**  
Counselor

**MOSBY, JOHN, 2015-2018**  
Vice President of Student Services

**MOSTYN, GREG 1978-2015**  
Instructor in Accounting

**NAUGLE, ELIZABETH J. 1970 -1993**  
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

**O'NEILL, JOHN 2005-2021**  
Instructor in English as a Second Language

**OSTRANDER, HELEN 2001-2012**  
Coordinator/Instructor, Disability Instructional Support Center (DISC)

**PABICH, PHILIP 1987-2006**  
Dean of Workforce and Continuing Education

**PANCELLA, SUSANNA 1997-2009**  
Instructor in Computer Applications

**PAVAO, ROD 1984-2020**  
Instructor in Fire Protection Technology

**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

**RETTERRATH, LINDA 1990-2021**  
Instructor in Mathematics

**RIEGERT, EVELYN 1967-2001**  
Instructor in Health Occupations Counselor

**RINGEL, KAY 1977-2002**  
Instructor in Computer Applications

**ROBERTS, ANN 1986-2003**  
Instructor in Reading

**ROBLES, HARRIETT 1981-2010**  
Vice President, Instruction President

**SABHERWAL, SAROJ 1986-2015**  
Instructor in CSIT

**SANCHEZ, REBECA, 1990-2016**  
Counselor

**SANIDAD, DANIEL 2001-2015**  
Dean of Student Services

**SIENNA, PHILLIP, 1979-2015**  
Instructor in Kinesiology

**SMEBYE, RON 1995-2009**  
Instructor in Computer Applications

**SMITH, JUDIE 1987-2005**  
Librarian

**SMITH, RJ 1968-1993**  
Counselor



**258** **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

**TODARO, LYNETTE 2002-2020**  
Instructor in Art

**TOPPEL, CAROL 1982-2006**  
Instructor in Learning Services

**TRASK, TOM 1975-2006**  
Instructor in Biological Science

**VAN TASSEL, 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

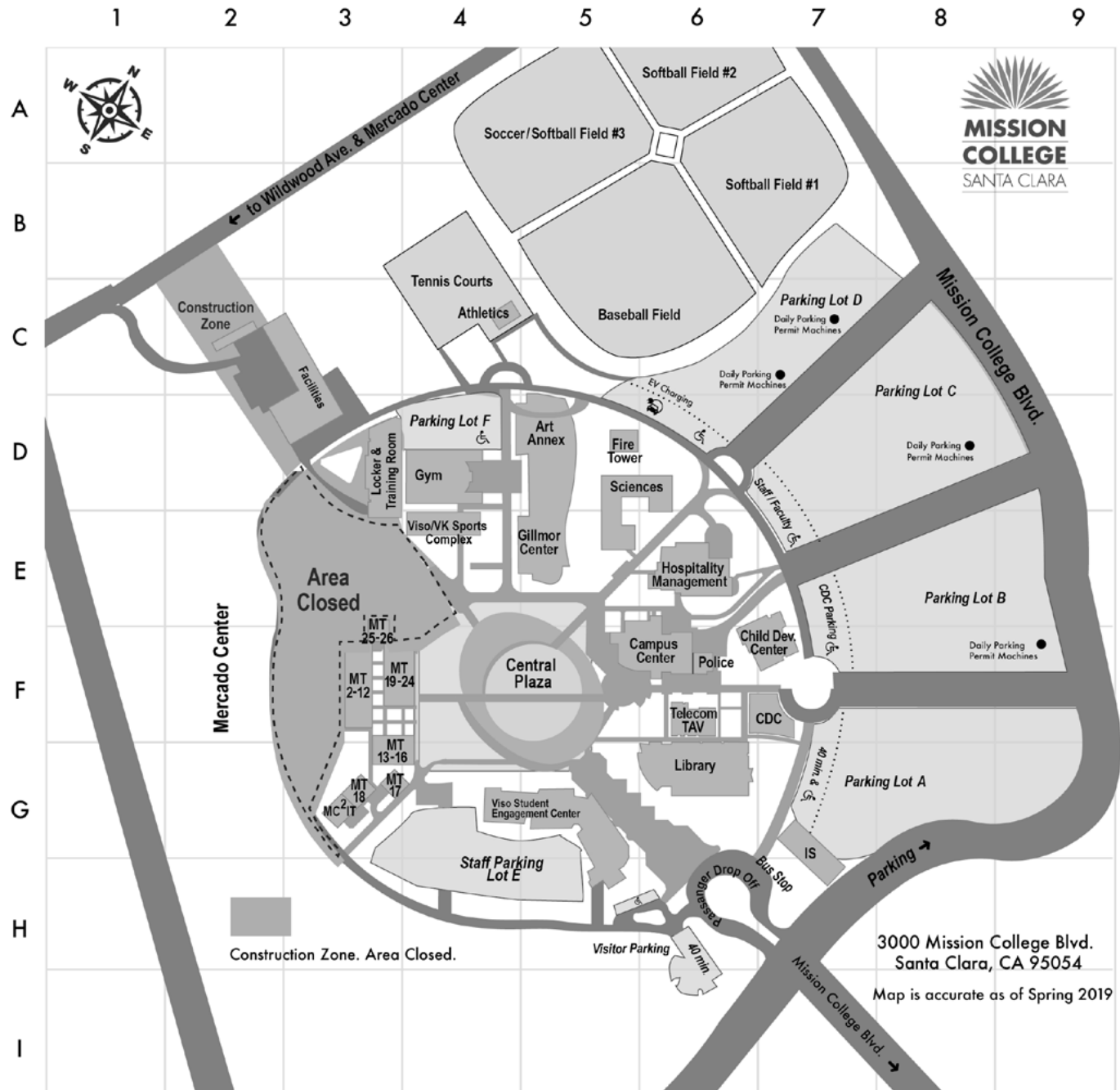
**WYLDE, NANETTE 2007-2020**  
Instructor in Child Development

**XIQUES, PETER 1977-2002**  
Instructor in Drafting

**ZEISLER, SUSAN 2000-2020**  
Instructor in English



# MISSION COLLEGE CAMPUS MAP



Building	Grid	Room	Building	Grid	Room
Art Annex	D4	GC- A106-111	Police Station	F6	
Admission Office	H4	SEC-118	President's Office	H4	SEC-341
Assessment Center	H4	SEC-109	Duplicating Center	E4	GC- 112
Bookstore	F5	CC	Saints Cafe	F5	CC
Counseling Center	H4	SEC-131-133	Student Leadership	F5	CC- 215
Financial Aid	H4	SEC-118	Transfer Center	H4	SEC-139
Gym	D4		Tutoring Center	H4	SEC154
Health Center	H4	SEC-106	Visto Sports Complex	E3	VK
Hospitality Management	E5/6		Vargas Gallery	E4	GC- 102
KJ's Cafe	H4/EF	SEC & GC	VP Administrative Services	H4	SEC-331
Library	G5/6		VP Office of Instruction	H4	SEC-331
Music Room	D4	GC- 127	VP Student Services	F5	CC- 222
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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 Welcome Center.....408.855.5007  
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  
Evening/Weekend Administrator (Cell).....408.590.2657  
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  
Marketing, PR and Graphic Design Services.....408.855.5127  
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



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**Questions?**

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