College Calendar

SUMMER SESSION 2011
May 31, 2011–August 24, 2011

- Summer Session 1 begins: June 6
- Summer Session 2 begins: June 20
- Legal Holiday, Independence Day: July 4
- End of Summer Sessions: August 24

FALL SEMESTER 2011
August 29, 2011 – December 17, 2011

- Saturday Classes begin: August 27
- Monday–Friday Class Instruction begins: August 29
- Legal Holiday, Labor Day: September 5
- Last day to register and add classes: September 9
- Legal Holiday, Veterans’ Day: November 11
- Last day to drop semester-length classes with a “W”: November 18
- Thanksgiving Holiday: November 24–26
- Fall semester final examinations: December 12–17

SPRING SEMESTER 2012

- Instruction begins: January 30
- Saturday Classes begin: February 4
- Last day to register and add classes: February 10
- Legal Holiday, Lincoln’s Day: February 17
- Legal Holiday, Washington’s Day: February 20
- Spring Break: March 26–March 31
- Legal Holiday, Ceasar Chavez Day: March 30
- Last day to drop semester length classes with a “W”: April 28
- Spring semester final examinations: May 19–25
- Legal Holiday, Memorial Day: May 28
- Commencement: May 24
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Changes in Rules and Policies

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Alternative Media

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

Catalog Production

Information Coordination/Text Page Desktop Publishing—Aileen de Guzman
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Mission College has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 9 a.m. to 4 p.m., Monday through Friday. It is recommended that you make an appointment in advance or call for specific hours of operation: (408) 988-2200.

Mission College ................................................. 408.988.2200
Academic Senate Office ........................................ 855.5413
ACCESS Program .................................................. 855.5192
Admissions .......................................................... 855.5000
Administrative Offices:
  Administrative Services ....................................... 855.5230
  Community Education .......................................... 855.5105
  Evening Administrator (Cell) .................................. 408.590.2657
  Instructional Technology and Distance Learning .......... 855.5360
  Library Services ................................................ 855.5151
  Marketing, Public Relations and Graphic Design Services .. 855.5125
  Office of Instruction .......................................... 855.5180
  Office of Student Services .................................... 855.5197
  President’s Office .............................................. 855.5123
  Workforce and Continuing Education ...................... 855.5218
  Applied Science ............................................... 855.5374
  Articulation Office ............................................ 855.5045
  Assessment Testing (Direct) Information ................... 855.5098
  ASG Office ........................................................ 855.5406
  Athletics .......................................................... 855.5540
  Audio Visual Services ......................................... 855.5135
  Bookstore ....................................................... 855.5080
  Cafeteria .......................................................... 855.5117
  CalWORKs ......................................................... 855.5228
  Career/Transfer Center ...................................... 855.5115
  Cashiers (Fees/Refunds) ...................................... 855.5029
  Child Development Center ................................... 855.5173
  English/Reading Communication Studies ................... 855.5295
  Community Education ......................................... 855.5105
  Computer Lab .................................................... 855.5359
  Corporate Education/Training ................................ 855.5200
  Counseling ...................................................... 855.5030

Disability Instructional Support Center (DISC) .......... 408.855.5085
  TTY .............................................................. 727.9243
Duplicating Services .......................................... 855.5410
Extended Opportunity Program and Services (EOPS) ........ 855.5055
English as a Second Language (ESL) ......................... 855.5219
Financial Aid ..................................................... 855.5065
Fire Protection Technology ..................................... 855.5391
Health Occupations ............................................. 855.5374
Hospitality Management ....................................... 855.5245
Institute for International Studies (IIS) ....................... 855.5110
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Mathematics Engineering Science Achievement (MESA) ..... 855.5041
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Parking Permits ................................................... 855.5435
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Student Health Services ....................................... 855.5140
Student Services ................................................ 855.5197
Transcripts ........................................................ 855.5020
Tutoring Center ................................................... 855.5371
Veteran Certification Services ................................. 855.5011
Vocational Nursing ............................................... 855.5374
Welcome Center Office (Title V) ............................... 855.5083
Work Experience Educational Dean of Instruction .......... 855.5363
“Meeting Today’s Students with Tomorrow’s Opportunity”
Mission College Vision Statement 2011

Mission College has a unique vision statement that we live by every day. At the core of the institution is the value we hold for preparing students for their future, whether that be transfer to a four year university or preparation for a job. Regardless of your dreams, we share your desire to achieve your goals and we give you the foundation to be successful today but prepared for tomorrow.

Students come to Mission College for a variety of reasons. For some, Mission College is the place to get ready for transfer, and these students are interested in quality education at an affordable price. Others are hoping to be ready for that once in a lifetime job. Another student may no longer be employed and need an option for a second career. It may be that a student needs to brush up on skills or needs a place to learn while enjoying student leadership and activities. Whatever the reason, Mission College can provide a great place to learn.

If you are interested in being part of the college of the future, Mission is perfect for you. We have state of the art classrooms, outside the classroom support services and dynamic community partnerships that provide real world experience as you learn in the classroom. Our faculty members are expertly trained scholars who care about helping students complete their educational journey. Our classified staff members are welcoming and supportive colleagues who try to make that journey less complicated and comfortable. Students who have graduated before you, leave behind energetic clubs, activities and student government opportunities. This village, called Mission College, is responsible to you, the student, and at every turn we hold ourselves accountable for giving you the best education possible.

Francis Gray made this statement:
“Look well to this day. Yesterday is but a dream and tomorrow is only a vision. But today well lived makes every yesterday a dream of happiness and every tomorrow a vision of hope. Look well therefore to this day.”

When you become a student at Mission College, we will try to make every today meaningful and to make your vision achievable. We welcome you and hope you find your educational journey rewarding, life changing, and a doorway to a successful tomorrow.

Dr. J. Laurel Jones
President
Mission College
3000 Mission College Blvd.
Santa Clara, CA 95054
408.855.5123

Board of Trustees:
Mr. Chad Walsh, President • Ms. Adrienne Grey, Vice President • Mr. Nick Heimlich • Dr. Jack Lucas • Mr. Robert T. Owens • Mr. Buck Polk • Mr. Chris Stampolis
Mr. Eric Smith, Student Trustee, Mission College • Mr. Bryan Dallara, Student Trustee, West Valley College
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

PANTAY NA OPORTUNIDAD AT WALANG DISKROPIMASYON

Ang pamantasang ng Mission ay Affirmative Action, Equal Opportunity Employer na sumusunod sa patakaran ng Section 504 ng Rehabilitation Act ng 1973, Title IX ng Education Amendments ng 1972, at Title VI ng Civil Rights Act ng 1964, ay hindi nagdiskriminadare sa kanlani u, kula'y pinagmulang bayan, edan, kasarian o kapsanangan sa alimmang parte ng patakaran nito. Ang kakayahang na pag Ingles ay hindi maaring maging hadlang sa pagalag na magpalatunuran ng V ocational Education. Ang mga taong naghahanap ng impormasyon ay kalutasan sa inaakalang kilos na nakadiskriminadare ay magilunong sa nararapat na opisina na nakatatag sa ibaba.

Sangayon sa Title IX, lahat ng kurso na inihahanadong sa purok ng ay kakaya ang lahat ng tanong lalaki o babaeAng ibang kurso ay nagbibigay hadlang na tagapagkaibangan ang sino ang mga magaahal dahil sa kanlani kasanayang mga klase ng Physical Education ang mga magaahal ay maaring paghiwalianyin sangayon sa kanlani koeduccional na klase, kagaya ng larong wrestling, football, sa kahit na anong lao o kilos na maaring magkadikit ang ango mang parte ng kanilang katalunan.

IGUAL OPORTUNIDAD SIN DISCRIMINACION

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

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

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 quầy cổ-vấn (Counseling Center) trong giờ làm việc (từ 9 giờ rưỡi sáng đến 7 giờ chiều, thứ hai 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 đối tác, hãy gọi cho cô Thuy Trang ở số (408) 855-5081 để được kíp thời giúp đỡ.

CHANGES IN RULES AND POLICIES

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MATERIAL FEES

1. Students are REQUIRED to provide certain instructional materials:

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

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

2. Students are ADVISED to provide certain instructional materials:

Materials of an OPTIONAL nature. These are materials that enhance a student’s learning experience in the classroom, but are not essential to completion of course objectives.
CULTURAL PLURALISM

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

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

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

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

ACCREDITATION

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

ACADEMIC ORGANIZATION

The instructional areas of the college are organized into ten divisions most of which contain a number of departments. The divisions are administered by Division Chairs and may include both vocational and transfer programs. The entire instructional program is administered by the Vice President of Instruction. The departments are listed below.

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<thead>
<tr>
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<th>Fire Protection Technology</th>
<th>Physics</th>
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<td>Allied Health</td>
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<td>Anthropology</td>
<td>Geography</td>
<td>Portuguese</td>
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<td>Art</td>
<td>Global Studies</td>
<td>Psychiatric Technician</td>
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<td>Astronomy</td>
<td>Graphic Arts</td>
<td>Psychology</td>
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<td>Biological Sciences</td>
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<td>Business</td>
<td>Health Education</td>
<td>Retail Floristry</td>
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<td>Business:</td>
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<td>•Management &amp; Supervision</td>
<td>Hospitality Management</td>
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<td>•Marketing</td>
<td>Food &amp; Restaurant Management</td>
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<td>•Real Estate</td>
<td>Hotel &amp; Motel Management</td>
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<td>Chemistry</td>
<td>Institutional Foods</td>
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<td>Child Development</td>
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<td>Chinese</td>
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<td>Community Health</td>
<td>Japanese</td>
<td>Wellness and Human Performance:</td>
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<td>Computer Applications</td>
<td>Learning Services</td>
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<td>and Information Technology</td>
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<td>Counseling</td>
<td>Military Science</td>
<td>•Martial Arts</td>
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<td>Economics</td>
<td>Music</td>
<td>•Sports</td>
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<td>Engineering</td>
<td>Nursing (LVN to RN)</td>
<td>•Theory</td>
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<td>English</td>
<td>Nutritional Sciences</td>
<td>•Athletic Fitness</td>
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<td>English as a Second Language</td>
<td>Philosophy</td>
<td>•Intercollegiate Athletics</td>
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<td>Work Experience</td>
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**General Information**

### West Valley-Mission Community College District

**MISSION STATEMENT**

The West Valley-Mission Community College District promotes lifelong learning, increased equity, and continued economic growth through instructional programs, student development activities, and community partnerships. A catalyst for change, the district reflects the Silicon Valley’s diverse composition and serves its dynamic needs. Through many degree, certificate, transfer, skillbuilding, and economic development programs, the Colleges and district provide comprehensive academic and workforce training, and help create responsible and productive citizens for an everchanging global society.

The West Valley-Mission Community College District is guided by our values, vision, and strategies for the future.

#### OUR VALUES

- Student Success
- Diversity and Inclusion
- Engaged Learning
- Exploration & Creativity
- Stewardship and Accountability

#### OUR VISION

- Student Centered
- Collaborative
- Highly Accessible
- Teaching and Learning
- Focused
- Dynamic and Responsive

#### STRATEGIES FOR THE FUTURE

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

#### PEOPLE

We will make our students and employees the foundation for our success.

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

#### ENVIRONMENT

We will create systems to support high levels of achievement.

- Information technology: Provide students and staff with the tools they need for success.
- Facilities: Create classrooms and offices that support the most effective educational and business practices.

#### COMMUNITY

We will maintain strong relationships and partnerships.

- Community awareness: Deliver our programs and services to all who can benefit.
- Collaborating with our educational partners: Provide a seamless educational experience for our students and leverage our resources through coordinated planning and purchasing.
- Community partnerships: Deliver educational programs directly in the community and bring real world resources and expertise into the classroom.

#### ORGANIZATION

We will create a culture of service.

- Research, planning, and development: Assess the community’s needs and deliver solutions.
- Internal coordination and collaboration: Streamline processes to provide the highest level of service to students.

#### HISTORY OF THE DISTRICT

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

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

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

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

#### ADVANCEMENT FOUNDATION

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

#### WEST VALLEY/MISSION COLLEGES FOUNDATION

The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:

- To provide scholarships and assistance to students
- To administer and manage the Olympiad of the Arts
- To support programs & services of West Valley & Mission College
- To provide liaison between the Colleges and their communities

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

Mission College offers three types of curricular patterns for the student: (1) the occupational or certificate program, (2) Associate degree program, and (3) the transfer program to a four-year college or university.

The purpose of the occupational or certificate program is to prepare the student for immediate employment after leaving Mission College. Completion of this program will provide employers with evidence that specific training has been completed.

The Associate degree program also provides training in a specific area. The College grants an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree to students who complete a major and a minimum of 60 units of academic credit. A "Major" is required for either the A.A. or A.S. degree and is comprised of a cluster of courses (of varying unit totals) designed to provide a depth of study appropriate to a two-year degree. Required courses for various majors are listed alphabetically under each discipline throughout the catalog. In occupational programs students may earn Associate degrees as well as certificates.

The purpose of the transfer program is to prepare the student for junior standing at a college or university which grants a bachelor's degree (B.A., B.S.). The courses in transfer majors are designed as a college/university-parallel program for the first two years of a University's bachelor's program. The major for the degree is usually comprised largely of general and introductory or basic courses which will be followed by advanced courses in the upper division level. Students following a transfer program are advised to consult a Counselor available in the Counseling Office as well as the catalog of the institution to which they intend to apply.

OCCUPATIONAL PROGRAMS

Mission College offers two types of academic programs with occupational emphasis; both provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The Associate in Science Degree programs require completion of 60 units of credit and normally take four semesters to complete. Consult the Index section of this catalog for page listing for the associate degree requirements. The second type of academic program with occupational emphasis is the certificate program. Each certificate program may vary in the number of units required. All certificate programs require a C grade or better in each course for the award to be made by the college, and most of the courses taken may be counted toward a degree program if the student elects to change to the associate degree program.

Certificate programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry, and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills. The advisory committees may recommend changes in the course content, course outlines, instrumentation, and technical equipment needed. The purpose of the recommendations is to make certain that students will be familiar with those facilities they may meet when they start their employment.

The Need for Specialized Occupational Training

It should be noted that a student may combine work on a certificate program with an associate degree program. He/she may also choose to go from an associate degree program to a transfer program. There is the reverse flexibility of going from transfer to an A.A. or A.S. degree program to the certificate program. Students may also acquire marketable skills with which they can support themselves and their family while continuing to work for an academic degree. The college recognizes the mobility within our society and the necessity of changing educational goals and needs in the industrial and college community.

CERTIFICATE OF ACHIEVEMENT FOR OCCUPATIONAL EDUCATION PROGRAMS

Mission College provides degree and/or Certificate of Achievement options for students who undertake occupational educational programs. Certificates of Achievement are granted to students who complete all the occupational education courses constituting the major in their program. General Education courses which are required for the Associate in Science degree are not required for the certificate. The Certificate of Achievement is designed for students who wish to seek employment as quickly as possible after they have achieved an employable status. The certificate is intended to serve as an evidence that the student can perform the duties and responsibilities of the job for which the certificate program has prepared him/her.

Certificates of Achievement are offered in areas listed below. These certificates are officially noted on the transcript. Information on specific course requirements for each certificate can be found under each individual discipline. Please note that a certificate is awarded only upon completion of all courses with a grade of "C" or better.

Certificate of Achievement

Accounting
Art: Foundation
Art: Three Dimensional
Art: Two Dimensional
Business: Business Communication
Business: Business Computing
Business: E-Business
Business: Global Business
Business: Small Business Start-up
Certified Network Engineer (CNE)
Child Development: Associate Teacher
Child Development: Master Teacher
Cisco Certified Network Administration (CNNA)
Cisco Certified Network Professional (CCNP)
Community Health Worker
Community Health Worker for the Developmentally Disabled
Computer Applications: Help Desk Specialist
Computer Applications Level II
Computer Applications: Microsoft Office
Creative Arts
Creative Arts Entrepreneurship
CSU GE- B
Digital Illustration
Early Intervention Assistant
E-Commerce
Food Services & Restaurant Management
Fundamental Food Services Skills
Global Studies
Graphic Arts
Graphic Design
IGETC
Management & Supervision: Human Resources Management
Management & Supervision: Project Management
Marketing Communication
Marketing: Customer Service
Marketing: Purchasing
Marketing: Sales
Microsoft Certified Database Administration (MCDBA)
Multimedia
Office Administration
Office Information Systems
Oracle Database Administration (DBA)
Psychiatric Technician
Real Estate Broker
Retail Floristry
Vocational Nursing
Web Design
Webmaster

CERTIFICATE OF PROFICIENCY

Some departments offer students the option to receive a certificate of Proficiency which specifies a sequence of coursework. These Certificates are not noted on student's transcript. Information on specific course requirements for each certificate can be found under each individual discipline. Please note that a certificate is awarded only upon completion of all courses with a grade of "C" or better.

Certificate of Proficiency

Business Communication Core Skills
Business Computing Core Skills
Business Essentials
Business Professional
C/C++ Programming
Childbirth Trainer
Communication Studies
Computer Information Systems: Linux Systems Administration
Computer Programming
Customer Service Core Skills
Digital Music
English as a Second Language
Fitness Specialist (Aerobics Emphasis)
Fitness Specialist (Personal Trainer Emphasis)
Leadership
Level I: Nurse Assistant
Level II: Home Health Aide
Level III: Acute Care Nurse Assistant
Management and Supervision
Marketing Communication Specialist
Academic Programs

Marketing Essentials
Marketing Professional
Microsoft Windows Server
.NET Programming
Office Support Specialist
Professional Internet Skills
Real Estate Sales
Supply Chain Management
Video Game Art & Design
Warehousing Logistics

DESCRIPTION OF COURSES AND PROGRAMS

NOTES ON COURSE DESCRIPTIONS

The offering of any course is subject to adequate enrollment. Courses are offered as frequently as needed and as financial resources are available.

COURSE NUMBERING AND TRANSFER

Each college or university has its own numbering system. Mission College’s catalog indicates courses which are acceptable for at least elective credit at the University of California and California State University. All courses are lower-division credit courses. The student should see the course descriptions for acceptability of credit.

The description, Acceptable for Credit: California State University, indicates that the course has been designated by Mission College as a baccalaureate level class, and as such will be accepted for at least elective credit at the campuses of the California State University system.

The description, Acceptable for Credit: University of California, indicates that the class will also be accepted for at least elective credit at the campuses of the University of California.

For more specific information about the transfer of credit for courses, students are encouraged to consult with a counselor.

COURSE REQUISITES

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

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

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

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

To enroll in a course with a prerequisite:

• If students have successfully completed the prerequisite course at MC, the student will be able to enroll in the class.

• If the student is currently enrolled in the prerequisite, then the student will be allowed to register for the class the following term, but the student must complete the prerequisite satisfactorily or will be subsequently dropped.

To challenge a prerequisite:

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

How to file a prerequisite challenge:

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

• If the challenge is approved, then the student will remain in the class.

• If the challenge is denied, then the student will be notified that he/she will be removed from the class.

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

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

Basic Skills (30 - Unit Limit)

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

The State Legislature has imposed a restriction whereby students may enroll in a total of no more than 30 units of basic skills courses per Title 5, Section 55765(b). However, units earned in courses offered through the Disability Instructional Support Center (DISC) or English as a Second Language Department are exempt from this limitation. In addition, all basic skills units in which a student is enrolled during a semester are exempt if the student is also enrolled in any disabled and/or English as a Second Language class.

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

COURSE REPETITION

It is the intent of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition furthers achievement of the student’s educational objectives and is in accordance with the provisions of the California Education Code. It is not, however, the intent of the Governing Board to allow students to repeat courses that have been successfully completed with a grade of A, B, C, or P. Course repetition is permitted for substandard work, extenuating circumstances, and/or significant lapse of time as described below.

Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NP) was earned. If the course is offered at both colleges in the District, the student may repeat the course at either college. A course may be repeated only once under this policy. If a student fails the same course twice, he or she must obtain prior approval of the Academic Council in order to register for the course for a third time.

The student’s permanent academic record shall contain all work attempted and depict a legible, true and complete academic history. Course repetition for substandard work the grade earned in the last enrollment shall be used exclusively in determining the units attempted, completed and grade points earned. However, the original substandard grade will remain on official records, though annotated as a repeated course. No assurance can be provided that repeated courses will be treated in this manner by other institutions.

Extenuating Circumstances (for successfully completed courses)

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

DIRECTED STUDIES

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

MILITARY SCIENCE (ARMY R.O.T.C.) AND AEROSPACE STUDIES (AIR FORCE R.O.T.C.)

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

Also refer to online college catalog addendum for updates to this program.
I. Process Areas

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

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

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

II. Content Areas

A. Language and Rationality

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

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

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

B. Natural Sciences

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

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

C. Humanities

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

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

D. Social and Behavioral Sciences

This category consists of two series:

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

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

These courses will enable the student to:

- Appreciate the complexity of individual and group human behavior and the variety of approaches necessary to explain this complexity.
- Become sensitive to the process and rate of social change and the historical back grounds of current social behaviors.
- Understand the cultural tradition of our society and the multicultural...
influences in our world.

• Discuss the scope, functions and variety of global, national, state, and local institutions, including the family.
• Identify problems of our society and develop skills in generating solutions to these problems.
• Recognize a point of view as being that, and search for the assumptions on which it is based.
• Criticize generalizations with respect to their basis in scientific observations and procedures.

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

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

GENERAL EDUCATION RECIPROCITY
The West Valley Mission Community College District has entered into a mutual agreement with nine other Community Colleges to accept the General Education of these colleges “as completed.” The participating colleges are Chabot (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Ohlone College (Fremont), Los Positas (Livermore).

This means that students who obtain a certification of completion of the Associate Degree General Education requirements or complete an Associate Degree at any one of the participating colleges will have both their General Education course work and graduation proficiency accepted “as completed” at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of Mission if a certification is presented to the member colleges. This agreement will be reviewed periodically.

The process for obtaining a certification of Mission General Education is the following:

1. It is the student’s responsibility to request that official transcripts be sent directly to the Records Office at Mission College.
2. It is the student’s responsibility to complete a “Transcript Evaluation Request” form obtained from the Counseling Office.
3. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the fourth week of the semester in which such degree requirements will be satisfied.
4. The overall grade point average of the university work must be 2.00 or better.
5. Courses required in respective majors pertinent to the desired Mission College degree must be completed.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

SECOND ASSOCIATE DEGREE
A second Associate Degree may be earned provided that the following provisions are met:

1. A student must complete a minimum of 18 additional units (over initial 60 units for first degree) including all requirements in the new major.
2. Completion of General Education requirements. Mission College will accept “as completed” the required units and proficiency of General Education needed for an Associate in Arts or Associate in Science degree from a California Community College under the following parameters:
   a. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States.
   b. The student presents official transcripts that verify completion of the baccalaureate degree.
3. Must complete a min of 12 units in residence at Mission College.

Mission College will accept “as completed” the required units and proficiency of General Education needed for an Associate in Arts or Associate in Science degree from a four year institution under the following parameters:

1. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States.
2. The student presents official transcripts that verify completion of the baccalaureate degree.

Procedures
1. It is the student’s responsibility to request that official transcripts be sent directly to the Records Office at Mission College.
2. It is the student’s responsibility to complete a “Transcript Evaluation Request” form obtained from the Counseling Office.
3. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the fourth week of the semester in which such degree requirements will be satisfied.
4. The overall grade point average of the community college work must be 2.00 or better.
5. Courses required in respective majors pertinent to the desired Mission College degree must be completed with a “C” or better.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

Please note that only community colleges listed above participate in this agreement.
## DEGREE AND CERTIFICATE PROGRAMS

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<tr>
<th>Program</th>
<th>Associate in Arts</th>
<th>Associate In Science</th>
<th>AA-T/AS-T</th>
<th>Certificate ofAchievement</th>
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## Academic Programs

### DEGREE AND CERTIFICATE PROGRAMS

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MISSION COLLEGE

GRADUATION REQUIREMENTS 2011-2012

ASSOCIATE IN ARTS and ASSOCIATE IN SCIENCE DEGREES

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

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

1. **RESIDENCE**: A minimum of 12 degree applicable units must be completed in residence at Mission College.
2. **SCHOLARSHIP REQUIREMENTS**: An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.
3. **MAJOR REQUIREMENTS**: Fulfill a specialized major as listed in the college catalog.
4. **BASIC COMPETENCY REQUIREMENTS**: Proficiency in the following areas is required for an Associate in Arts and Associate in Science degrees:
   - **Reading**: A successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
   - **Writing**: Completion of the English 001A, English Composition, with a grade of C or better (in Area A1).
   - **Oral Communication**: A successful completion of the proficiency exam or
   - **Mathematics**:
   - **Information Competency**: A successful completion of the proficiency exam, or

5. **AREA REQUIREMENTS (GENERAL EDUCATION)**: Complete a minimum of 24 units from the following areas plus additional courses to meet unit requirement:
   - (all courses are three (3) semester units unless otherwise noted)

**AREA A – LANGUAGE AND RATIONALITY – 6 semester/9 quarter units minimum**

1. English Composition course
   ENGL 001A English Composition I

2. One additional course:
   - CIS 002, Intro to Computer Programming using Visual Basic.Net
   - COMM 001 Public Speaking
   - COMM 004 Small Group Communications
   - COMM 015 Fundamentals of Communication
   - COMM 020 Argumentation and Debate
   - ENGL 001B English Composition II
   - ENGL 001C Clear Thinking in Writing
   - ENGR 30, Intro to Computer Programming for Engineers
   - FRNCH 003, 4, 5, 6 Intermediate/Advanced Language (5ea)

**AREA B – NATURAL SCIENCES – 3semester/4 quarter units minimum**

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

ANTHR 001 Physical Anthropology
ANTHR 001L Physical Anthropology Lab (1)
ASTRO 001 Astronomy
ASTRO 002 Astronomy Lab (1)
ASTRO 002 Astronomy with Lab (4)
BIO 001A B General Biology (5 each)
BIO 001B General Biology Lab (5)
BIO 001C Microbiology (5)
BIO 001D Field Ecology (4)
BIO 001E Exploring Biology
BIO 001F Introduction to Biology (4)
BIO 011 Human Biology (4)
BIO 012 Human Heredity and Disease
BIO 012 Marine Biology (4)
BIO 022 Anatomy Physiology for Allied Health Workers (4)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology (4)
BIO 041 Principles of Animal Biology (5)

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

ANTHR 001 Physical Anthropology
ANTHR 001L Physical Anthropology Lab (1)
ASTRO 001 Astronomy
ASTRO 002 Astronomy Lab (1)
ASTRO 002 Astronomy with Lab (4)
BIO 001A B General Biology (5 each)
BIO 001B General Biology Lab (5)
BIO 001C Microbiology (5)
BIO 001D Field Ecology (4)
BIO 001E Exploring Biology
BIO 001F Introduction to Biology (4)
BIO 011 Human Biology (4)
BIO 012 Human Heredity and Disease
BIO 012 Marine Biology (4)
BIO 022 Anatomy Physiology for Allied Health Workers (4)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology (4)
BIO 041 Principles of Animal Biology (5)
Academic Programs

AREA C – HUMANITIES – 3 semester/4 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.

- ARA 50A, 50B Beginning Conversational Arabic and Culture
- ART 001A Survey of Western Art
- ART 001B Survey of Western Art
- ART 001D Art of the 20th Century
- ART 004 Art Appreciation
- ART 007 Survey of Asian Art
- ART 011 The History of Modern Design (Also GDES 011)
- ART 031A, B Drawing
- ART 033A Basic Design: Two-Dimensional
- ART 033B Basic Design: Three-Dimensional
- ART 034A, B Introduction to/Advanced Digital Art
- ART 035A, B Life Drawing
- ART 037A, B Intro/Advanced Computer Animation
- ART 039A Survey of Printmaking
- ART 047A, B Watercolor
- ART 048A, B Airbrush Painting
- ART 049A, B Painting
- ART 065A, B Ceramics-Handbuilding
- ART 067A, B Ceramics-Potter’s Wheel
- ART 075A, B Metalsmithing
- ART 078A, B Furniture Design and Construction
- ART 085A, B Sculpture
- ART 088A, B Metal Sculpture Casting
- CHIN 050A, B Basic Conversational Chinese
- COMM 012 Intercultural Communication
- ENGL 001B English Composition
- ENGL 0068 World Literature
- ENGL 015 Intro. to Film Analysis (Also HUMAN 015)
- ENGL 018 Asian American Literature
- ENGL 043 Classical Mythology
- ENGL 048 Introduction to Shakespeare


AREA D – SOCIAL & BEHAVIORAL SCIENCES – 9 semester/12 quarter units minimum

**Series 1:**  American History and Institutions: 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:

- HIST 017A United States History
- HIST 078 United States History
- HIST 020 History and Geography of California
- HIST 039 American Government
- POLIT 001 American Government
- POLIT 003 Women in American Government
- POLIT 010 American Foreign Policy
- POLIT 020 History and Geography of California
- POLIT 030 American Government
- POLIT 037 U.S. Government and Politics
- POLIT 040 American Foreign Policy
- POLIT 050 American Government
- POLIT 059 Women in American Government
Academic Programs

AREA D — SOCIAL & BEHAVIORAL SCIENCES CONTINUED

Series 2: Social and Behavioral Sciences: These courses deal with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

ANTHR 002 Introduction to Archaeology
ANTHR 003 Cultural Anthropology
ANTHR 039 American Cultures through Travel and Experience: Native Amer. Cultures of the Southwest (Also SOC 39A)
ANTHR 039B American Cultures through Travel and Experience: Urban Cultures of San Francisco (Also SOC 39B)
ANTHR 045 Human Sexuality (Also PSYCH/SOC 045)
ANTHR 051 Culture & Food: A Multicultural Food Survey & Sampling
ANTHR 055 Magic, Witchcraft, & Religion
ANTHR 057 Native People of North America
BUS 061 Business and Society
CHD 001 Child Growth & Development
CHD 053 Contemporary Education in a Changing Society
COMM 025 Mass Communication and Society
COUNS 055 Valuing Diversity
ECON 001 Principles of Macroeconomics
ECON 001B Principles of Microeconomics
GEOG 002 Introduction to Cultural Geography
GLOBL 001 Global Perspectives (Also SOC/SCS 001)
GLOBL 001A State of the World (Also SOC/SCS 001A)
GLOBL 002 Global Issues (Also SOC/SCS 002)
GLOBL 003 Introduction to Peace Studies (Also SOC/SCS 003)
GLOBL 004 The Developing World (Also SOC/SCS 004)
GLOBL 005 Global Focus (Also SOC/SCS 005)
GLOBL 006 The Global Economy (Also SOC/SCS 006)
HIST 004A,B History of Western Civilization
HIST 017A,B United States History
HIST 018 History and Geography of California
HIST 019 History of East Asia
HIST 033 Women's Issues Past and Present
HUMAN 016A Human Diversity and Cross Cultural Competence
POLT 001 American Government
POLT 002 Comparative Government
POLT 004 International Relations
POLT 005 Politics of Race, Class and Gender
POLT 007 International Films (Also HUMAN 007)
(POLIT 007 may only be counted in Area D)

AREA E — LIFELONG LEARNING — 3 semester/4 quarter units minimum

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

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

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

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

ANTHR 045 Human Sexuality (Also PSYCH/SOC 045)
BIOSOC 025 Environmental Biology
BUS 061 Business and Society
COMHL 010 Community Health Problems
COMM 004 Small Group Discussions
COMM 008 Interpersonal Communication
COMM 012 Introduction to Intercultural Communication
COUNS 001 College Survival (2)
COUNS 003 Strategies for Professional and Personal Growth (2)
COUNS 005 Strategies for Success
COUNS 010 Introduction to Crisis Intervention
COUNS 012 Careers and Life Styles
COUNS 012A Careers and Life Styles (1)
COUNS 023 Becoming a Master Student-Athlete (2)
COUNS 055 Valuing Diversity
GLOBL 001 Global Perspectives (Also SOC/SCS 001)
GLOBL 002 Global Issues (Also SOC/SCS 002)

H ED 002 Health and Lifestyle
LIB 010 Information Competency (1)
NS 015 Human Nutrition
NS 052 Nutrition for Children
PSYCH 012 Human Growth and Development
PSYCH 025 Introduction to Abnormal Psychology
PSYCH 030 Psychology of Addiction and Substance Abuse
PSYCH 033 The Psychology of Personal Growth
PSYCH 040 Environmental Psychology
PSYCH 048 Theories of Personality
PSYCH 055 Psychology of Death & Dying
SOC 002 Social Problems
SOC 021 Sociology of Minorities in the U.S.
SOC 040 Marriage and Family
SOC 045 Human Sexuality
SOC 046 Human Sexuality: A Global Perspective

Note: Associate Degree requirements are not necessarily the same as general education needed to transfer, nor is an Associate Degree needed in order to transfer. Please visit www.ASSIST.org or the Counseling Office for transfer requirements.
TRANSFER PROGRAMS
Mission College provides the opportunity for students to complete the first two years of a four-year college or university program of study. Students enrolled in a transfer program can complete most of the general education and lower division major requirements before transferring to the University of California (UC), the California State University (CSU), independent and out-of-state colleges and universities. Students who are planning to transfer should meet with a counselor in the Counseling Office to develop an educational plan which will identify the courses needed to transfer to the student’s institution of choice.

ASSIST
ASSIST is a state-wide database specifically designed to provide course comparability information between the University of California (UC), the California State University (CSU), and the California Community College system (CCC). ASSIST displays major preparation agreements between the CCC and many of the UC and CSU transfer schools; complete lists of courses acceptable for transfer to the UC and CSU; and IGETC and CSU/GE lists for all the CCCs. At this time, ASSIST does not contain information regarding independent and out-of-state colleges and universities. ASSIST is an excellent tool to use in conjunction with regular Counseling appointments to provide proper transfer planning. ASSIST information can be accessed via the worldwide web at www.assist.org.

Transfer Admission Agreements (TAA)
A TAA is a formal, written agreement between Mission College, a participating four-year college or university, and the Mission College student. Students who comply with the agreement and apply for admission during the appropriate filing period are guaranteed admission. For qualifications and a complete listing of Mission College’s TAA’s, visit the Transfer Center, Room E1-201.

REQUIREMENTS FOR TRANSFER STUDENTS (TAAs)
Mission College students can transfer to a four-year college or university with junior or upper-division standing by completing the following requirements:
Lower-Division Preparatory Major Courses
Lower division courses normally taught in the first or second year of college are described as lower division courses. Articulation agreements which list detailed information concerning specific majors and which describe course transferability are available in the Counseling Office or at www.assist.org.

General Education Requirements
General Education (GE) reflects the belief that a portion of a student’s education should be devoted to broadening a student’s awareness. Courses in writing, critical thinking, mathematics, sciences, arts and humanities and the social sciences are included in the GE patterns and can be used to fulfill the lower division GE requirements at a university. Those patterns include: UC, CSU and independent campus-specific patterns, the Intersegmental General Education Transfer Curriculum (IGETC), and the CSU’s General Education Breadth Requirements (CSU GE-B).

Electives
These are courses of choice that do not meet a specific general education or major requirement. The number of elective units required for transfer if any, depend on a student’s major and transfer university.

Scholarship Requirement (Grade Point Average)
Most colleges and universities have minimum grade point averages for admission. 2.4 is the minimum GPA for the UC system and 2.0 is the minimum for the CSU system (2.8 and 2.4 for non-residents, respectively). The minimum GPA for private colleges and universities varies. Please note that there may be higher GPAs required for specific majors at specific campuses.

UNIVERSITY OF CALIFORNIA
The University of California has 10 campuses, each with its own unique geographic and academic character. The University of California offers bachelor’s, master’s and doctoral degrees in a variety of subject areas. The campuses are as follows:

UC Berkeley
UC Davis
UC Irvine
UC Los Angeles
UC Merced
UC Riverside
UC Santa Barbara
UC San Francisco
UC Santa Cruz
UC San Diego

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

The university has defined freshman and transfer applicants as follows:

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

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

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

A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 on a 4.0 scale. Non-residents must have a minimum 2.8 grade point average. (No more than 14 semester units may be taken Credit/No Credit) and

B. Complete one of the following General Education Patterns:
   1. UC Seven Course Pattern
   2. Intersegmental General Education Transfer Curriculum (IGETC)

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

• Two transferable college courses in English composition (6.0 units)
• One transferable college course in mathematical concepts and quantitative reasoning (3.0 units)
• Four transferable college courses (3.0 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences (12.0 units)

Intersegmental General Education Transfer Curriculum
The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. It was developed to simplify the transfer process for students.

The IGETC is most helpful to students who want to keep their options open - those who know they want to transfer, but who have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many prerequisites for the major.

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

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

FOR NEW STUDENTS STARTING
FALL 2011, SPRING 2012, SUMMER 2012

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) TRANSFERABLE UNITS of Major and GE courses are required for transfer. As a transfer student, you should: (1) meet with a counselor to create a EDUCATIONAL PLAN that will assist you in identifying appropriate major and GE requirements; (2) request an IGETC CERTIFICATION when you request final transcripts to be sent to your transfer institution (PARTIAL CERTIFICATION of the IGETC is allowed although a full completion prior to transfer is highly recommended) [science and engineering majors please see a counselor regarding GE requirements] and all courses must be completed with a "C" or better to receive IGETC certification; and (3) with a counselor’s assistance, determine whether you are eligible for an Associates Degree. Completion of this pattern also satisfies requirements for a Certificate of Achievement. All courses are 3 units unless otherwise noted.

AREA 1 - ENGLISH COMMUNICATION - 2/3 courses, 6-9 semester/12-15 quarter units
UC—Complete one course from both Group A and B. CSU—Complete one course from Group A, B and C.

GROUP A: ENGLISH COMPOSITION
ENGL 001A English Composition I

GROUP B: CRITICAL THINKING
ENGL 001B English Composition II (SP07)
ENGL 001C Critical Thinking in Writing
PHIL 003 Introduction to Problems in Ethics
PHIL 017 Logic and Critical Thinking

GROUP C: ORAL COMMUNICATION
CSU/IGETC Only
COMM 001 Public Speaking
COMM 020 Argumentation and Debate

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course
MATH 000C Math for Liberal Arts Students (4)
*MATH 001 Pre-Calculus Algebra
*MATH 002 Pre-Calculus Algebra and Trigonometry (5)
MATH 003A,B Analytic Geometry and Calculus (5,5)
MATH 004A Intermediate Calculus (4)
MATH 004B Differential Equations (4)
MATH 004C Linear Algebra (4)
MATH 008 Finite Mathematics
MATH 010 Elementaty Statistics (4)
MATH 019 Discrete Mathematics (4)

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.

GROUP A: ARTS
ART 001A,B Survey of Western Art
ART 001D Art of the 20th Century
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 The History of Modern Design (Also GDES 11)
GDES 011 The History of Modern Design (Also ART 11)
MUSIC 001 Music History and Literature
MUSIC 002 Music History and Literature
MUSIC 005A Fundamentals of Music Lecture
MUSIC 010 Music Appreciation
MUSIC 016 History of Rock Music
MUSIC 017 Musics of the World
WHP 040 Dance Appreciation

GROUP B: HUMANITIES
COMM 012 Intercultural Communication
ENGL 006B World Literature
ENGL 015 Introduction to Film Analysis (Also HUMAN 15)
ENGL 018 Asian American Literature
ENGL 043 Classical Mythology
ENGL 045 The Bible in Literature
ENGL 048 Introduction to Shakespeare
FRNC 002 Second Semester French – Elementary (5)
FRNC 003 4 Third/Fourth Semester French – Intermediate (5,5)
FRNC 005 6 Fifth/Sixth Semester French – Advanced (5,5)
GDES 013 Creativity and Visual Communication (Also HUMAN 13)
HIST 004A,B History of Western Civilization
HUMAN 001A,B Human Values in and from the Arts
HUMAN 007 International Film (Also POLIT 7)
HUMAN 013 Creativity and Visual Communication (Also GDES 13)
HUMAN 015 Introduction to Film Analysis (Also ENGL 15)
HUMAN 016A Hispanic Roots and Culture
HUMAN 018 African American Culture and Humanities
HUMAN 020 Asian Roots and Culture
HUMAN 022 Introduction to Islam
ITAL 002 Second Semester Italian (5)
JPN 002 Second Semester Japanese – Elementary (5)
JPN 003A/B Intermediate Japanese
JPN 004A Intermediate Japanese II
PHIL 001 Introduction to Philosophy
POLIT 007 International Films (Also HUMAN 7)
PORTG 049A/B Portuguese for the Portuguese Speaking
SPAN 002 Second Semester Spanish – Elementary (5)
SPAN 003/4 Third/Fourth Semester Spanish – Intermediate (5,5)
SPAN 005/6 Fifth/Sixth Semester Spanish – Advanced (5,5)
VIET 002 Second Semester Vietnamese – Elementary (5)
VIET 049A,B 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.

- ANTHR 002 Introduction to Archaeology
- ANTHR 003 Cultural Anthropology
- ANTHR/PSYCH/SOC 045 Human Sexuality
- ANTHR 051 Culture and Food
- ANTHR 055 Magic, Witchcraft And Religion
- ANTHR 057 Native Peoples of North America
- COMM 025 Mass Communication and Society
- ECON 001A Principles of Microeconomics
- ECON 001B Principles of Macroeconomics
- GLOBL/SOCSC 001 Global Perspectives
- GLOBL/SOCSC 002 Global Issues
- GLOBL/SOCSC 003 Introduction to Peace Studies
- GLOBL/SOCSC 004 The Developing World
- GLOBL/SOCSC 006 The Global Economy
- HIST 004A,B History of Western Civilization
- HIST 017A,B United States History
- HIST 020 History and Geography of California
- HIST 031 History of East Asia
- HIST 033 Women’s Issues past and Present
- HUMAN 016A Hispanic Roots and Culture
- POLIT 001 American Government

- POLIT 002 Comparative Government
- POLIT 004 International Relations
- POLIT 006 Politics of Race, Class and Gender
- POLIT 010 Introduction to Law and the Legal System
- PSYCH 001 General Psychology
- PSYCH 002A Experimental Psychology
- PSYCH 007 Physiological Psychology
- PSYCH 010 Social Psychology
- PSYCH 012 Human Growth and Development
- PSYCH 015 Introduction to Research Methods
- PSYCH 020 Theories of Personality
- PSYCH 025 Introduction to Abnormal Psychology
- PSYCH 048 Introduction to Child and Adolescent Psychology
- SOC 001 Introduction to Sociology
- SOC 002 Social Problems
- SOC 021 Sociology of Minorities in the U.S.
- SOC 024 Social Aspects of Aging
- SOC 038 American Culture through Film
- SOC 040 Marriage and Family
- SOC 043 Sociology of Religion
- SOC 046 Human Sexuality: Current Issues and Global Perspectives
- SOC 047 Sociology of Criminology

**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 A: PHYSICAL SCIENCES**

- ASTRO 001 Astronomy
- ASTRO 002 Astronomy Lab (1)
- ASTRO 003 Astronomy with Lab (4)
- *CHEM 001A,B General Chemistry (5)*
- *CHEM 002 Introductory Chemistry (4)*
- CHEM 012A,B Organic Chemistry (5)
- *CHEM 020A Fundamentals of Chemistry (4)*
- *CHEM 030B Fundamentals of Chemistry* (4)

**GROUP B: BIOLOGICAL SCIENCES**

- ANTHR 001 Physical Anthropology
- ANTHR 001L Physical Anthropology Laboratory (1)
- BIOSSC 001A General Biology – Cells (5)
- BIOSSC 001B General Biology – Organisms (5)
- BIOSSC 004 Microbiology (5)
- *BIOSSC 006 Exploring Biology (3)*
- *BIOSSC 010 Introduction to Biology (4)*
- BIOSSC 011 Human Biology (4)
- ENGR 003 How Everyday Technology Works (4)
- GEOG 001 Introduction to Physical Geography
- *PHYS 002A,B General Physics (5)*
- *PHYS 004A Engineering Physics – Mechanics (5)*
- *PHYS 004B Engineering Physics – Electricity and Magnetism (5)*
- *PHYS 004C Engineering Physics – Light and Heat (5)*
- *PHYS 010 Introduction to Physics (4)*

**AREA 6 – LANGUAGE OTHER THAN ENGLISH – UC IGETC REQUIREMENT ONLY**

Proficiency equivalent to two years of high school study in the same language with a grade of "C" or better OR completion of one of the following (student must present documentation to show proficiency for 2, 3, and 4):

1. FRNC 001, ITAL 001, JPNSS 001, LATIN 001, SPAN 001, VIET 001 or higher
2. A score of 3 or higher on the Foreign Language Advanced Placement Exam
3. Minimum score of 550 on the appropriate CEEB Foreign Language Achievement Test
4. Satisfactory completion with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

**U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU GRADUATION REQUIREMENT ONLY (NOT PART OF IGETC)**

Complete Option 1 or Option 2. Depending on the CSU campus, courses used to meet this requirement may be used to satisfy requirements for IGETC.

**OPTION 1:** HIST 017A & POLIT 001 • **OPTION 2:** HIST 017B & POLIT 001

*Transfer credit may be limited by either the UC or CSU or both. Visit www.asist.org for specific limitations.
Courses may be taken to satisfy only one Area.*
FREQUENTLY ASKED QUESTIONS ABOUT IGETC

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

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

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

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

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

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

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

WHEN DO I CERTIFY THE IGETC?
IGETC certification must be requested in the Records Office prior to transfer. THIS IS NOT AN AUTOMATIC PROCESS! All necessary documentation (secondary or other college transcripts) must be submitted to the Records Office prior to this request. Valid IGETC courses must appear on Mission’s IGETC plan the year in which they are taken. Students who leave the college, break continuous enrollment, will be placed under the IGETC plan in effect for the year that they return. Partial certification is available for students who have a maximum of 2 remaining classes and would like to transfer without them. Students will be responsible for fulfilling these remaining requirements at the institution they transfer to.

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

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

Requirements are subject to change.

Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU and UC transferable courses as well as updated IGETC and major requirements.
TRANSFER PLANNING GUIDE

MISSION COLLEGE
2011

requirement which should be satisfied prior to transfer and is included in Area D.

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

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

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

In addition, California State University also has an American Institutions graduation
requirement which should be satisfied prior to transfer and is included in Area D.

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

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

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

INDEPENDENT AND OUT-OF-STATE COLLEGES
AND UNIVERSITIES

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

SANTA CLARA UNIVERSITY

Santa Clara University accepts a number of transfer students.

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

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

Transfer students may apply for admission to any quarter.

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

FOR NEW STUDENTS STARTING
FALL 2011, SPRING 2012, SUMMER 2012

### MISSION COLLEGE

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The CSU General Education Breadth (CSU GE-B) is a 39-unit general education program that allows California Community College students to fulfill lower-division GE requirements for the CSU. At least **60 TRANSFERABLE UNITS** of Major and General Education courses are required for transfer. As a transfer student, you should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist you in identifying appropriate major and GE requirements; (2) request a CSU-GE CERTIFICATION when you request final transcripts to be sent to your transfer institution; and (3) with a counselor’s assistance, determine whether you are eligible for an Associates Degree. 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/12 QUARTER UNITS

Complete one course from each section. All courses must be complete with a "C" or better.

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1. Oral Communication:</strong></td>
<td>COMM 001 Public Speaking</td>
</tr>
<tr>
<td></td>
<td>COMM 020 Argumentation and Debate</td>
</tr>
<tr>
<td><strong>A2. Written Communication:</strong></td>
<td>ENGL 001A English Composition I</td>
</tr>
<tr>
<td><strong>A3. Critical Thinking</strong></td>
<td>ENGL 001B English Composition II</td>
</tr>
<tr>
<td></td>
<td>ENGL 001C Clear Thinking in Writing</td>
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<tr>
<td></td>
<td>PHIL 002 Introduction to Logic</td>
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<tr>
<td></td>
<td>PHIL 003 Introduction to Problems in Ethics</td>
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<tr>
<td></td>
<td>PHIL 009 Introduction to Symbolic Logic</td>
</tr>
<tr>
<td></td>
<td>PHIL 017 Logic and Critical Thinking</td>
</tr>
<tr>
<td></td>
<td>COMM 020 Argumentation and Debate</td>
</tr>
<tr>
<td>(PHIL 002 and COMM 20 are non-composition courses)</td>
<td></td>
</tr>
</tbody>
</table>

### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING – 9 SEMESTER/12 QUARTER UNITS

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1. Physical Sciences</strong></td>
<td>ASTRO 001 Astronomy</td>
</tr>
<tr>
<td></td>
<td>ASTRO 002 Astronomy Lab (1)</td>
</tr>
<tr>
<td></td>
<td>ASTRO 003 Astronomy with Lab (4)</td>
</tr>
<tr>
<td></td>
<td>CHEM 001A,B General Chemistry (5.5)</td>
</tr>
<tr>
<td></td>
<td>CHEM 002 Introductory Chemistry (4)</td>
</tr>
<tr>
<td></td>
<td>CHEM 012A,B Organic Chemistry I (5.5)</td>
</tr>
<tr>
<td></td>
<td>CHEM 020A Fundamentals of Chemistry (4)</td>
</tr>
<tr>
<td></td>
<td>CHEM 030B Fundamentals of Chemistry</td>
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<tr>
<td></td>
<td>ENGR 003 How Everyday Technology Works (4)</td>
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<tr>
<td></td>
<td>GEOG 001 Introduction to Physical Geography</td>
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<tr>
<td></td>
<td>PHYS 002A,B General Physics (5.5)</td>
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<tr>
<td></td>
<td>PHYS 004A,B,C Engineering Physics (5 each)</td>
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<tr>
<td></td>
<td>PHYS 004D Atomic Physics (2)</td>
</tr>
<tr>
<td></td>
<td>PHYS 010 Introduction to Physics (4)</td>
</tr>
<tr>
<td><strong>B2. Biological Sciences</strong></td>
<td>ANTHR 001 Physical Anthropology</td>
</tr>
<tr>
<td></td>
<td>ANTHR 001L Physical Anthropology Lab (1)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 001A General Biology – Cells (5)</td>
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<tr>
<td></td>
<td>BIOSC 001B General Biology – Organisms (5)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 004 Microbiology (5)</td>
</tr>
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<td></td>
<td>BIOSC 007 Field Ecology (4)</td>
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<td></td>
<td>BIOSC 008 Exploring Biology</td>
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<td></td>
<td>BIOSC 010 Introduction to Biology (4)</td>
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<tr>
<td></td>
<td>BIOSC 011 Human Biology (4)</td>
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<tr>
<td></td>
<td>BIOSC 015 Human Heredity and Disease</td>
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<td></td>
<td>BIOSC 016 Marine Biology (4)</td>
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<tr>
<td></td>
<td>BIOSC 022 Anatomy &amp; Physiology for Allied Health Workers (4)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 025 Environmental Biology</td>
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<tr>
<td></td>
<td>BIOSC 030 Tropical Ecology (4)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 041 Principles of Animal Biology (5)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 042 Principles of Plant Biology (5)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 043 Principles of Cell and Molecular Biology (5)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 047 Human Anatomy (5)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 048 Human Physiology (5)</td>
</tr>
<tr>
<td><strong>B3. Laboratory Requirement</strong></td>
<td>One of the selected science courses from above must be a laboratory course. Lab courses are underlined.</td>
</tr>
</tbody>
</table>

### B4. Mathematics/Quantitative Reasoning

Courses must be complete with a "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 000D Trigonometry</td>
</tr>
<tr>
<td>MATH 000G Math for the Liberal Arts Students (4)</td>
</tr>
<tr>
<td>MATH 001 Pre-Calculus Algebra</td>
</tr>
<tr>
<td>MATH 002 Pre-Calculus Algebra and Trigonometry (5)</td>
</tr>
<tr>
<td>MATH 003A,B Analytic Geometry and Calculus (5.5)</td>
</tr>
<tr>
<td>MATH 004B Differential Equations (4)</td>
</tr>
<tr>
<td>MATH 004C Linear Algebra (4)</td>
</tr>
<tr>
<td>MATH 008 Finite Mathematics</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics (4)</td>
</tr>
<tr>
<td>MATH 012 Calculus for Business and Social Sciences (4)</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics (4)</td>
</tr>
</tbody>
</table>
## Transfer Programs

### AREA C — ARTS AND HUMANITIES — 9 SEMESTER/12 QUARTER UNITS

Complete three (3) courses or 9 semester/12-15 quarter units with at least one course in Arts and one course in Humanities.

#### C1. Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art</td>
<td>GDES 011</td>
<td>History of Modern Design (Also ART 11)</td>
</tr>
<tr>
<td>ART 001B</td>
<td>Survey of Western Art</td>
<td>GDES 073</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
<td>MUSIC 001</td>
<td>Music History and Literature</td>
</tr>
<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>MUSIC 002</td>
<td>Music History and Literature</td>
</tr>
<tr>
<td>ART 007</td>
<td>Survey of Asian Art</td>
<td>MUSIC 005A</td>
<td>Fundamentals of Music Lecture</td>
</tr>
<tr>
<td>ART 011</td>
<td>History of Modern Design (Also GDES 11)</td>
<td>MUSIC 010</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Drawing</td>
<td>MUSIC 016</td>
<td>History of Rock Music</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>MUSIC 017</td>
<td>Music of the World</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>WHP 040</td>
<td>Dance Appreciation</td>
</tr>
<tr>
<td>ART 035A</td>
<td>Life Drawing</td>
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</tr>
</tbody>
</table>

#### C2. Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 050A, B</td>
<td>Beginning Conversational Arabic and Culture</td>
</tr>
<tr>
<td>CHIN 050A, B</td>
<td>Basic Conversational Chinese</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENGL 006B</td>
<td>World Literature</td>
</tr>
<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis (Also HUMAN 15)</td>
</tr>
<tr>
<td>ENGL 018</td>
<td>Asian American Literature</td>
</tr>
<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
</tr>
<tr>
<td>ENGL 044</td>
<td>The American Experience</td>
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<tr>
<td>ENGL 045</td>
<td>Popular Fiction in America</td>
</tr>
<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
</tr>
<tr>
<td>ENGL 050</td>
<td>Modern Fiction</td>
</tr>
<tr>
<td>ENGL 070</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>FRNC 001, 002</td>
<td>First/Second Semester French – Elementary (5 ea)</td>
</tr>
<tr>
<td>FRNC 003, 004</td>
<td>Third/Fourth Semester French – Intermediate (5 ea)</td>
</tr>
<tr>
<td>FRNC 005, 006</td>
<td>Fifth/Sixth Semester French – Advanced (5 ea)</td>
</tr>
<tr>
<td>FRNC 001L, 002L</td>
<td>French Laboratory (.5 ea)</td>
</tr>
<tr>
<td>FRNC 050A, B</td>
<td>Basic Conversational French</td>
</tr>
<tr>
<td>FRNC 051A, B</td>
<td>Intermediate Conversational French</td>
</tr>
<tr>
<td>FRNC 062</td>
<td>French Cultural Experience (2)</td>
</tr>
<tr>
<td>GDES 013</td>
<td>Creativity and Visual Communication (Also HUMAN 13)</td>
</tr>
<tr>
<td>GLOBL 005</td>
<td>Global Focus (Also SOCSC 5)</td>
</tr>
<tr>
<td>HUMAN 001A, B</td>
<td>Human Values in Art from the Arts</td>
</tr>
<tr>
<td>HUMAN 007</td>
<td>International Films (Also POLIT 7)</td>
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<tr>
<td>HUMAN 013</td>
<td>Creativity and Visual Communication (Also GDES 13)</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>Introduction to Film Analysis (Also ENGL 15)</td>
</tr>
<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
</tr>
<tr>
<td>HUMAN 018</td>
<td>African American Culture/Humanities</td>
</tr>
</tbody>
</table>

#### C3. One additional course from either C1 or C2

### AREA D — SOCIAL SCIENCES — 9 SEMESTER/12 QUARTER UNITS

Complete three (3) courses from at least two (2) different disciplines. **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)

**HIST 017A American History & POLIT 001 American Government** OR **HIST 017B American History & POLIT 1 American Government**

#### Section 2:

**D1. Anthropology & Archaeology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANTHR 039A</td>
<td>Native American Cultures of the Southwest</td>
</tr>
<tr>
<td>ANTHR 039B</td>
<td>Urban Cultures of San Francisco (Also SOC 39A and SOC 39B)</td>
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</table>

**D2. Anthropology & Archaeology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ANTHR 051</td>
<td>Culture and Food: A Multicultural Food Sampling</td>
</tr>
<tr>
<td>ANTHR 055</td>
<td>Magic, Witchcraft and Religion</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
</tr>
</tbody>
</table>

**Area D, Section 2 continued on page 3**

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2011–2013  MISSION COLLEGE  25
Transfer Programs

**D8: Political Science, Government, and Legal Institutions**
- POLIT 001 American Government
- POLIT 002 Comparative Government
- POLIT 004 International Relations
- POLIT 006 Politics of Race, Class and Gender
- POLIT 010 Introduction to Law

**D9: Psychology**
- PSYCH 001 General Psychology
- PSYCH 002A Experimental Psychophysiology (4)
- PSYCH 007 Physiological Psychology
- PSYCH 010 Social Psychology
- PSYCH 012 Human Growth and Development
- PSYCH 015 Introduction to Research Methods
- PSYCH 020 Theories of Personality
- PSYCH 025 Introduction to Abnormal Psychology
- PSYCH 030 Psychology of Addiction and Substance Abuse
- PSYCH 033 The Psychology of Personal Growth
- PSYCH 048 Introduction to Child and Adolescent Psychology
- PSYCH 055 Psychology of Death and Dying

**D10: Sociology and Criminology**
- ANTH/PSYCH/SOC 045 Human Sexuality
- SOC 001 Introduction to Sociology
- SOC 002 Social Problems
- SOC 021 Minorities in the United States
- SOC 024 Social Aspects of Aging
- SOC 038 American Culture through Film
- SOC 039A Native American Cultures of the Southwest
- SOC 039B Urban Cultures of San Francisco
- (Also ANTH 39A and ANTH 39B)
- SOC 040 Marriage and Family
- SOC 041 Family Issues
- SOC 043 Sociology of Religion
- SOC 046 Human Sexuality: Current Issues & Global Perspectives
- SOC 047 Sociology of Criminology

**AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT – 3 SEMESTER/4 QUARTER UNITS**
Choose a course or courses from the following to total at least three (3) semester units. Only one unit from Wellness and Human Performance (formerly Physical Education) will be counted for Area E.

- ANTH/PSYCH/SOC 045 Human Sexuality
- BIOSOC 025 Environmental Biology
- COMMHL 010 Community Health Problems
- COMM 008 Interpersonal Communication
- COMM 012 Introduction to Intercultural Communication
- COUNS 005 Strategies for Success
- COUNS 012 Careers and Life Styles
- H ED 002 Health and Lifestyle
- NS 015 Human Nutrition
- PSYCH 012 Human Growth and Development
- PSYCH 048 Introduction to Child and Adolescent Psychology
- PSYCH 055 Psychology of Death and Dying
- SOC 046 Human Sexuality: Current Issues & Global Perspectives

Wellness and Human Performance (PE) Courses (most courses are 1-unit each).


Martial Arts - WHIP 5H, J, K, L, M, N, O, Y


Men's Intercollegiate Sports - WHIP 9A, F, H

Women's Intercollegiate Sports - WHIP 10B, C, D, E, F

Two units of WHIP (2 different activities) are required for graduation from San Jose State University and recommended for CSU East Bay; however, they are NOT required to transfer.

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

Requirements are subject to change.

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

MIC Office of Articulation 06.08.2011
## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) EXAMS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>AA (MAJOR AND/OR GE) FOR MISSION COLLEGE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Area C - Humanities 3 units</td>
<td>Area C1 3 semester units</td>
<td>6 semester units</td>
<td>Area 3A or 3B 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOSC 010 4 units</td>
<td>Area B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5B (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH 003A* 5 units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units**</td>
<td>Area 2A 3 semester units</td>
<td>4 quarter/2.7 semester units***</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 003A* 5 units</td>
<td>Area B4 3 semester units</td>
<td>6 semester units**</td>
<td>Area 2A 3 semester units</td>
<td>8 quarter/5.3 semester units***</td>
</tr>
<tr>
<td><strong>AP CALCULUS EXAM LIMITATIONS:</strong></td>
<td>*Units may differ at other CCCs</td>
<td></td>
<td>**Only one exam may be used toward transfer</td>
<td></td>
<td>**Maximum credit 8 quarter/5.3 semester units for both **</td>
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<tr>
<td>Chemistry</td>
<td>CHEM 001A 4 units</td>
<td>Area B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>Area C - Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIS 037A/1728* 4 units</td>
<td>N/A</td>
<td>3 semester units**</td>
<td>N/A</td>
<td>2 quarter/1.3 semester units***</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CIS 037A/1728* 4 units</td>
<td>N/A</td>
<td>6 semester units**</td>
<td>N/A</td>
<td>4 quarter/2.7 semester units***</td>
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<tr>
<td><strong>AP CS EXAM LIMITATIONS:</strong></td>
<td>*Units may differ at other CCCs</td>
<td></td>
<td>**Maximum one exam toward transfer</td>
<td></td>
<td>**Maximum 4 quarter/2.7 semester units for both **</td>
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<tr>
<td>Economics - Macroeconomics</td>
<td>ECON 001A 3 units</td>
<td>Area D2 3 semester units</td>
<td>3 semester units</td>
<td>Area 4B 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>ECON 001B 3 units</td>
<td>Area D2 3 semester units</td>
<td>3 semester units</td>
<td>Area 4B 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>ENGL 001A 3 units</td>
<td>Area A2 3 semester units</td>
<td>6 semester units</td>
<td>Area 1A 3 semester units</td>
<td>8 quarter/5.3 semester units*</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>ENGL 001A and Area C - Humanities 3 units</td>
<td>Area A2 and C2 6 semester units</td>
<td>6 semester units</td>
<td>Area 1A or 3B 3 semester units</td>
<td>8 quarter units/5.3 semester units*</td>
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<td><strong>AP ENGLISH EXAM LIMITATIONS:</strong></td>
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<td></td>
<td></td>
<td>**8 quarter/5.3 semester units maximum for both **</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Area B - Natural Science 3 units</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units</td>
<td>4 semester units (if taken prior to Fall 2009)</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>French Language</td>
<td>FRNCH 003* 5 units</td>
<td>Area C2 3 semester units (if taken prior to Fall 2009)</td>
<td>6 semester units (if taken prior to Fall 2009)</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>FRNCH 004* 5 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td><strong>AP FRENCH EXAM LIMITATIONS:</strong></td>
<td>*Units may differ at other CCCs</td>
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<td>EXAM</td>
<td>AA/AS (MAJOR AND/OR GE) FOR MISSION COLLEGE</td>
<td>CSU GE</td>
<td>CSU - UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
</tr>
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</tr>
<tr>
<td>German Language</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Government &amp; Politics - Comparative</td>
<td>Area D – Social Science 3 units</td>
<td>Area D8</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Government and Politics - U.S.</td>
<td>POLIT 001 – Area D, Series 1 3 units</td>
<td>Area D8 and US-2*</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>AP GOV'T EXAM LIMITATIONS:</td>
<td>*Does not fulfill AHI CA Government req.</td>
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<tr>
<td>History - European</td>
<td>HIST 004B 3 units</td>
<td>Area C2 or D6</td>
<td>6 semester units</td>
<td>Area 3B or 4F</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>History - U.S.</td>
<td>HIST 017A – Area D, Series 1 3 units</td>
<td>Area C2 or D6 (and US-I)</td>
<td>3 semester units</td>
<td>Area 3B or 4F</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - World</td>
<td>Area D – Social Science 3 units</td>
<td>Area C2 or D6</td>
<td>6 semester units</td>
<td>Area 3B or 4F</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Area D – Social Science 3 units</td>
<td>Area D5</td>
<td>3 semester units</td>
<td>Area 4E</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Latin – Vergil</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Latin – literature</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Area C – Humanities 3 units</td>
<td>Area C1 (if taken prior to Fall 2009)</td>
<td>6 semester units (if taken prior to Fall 2009)</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS 002A 5 units*</td>
<td>B1 and B3</td>
<td>6 semester units**</td>
<td>Area 5A (with lab)</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>PHYS 004A 5 units*</td>
<td>B1 and B3</td>
<td>4 semester units**</td>
<td>Area 5A (with lab)</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>PHYS 004B 5 units*</td>
<td>B1 and B3</td>
<td>4 semester units**</td>
<td>Area 5A (with lab)</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>AP PHYSICS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
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<td></td>
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<tr>
<td>Psychology</td>
<td>PSYCH 001 3 units</td>
<td>Area D9</td>
<td>3 semester units</td>
<td>Area 41</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 003 5 units*</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPAN 004 5 units*</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>AP SPANISH EXAM LIMITATIONS:</td>
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<tr>
<td>Statistics</td>
<td>MATH 010 4 units*</td>
<td>Area B4</td>
<td>3 semester units</td>
<td>Area 2</td>
<td>4 quarter/2.7 semester units</td>
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<td>AP STATISTICS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
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</table>

AA: Students requesting specific course equivalency for AP Exams that show only General Education equivalency must go through the Mission College Course Substitution Policy.

CSU GE: The Advanced Placement examination may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC’s discipline is located.

ADDITIONAL NOTE: Transfer credit based on AP Exams may differ from major requirement credit at the CSU or UC. To request an official AP Transcript, write to: College Board/SAT Programs, Princeton, NJ 08541

Approved by MCAS Spring 2009
**COLLEGE CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Students may earn credit for College Level Examination Program Exams with a minimum score of 50. CLEP credit can be used to meet AA/AS General Education requirements as well as CSU GE-B requirements.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>MINIMUM CLEP SCORE</th>
<th>AA/AS GE FOR MISSION COLLEGE (3 UNITS EACH)</th>
<th>MINIMUM CSU UNITS ALLOWED</th>
<th>CSU GE-B OR AH1 AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP American Government</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D8, 3 semester units</td>
</tr>
<tr>
<td>CLEP American Literature</td>
<td>50</td>
<td>Humanities</td>
<td>3 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Analyzing and Interpreting Literature</td>
<td>50</td>
<td>Humanities</td>
<td>3 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Biology</td>
<td>50</td>
<td>Natural Sciences</td>
<td>3 semester units</td>
<td>Area B4, 3 semester units</td>
</tr>
<tr>
<td>CLEP Calculus</td>
<td>50</td>
<td>Language and Rationality</td>
<td>3 semester units</td>
<td>Area B4, 3 semester units</td>
</tr>
<tr>
<td>CLEP Chemistry</td>
<td>50</td>
<td>Natural Sciences</td>
<td>3 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP College Algebra</td>
<td>50</td>
<td>Language and Rationality</td>
<td>3 semester units</td>
<td>Area D6 + US-1, 3 semester units</td>
</tr>
<tr>
<td>CLEP College Algebra – Trigonometry</td>
<td>50</td>
<td>Language and Rationality</td>
<td>3 semester units</td>
<td>Area D6 + US-1, 3 semester units</td>
</tr>
<tr>
<td>CLEP English Literature</td>
<td>50</td>
<td>Humanities</td>
<td>3 semester units</td>
<td>Area E, 3 units</td>
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<tr>
<td>CLEP French II</td>
<td>59</td>
<td>Humanities</td>
<td>12 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP German Level II</td>
<td>60</td>
<td>Humanities</td>
<td>12 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP History, United States I</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D6 + US-1, 3 semester units</td>
</tr>
<tr>
<td>CLEP History, United States II</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D6 + US-1, 3 semester units</td>
</tr>
<tr>
<td>CLEP Human Growth and Development</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D6 + US-1, 3 semester units</td>
</tr>
<tr>
<td>CLEP Humanities</td>
<td>50</td>
<td>Humanities</td>
<td>3 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Introductory Psychology</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D9, 3 semester units</td>
</tr>
<tr>
<td>CLEP Introductory Sociology</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D0, 3 semester units</td>
</tr>
<tr>
<td>CLEP Natural Sciences</td>
<td>50</td>
<td>Natural Sciences</td>
<td>3 semester units</td>
<td>Area B1 or Area B2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Pre-Calculus</td>
<td>50</td>
<td>Language and Rationality</td>
<td>3 semester units</td>
<td>Area B4, 3 semester units</td>
</tr>
<tr>
<td>CLEP Principles of Macroeconomics</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Principles of Microeconomics</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Spanish Level II</td>
<td>63</td>
<td>Humanities</td>
<td>12 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<tr>
<td>CLEP Trigonometry</td>
<td>50</td>
<td>Language and Rationality</td>
<td>3 semester units</td>
<td>Area B4, 3 semester units</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>50</td>
<td>Humanities or Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area C2 or Area D6, 3 semester units</td>
</tr>
<tr>
<td>CLEP Western Civilization II</td>
<td>50</td>
<td>Social/Behavioral Sciences</td>
<td>3 semester units</td>
<td>Area D6, 3 semester units</td>
</tr>
</tbody>
</table>

To request an official CLEP transcript, write to: Educational Testing Service, PO Box 6600, Princeton, NJ 08541-6600

Approved by MCAS Spring 2011
## COLLEGE CREDIT FOR INTERNATIONAL BACCALAUREATE (IB) PROGRAM

Students may earn credit for IB Tests with scores of 3 or higher. IB credit can be used to meet IGETC, CSU GE and Associate Degree general education (GE).

<table>
<thead>
<tr>
<th>EXAM</th>
<th>MINIMUM SCORE</th>
<th>AA/AS GE FOR MISSION COLLEGE (3 UNITS EACH)</th>
<th>CSU GE-B AREA (3 UNITS EACH)</th>
<th>IGETC AREA (3 UNITS EACH)</th>
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<tbody>
<tr>
<td>Biology HL</td>
<td>5</td>
<td>Natural Science</td>
<td>B2</td>
<td>5B (w/out lab)</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>5</td>
<td>Natural Science</td>
<td>B1</td>
<td>5A (w/out lab)</td>
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<tr>
<td>Economics HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D2</td>
<td>4B</td>
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<td>Geography HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D5</td>
<td>4E</td>
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<tr>
<td>History (any region) HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>C2 or D6</td>
<td>3B and 4F</td>
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<tr>
<td>Language A1 (any language) HL</td>
<td>4</td>
<td>Humanities</td>
<td>C2</td>
<td>3B</td>
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<tr>
<td>Language A2 (any language) HL</td>
<td>4</td>
<td>Humanities</td>
<td>C2</td>
<td>3B</td>
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<tr>
<td>Language B (any language) HL</td>
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<td>Humanities</td>
<td>NA</td>
<td>6A</td>
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<tr>
<td>Mathematics HL</td>
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<td>Language and Rationality</td>
<td>B4</td>
<td>2A</td>
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<td>Natural Science</td>
<td>B1</td>
<td>5A (w/out lab)</td>
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<tr>
<td>Psychology HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D9</td>
<td>4I</td>
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<tr>
<td>Theatre HL</td>
<td>4</td>
<td>Humanities</td>
<td>C1</td>
<td>3A</td>
</tr>
</tbody>
</table>

To request an official IB transcript, contact your high school.
MISSION COLLEGE  2011-2013

ACCOUNTING

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

ACCOUNTING (ACCTG)

DIVISION: Business and Technology
DEPARTMENT: Accounting
DEAN: Mina Jahan
DIVISION CHAIR: Curtis Pembroke
DEPT CHAIR: Betty Christopher
PHONE: 408-855-5343
COUNSELING: 408-855-5030

Program Description and Student Learning Outcomes

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

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

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

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

Career Options:

• Accounting Clerk
• Revenue Agent (FTB/IRS)
• Accounting Technician
• Bookkeeper
• Accountant Trainee
• Accounts Receivable
• Auditor I
• Accounts Payable
• Bank Employee/Examiner
• General Ledger
• Certified Public Accountant
• Full-Charge Bookkeeper
• Cost Accountant
• Tax Preparer
• Insurance Employment

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

Highlights:

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

Accounting - Associate in Science

Core Curriculum Courses (Required) Units
ACCTG 001A...Principles of Accounting 4.0
ACCTG 001B...Principles of Accounting 4.0
BUS 021...Introduction to Business Computing 3.0
BUS 021L...Introduction to Business Computing Laboratory 1.0
BUS 028A...Business Law I 3.0

Plus 3 units from the following:

ACCTG 059A...Financial Auditing 4.0
ACCTG 060...Computerized Accounting: Quickbooks 3.0
ACCTG 065...Computerized Accounting: Peachtree 3.0
ACCTG 071...Advanced Accounting 4.0

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

Plus 3 units from the following:

ACCTG 040...Introduction To Personal Financial Planning 1.0
ACCTG 041...Insurance Planning 1.0
ACCTG 042...Investment Planning 1.0
ACCTG 043...Tax Planning 1.0
ACCTG 044...Retirement Planning 1.0
ACCTG 045...Estate Planning 1.0
ACCTG 051A...Income Tax 3.0
ACCTG 051B...Income Tax 3.0
BUS 051...Introduction to American Business 3.0
BUS 064...Business Math Using Calculators 4.0
BUS 078...Business Communications 3.0
BUS 079...Human Relations Applied in Business 3.0
MKT 013...Functions of Management I 3.0
MKT 056A...Marketing Principles 3.0

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

Accounting - Certificate of Achievement

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

Select at least 24 units from the following:

ACCTG 001A...Principles of Accounting 4.0
ACCTG 001B...Principles of Accounting 4.0
ACCTG 033...Projected Cash Flow & Financial Statements Using Excel 1.5
ACCTG 034...Business Financial Planning Using Excel 1.5
ACCTG 040...Introduction To Personal Financial Planning 1.0
ACCTG 041...Insurance Planning 1.0
ACCTG 042...Investment Planning 1.0
ACCTG 043...Tax Planning 1.0
ACCTG 044...Retirement Planning 1.0
ACCTG 045...Estate Planning 1.0
ACCTG 051A...Income Tax 3.0
ACCTG 051B...Income Tax 3.0
ACCTG 052...Payroll and Business Tax Accounting 3.0
ACCTG 057A...Cost Accounting 4.0
ACCTG 057B...Cost Accounting 4.0
ACCTG 058A...Intermediate Accounting 4.0
ACCTG 058B...Intermediate Accounting 4.0

Total Program Certificate Requirements: 24.0
ACCOUNTING

(ACCTG)

001A • PRINCIPLES OF ACCOUNTING  4.0 units
Total Lecture 72 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course includes basic accounting theory and procedure, the accounting entity, generally accepted accounting principles, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing entries, fixed assets, inventory, receivables, payables, depreciation, payroll, and present value and compound interest concepts. This course may also be offered via distance learning. Grade Only.

001B • PRINCIPLES OF ACCOUNTING  4.0 units
Total Lecture 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: University of California, California State University
This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, accounting for stocks and bonds, intangible assets, the Statement of Cash Flow, manufacturing cost accounting, budgeting, analysis of financial statements, and practical managerial problems in accounting. This course may also be offered via distance learning. Grade Only.

021A • BASIC ACCOUNTING I  2.0 units
Total Lecture 36 hours
Acceptable for credit: California State University
This is the first course designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who: are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review, but do not have time for a standard full-semester course. This course includes basic business concepts, transaction's analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may also be offered via distance learning. Pass/No Pass Option.

021B • BASIC ACCOUNTING II  2.0 units
Total Lecture 36 hours
Prerequisite: ACCTG 021A
Acceptable for credit: California State University
This course is designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review but do not have time for a standard full-semester course. This course continues the study of foundation concepts, terminology, and procedures. Topics include adjustments and closing, accounting completing the cycle, merchandising, and accrual vs. cash basis. A supplementary math review for basic accounting is also provided. This course may also be offered via distance learning. Pass/No Pass Option.

022 • BASIC ACCOUNTING PRINCIPLES & PROCEDURES  5.0 units
Total Lecture 90 hours
Acceptable for credit: California State University
Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and those who need a review or who have had difficulty in other introductory accounting classes. This course consists of a foundation module that includes: what a business is, assets and claims on assets, in-depth event analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, adjustments, closing, introduction to financial statement preparation, and introduction to the conceptual framework of accounting. The completion module consists of the worksheet, merchandising operations, special journals, introduction to computerized accounting, and internal control for cash. A supplementary basic math review is also available. This course may also be offered via distance learning. Pass/No Pass Option.

033 • PROJECTED CASH FLOW AND FINANCIAL STATEMENTS USING EXCEL  1.5 units
Total Lecture 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course combines the theory and procedure of cash budgeting and financial statement projection with the use of the spreadsheet program Excel. Students learn to apply these procedures to actual cases through lecture, reading, problems and project assignments. Students build their own Excel spreadsheet models to project an income statement and balance sheet, with a cash flow budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may also be offered via distance learning. Pass/No Pass Option.

034 • BUSINESS FINANCIAL PLANNING USING EXCEL  1.5 units
Total Lecture 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ACCTG 001A (Note: ACCTG 033 is not a prerequisite)
Acceptable for credit: California State University
This course combines the theory and procedure of business financial planning and analysis with the use of the spreadsheet program Excel. Students apply these procedures to actual cases through lecture, reading, problems, and project assignments. Students build their own Excel spreadsheet models for loan amortization, break even analysis, capital budgeting and project selection, lease versus buy analysis, and net present value and the time value of money. This course may be offered via distance learning. Pass/No Pass Option.

040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets will be introduced, and students will prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process will be stressed. This course may also be offered via distance learning. Pass/No Pass Option.

041 • INSURANCE PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance will be studied. Students will prepare their own personal insurance plans. Pass/No Pass Only.

042 • INVESTMENT PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students will prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. Pass/No Pass Option.
043 • TAX PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability; then use at least one method to plan a reduction in taxes for next year. Pass/No Pass Only.

044 • RETIREMENT PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. Pass/No Pass Option.

045 • ESTATE PLANNING  1.0 unit
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. Pass/No Pass Only.

051A • INCOME TAX  3.0 units
Total Lecture: 54 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary topics. Pass/No Pass Option.

051B • INCOME TAX  3.0 units
Total Lecture: 54 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
The course, through textual, case study, and problem materials develops a basic understanding of the taxation principles applied to corporations, partnerships, estates and trusts. Pass/No Pass Option.

052 • PAYROLL AND BUSINESS TAX ACCOUNTING  3.0 units
Total Lecture: 54 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course presents a thorough study of payroll preparation, payroll taxes, sales taxes and personal property taxes and other tax costs (other than income tax) as related to businesses. Basic payroll procedures used in business today will be stressed. Various methods of manual and automated payroll preparation will be presented. Pass/No Pass Option.

057A • COST ACCOUNTING  4.0 units
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
This course provides students a thorough presentation of cost accounting terminology and concepts used in current practice and develops a basic facility in practical capacity of cost accounting techniques and systems. Cost systems development and control aspects are stressed. Emphasis is placed on the use of cost accounting data rather than data accumulation. The course covers job order costing, standard costing, budgeting, flexible budgeting, cost volume profit relationships, incremental and relevant costing, product pricing and balanced scorecard analysis. Grade Only.

057B • COST ACCOUNTING  4.0 units
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
Accounting 057B is the second course of two complementary one semester courses that complete a detailed investigation of the main theories of Cost Accounting. Main subjects include cost allocations, process costing, cost of quality, inventory management, capital budgeting, transfer pricing and performance measure. Topics that may be added, time permitting, are: international cost accounting issues, environmental accounting and cost of capital. Grade Only.

058A • INTERMEDIATE ACCOUNTING  4.0 units
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
A review of fundamental accounting process, techniques and principles including control and theory of accounting for assets; correction of prior years' earnings; and measurement and determination of income. Current standards and pronouncements are presented. Pass/No Pass Option.

058B • INTERMEDIATE ACCOUNTING  4.0 units
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 058A
Acceptable for credit: California State University
This course provides comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, lease, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis is also reviewed. Pass/ No Pass Option.

059A • FINANCIAL AUDITING  4.0 units
Total Lecture: 72 hours
Prerequisite: ACCTG 001B
Acceptable for credit: California State University
The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. Grade Only.

060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS  3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ACCTG 001A (may be taken concurrently with ACCTG 001A)
Acceptable for credit: California State University
In this course, students use Quickbooks accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course includes discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system, and decision making based on output. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. Pass/No Pass Option.

065 • COMPUTERIZED ACCOUNTING: PEACHTREE  3.0 units
Total Lecture: 54 hours
Prerequisite: ACCTG 001A (may be taken concurrently with ACCTG 001A)
Acceptable for credit: California State University
In this course, students use Peachtree accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course includes discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system, and decision making based on output. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. Pass/No Pass Option.
071 • ADVANCED ACCOUNTING  
4.0 units  
Total Lecture: 72 hours  
Prerequisite: ACCTG 058B or equivalent  
Acceptable for credit: California State University  

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

901AS • ACCTG 001A SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 001A  

In this lab, students receive supplemental instruction and practice on accounting practice set project and on accounting study guide exercises. This course is open entry/open exit. Pass/No Pass Only.

901BS • ACCTG 001B SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 001B  

In this lab, students receive supplemental instruction and practice on analyzing study guide exercises. This course is open entry/open exit. Pass/No Pass Only.

933S - ACCTG 033 SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 033  

In this lab, students receive supplemental instruction and practice using Excel software to project cash flow and financial statements. This course is open entry/open exit. Pass/No Pass Only.

934S - ACCTG 034 SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 034  

In this lab, students receive supplemental instruction and practice using Excel software to build financial analysis models. This course is open entry/open exit. Pass/No Pass Only.

960S - QUICKBOOKS SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 060  

In this lab, students receive supplemental instruction and practice using Quickbooks software to enter transactions and produce reports. This course is open entry/open exit. Pass/No Pass Only.

965S - PEACHTREE SUPPLEMENTAL LAB  
0.5 Unit  
Total Lab: 24 hours  
Corequisite: ACCTG 065  

In this lab, students receive supplemental instruction and practice using Peachtree software to enter transactions and produce reports. This course is open entry/open exit. Pass/No Pass Only.

ALLIED HEALTH (AH)  

DIVISION: Applied Science  
DEPARTMENT: Health Occupations  
DEAN: Danny Nguyen  
DIVISION CHAIR: Janice Morgan  
PHONE: 408-855-5397  
INFO: 408-855-5030  
COUNSELING: Dr. Carol Beck  
PHONE: 408-855-5035  

The Allied Health Program offers courses for students seeking entry level careers in the health care field. The courses are designed to provide a theoretical base for practical experience in a variety of health care settings with three areas of emphasis. The Certified Nursing Assistant (CNA) provides skills in direct care to clients as a member of the healthcare team in skilled nursing, extended care, and sub-acute facilities. The Home Health Aide (HHA) focuses on care of the client in the home setting under the supervision of a healthcare team. The Acute Care CNA expands on the skills and knowledge obtained in the CNA program and provides theoretical and clinical experiences to care of clients in the acute care hospital setting.

Student Learning Outcomes:

Upon successful completion of courses in the Allied Health programs students will:

1. Identify, define and interpret word elements and demonstrate the ability to spell, pronounce, and understand the meaning of medical terminology
2. Demonstrate basic understanding of body systems and normal body functions, and common disease states.
3. Identify deviations from normal anatomy and physiology, and basic understanding of diseases and disorders affecting the elderly client and the nutritional needs for the elderly.
4. Students will apply theoretical concepts in the application of skills needed in caring for the elderly client.
5. Recognize indicators of life-threatening emergency conditions and demonstrate research-based and age-specific life-saving interventions according to the American Red Cross and American Heart Association standards.
6. Demonstrate the ability to identify risks and help develop plans for various emergency and disaster situations in the home, community, or clinical setting.
7. Develop a foundation in the basic scientific principles required to provide health care while demonstrating safe, competent basic nursing skills and procedures consistent with current standards.
8. Identify an increased level of clinical competency while progressing through the AH programs.
9. Describe the role and responsibility of the CNA, HHA, and Acute Care CNA as a member of the healthcare team.
10. Describe how accurate documentation and clear communication skills assist with the care delivered.
11. Describe federal and state regulations governing care in the various healthcare/client settings.
12. Describe and demonstrate the supportive personal care skills, body mechanics, safety and emergency procedures, and methods to improvise and adapt these procedures in the various healthcare settings.
13. Identify and describe various units of measurement using the proper form and abbreviations, correctly read medication labels to obtain necessary information to calculate medication dosages, and accurately perform dosage calculations related to medication for all age groups.
14. Demonstrate responsibility and professionalism wearing the required school uniform and ID badge at all times.

Students will be assessed through examinations, quizzes, skill demonstrations, oral presentation, discussion, and clinical evaluation.

Career Options:

• Certified Nurse Assistant
• Certified Home Health Aide
• Acute Care Nursing Assistant
## ALLIED HEALTH

### ALLIED HEALTH PROGRAM ACCEPTANCE POLICY

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

**Nursing Assistant Program:**
- Attendance at an information session (Dates will be posted 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/inindex.html/nursing)

It is recommended that students have completed AH 003 prior to applying for this program.

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

### Nursing Assistant / Home Health Aide

**Acute Care Nursing Assistant - Certificates**

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

### LEVEL I: Nurse Assistant Certificate of Proficiency

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AH 020D</td>
<td>Fundamentals of Nursing Assistant</td>
<td>3.5</td>
</tr>
<tr>
<td>AH 020E</td>
<td>Nurse Assistant Clinical</td>
<td>2.0</td>
</tr>
<tr>
<td>HED 004</td>
<td>Standard First Aid</td>
<td>0.5</td>
</tr>
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</table>

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

### LEVEL II: Home Health Aide Certificate of Proficiency

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AH 012</td>
<td>Emergency and Disaster Preparedness</td>
<td>0.5</td>
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<tr>
<td>AH 020F</td>
<td>Home Health Aide Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td>AH 020G</td>
<td>Home Health Aide Clinical</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Total Level II Certificate Requirements:** 2.5 units

### LEVEL III: Acute Care Nurse Assistant Certificate of Proficiency

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>Cardiopulmonary Resuscitation</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020H</td>
<td>Acute Care Nurse Assistant Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>AH 020I</td>
<td>Acute Care Nursing Assistant Clinical</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

### Childbirth Trainer - Certificate of Proficiency

The Childbirth Trainer Certificate Program is designed to qualify an individual to be a Prepared Childbirth Trainer. The role of the childbirth trainer is to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 168</td>
<td>Introduction to Health Care Trainer Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>AH 169</td>
<td>Techniques in Childbirth Education</td>
<td>4.0</td>
</tr>
<tr>
<td>AH 190</td>
<td>Parenting Techniques for Childbirth Trainers</td>
<td>1.0</td>
</tr>
<tr>
<td>AH 191</td>
<td>Ethics and Legal Aspects of Childbirth Education</td>
<td>1.0</td>
</tr>
<tr>
<td>NS 025</td>
<td>Maternal, Fetal and Infant Nutrition</td>
<td>1.0</td>
</tr>
<tr>
<td>VN 056*</td>
<td>Obstetrical Nursing</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* May be challenged by RNs or LVNs

**Total Program Certificate Requirements:** 12.0 units

### ALLIED HEALTH (AH)

#### 003 • MEDICAL TERMINOLOGY

**Units:** 3.0

**Total Lecture:** 54 hours

Acceptable for credit: California State University

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

#### 011 • BASIC LIFE SUPPORT (CPR)

**Units:** 0.5

**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 will be issued to students who successfully meet course objectives. The student is required to read the textbook ‘BLS for Healthcare Providers’ prior to attending class. May be repeated two times. Materials Fee: Pass/No Pass Option.

#### 012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS

**Units:** 0.5

**Total Lecture:** 9 hours

The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Pass/No Pass Option.

#### 020D • NURSING ASSISTANT FUNDAMENTALS

**Units:** 3.5

**Total Lecture:** 54 hours, **Total Lab 27 hours**

Corequisite: AH 020E

Acceptable for credit: California State University

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

#### 020E • NURSE ASSISTANT CLINICAL

**Units:** 2.0

**Total Lab:** 108 hours

Corequisite: AH 020D

Acceptable for credit: California State University

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

#### 020F • HOME HEALTH AIDE FUNDAMENTALS

**Units:** 1.5

**Total Lecture:** 27 hours

Advisory: Eligibility for ENGL 001A and READ 053

Prerequisite: Current CNA or eligibility for CNA examination

Corequisite: AH 020G

Acceptable for credit: California State University

This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AH 020F provides eligibility for a California Home Health Aide (HHA) certificate. Grade Only.

#### 020G • HOME HEALTH AIDE CLINICAL

**Units:** 0.5

**Total Lab:** 27 hours

Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination

Prerequisite: Current CNA or eligibility for CNA examination

Corequisite: AH 020F

Acceptable for credit: California State University

This clinical practicum provides the student with experience in basic nursing skills in a home setting. Students who successfully complete this course along with AH 020G are eligible to apply for the California Home Health Aide Certificate. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

020H • ACUTE CARE NURSING ASSISTANT 1.5 units
Total Lecture: 27 hours
Advisory: MATH 903
Prerequisite: AH 020D and AH 020E, or current CNA Certificate
Corequisite: AH 020H
Acceptable for credit: California State University
This course is designed to expand the knowledge base of the Certified Nurse Assistant (CNA) to function safely as an Acute Care Nurse Assistant (ACNA). The focus is on providing theoretical concepts to assure safe skills in expanded nursing care to the client in the acute care setting. Grade Only.

020I • ACUTE CARE NURSING ASSISTANT CLINICAL 2.0 units
Total Lab: 108 hours
Advisory: MATH 900
Prerequisite: AH 020D and AH 020E, or current CNA Certificate
Corequisite: AH 020H
Acceptable for credit: California State University
This clinical practicum provides the CNA (Certified Nursing Assistant) with a clinical experience focusing on nursing care of the client in the acute care setting. Students who successfully complete this course, along with AH 020H, will receive a certificate. Pass/No Pass Option.

024 • HEALTH CARE FOUNDATIONS 3.0 units
Total Lecture: 54 hours
This course provides the student with an overview of the structure and function of health care delivery systems, current trends, health care technology roles, educational requirements and personal qualifications for entering the health care field. Included is an exploration of career pathways and options to assist students in career decisions. This course is required for any health care provider student prior to entry into a clinical experience. Areas emphasized are communication, legal and ethical principles, interpersonal dynamics, and safe practice skills. Pass/No Pass Option.

914 • MATH FOR HEALTH OCCUPATIONS 1.0 unit
Total Lecture: 18 hours
Prerequisite: Eligibility for MATH 903
This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications. Pass/No Pass Option.

MISSION COLLEGE
2011-2013

ANTHROPOLOGY (ANTHR)
DIVISION: Liberal Studies
DEPARTMENT: Anthropology
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Jeff Cormier
PHONE: 408-855-5483
COUNSELING: 408-855-5030

Mission College offers basic lower division courses in Anthropology. Anthropology provides an excellent background to many other behavioral sciences. Anthropology offers a basic understanding of people, including their physical and behavioral adaptations to the world around them.

Student Learning Outcomes:
Students completing courses in Anthropology will:
• Differentiate between individual choices and choices made for us by our culture
• Identify ethnocentrism (centered in one’s own culture) in self and others, and assess the effects of ethnocentrism on cross-cultural relations among individuals, groups and nations
• Demonstrate in written or oral work, or lab exercise, knowledge and application of scientific method and the development of cultural and biological theory about humans
• Classify universal shared elements of culture and assess alternative ways that human groups meet needs for stability, reproduction and social control.
• Name and describe living patterns and world views of several groups in the world today as well as that of their own group
• Investigate past life and culture, educating others through oral and creative projects about the value of preservation and reconstruction of the past.
• Learn the place of humans in the biological continuum, identify and critique principles of human evolution, and see humans and themselves as part of Nature, not apart from nature.

Students will demonstrate analysis and mastery of program materials through written tests, quizzes, term papers or projects, oral presentations and discussions.

Career Options:
• Anthropologist
• Archaeology Technologist
• Archaeologist
• Environmental Impact Analyst
• Transcultural Nursing
• Transcultural Health-Care Worker

Some career options may require work beyond the AA or AS degree.
Anthropology - A.A Degree

Anthropology is the study of people, ranging from the origin and biological evolution of our species to tracing the prehistory and history of cultures to defining group behavior in non-western and western cultures. Thus, anthropology is considered to be the most holistic of the social sciences. The goal of anthropology is to answer the question, "What is humankind?" from a biological, prehistoric, and behavioral perspective. The integrative approach to the discipline links anthropology with the life and social sciences, and has strong ties with disciplines ranging from biology and psychology to political science, history, and the arts, providing a humanistic perspective. Anthropology is particularly suited to persons with a wide range of interests as well as offering specific insights to others in more specialized disciplines. The study of anthropology offers preparation for careers in teaching, law enforcement, medicine and health care, and museums, to name just a few. Increasingly, business and industry leaders are employing anthropologists in key positions because their holistic perspective and broad cultural understanding prepare them to address modern-day challenges.

Required Courses: Units
ANTHR 001 .......Physical Anthropology ............................................3.0
ANTHR 003 .......Introduction to Cultural Anthropology ..........................3.0

Elective Courses: select any four (4) courses listed below. Units
ANTHR 001L .......Physical Anthropology Lab ......................................1.0
ANTHR 051 ......Culture and Food: A Multicultural Food .........................3.0
ANTHR 055 ......Magic, Witchcraft and Religion ....................................3.0
BIOSC 010 ......Introduction to Biology ................................................4.0
ANTHR 045 ......Human Sexuality ....................................................3.0
MATH 010 ......Elementary Statistics ..................................................4.0
SOC 001 ......Introduction to Sociology ................................................3.0
SOC 021 ......Minorities in the United States ........................................3.0
Total A.A. Degree Requirements ....................................................18.0-19.0

ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY 3.0 units
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course examines the evolution of human biology and behavior, theories of human origins, principle of evolution, genetics, race, prehistoric humans and primate behavior. Ancient hominids, theories of the origins of Homo sapiens, and adaptation, variation in modern populations of Homo sapiens are also included. Special emphasis is placed on the biological basis of socio-cultural behavior. Pass/No Pass Option.

001L • PHYSICAL ANTHROPOLOGY LAB 1.0 unit
Total Lab: 54 hours
Corequisite: ANTHR 001
Acceptable for credit: University of California, California State University
This is an introductory laboratory course that includes methods and techniques of Physical Anthropology, including scientific method, anthropometry, determination and identification of skeletal materials, comparative osteology, and forensic anthropology. Topics also include population genetics, human inheritance, comparative primate anatomy and behavior, and functional analysis of fossil humans and their reconstruction. Pass/No Pass Option.

002 • INTRODUCTION TO ARCHAEOLOGY 3.0 units
Total Lecture: 54 hours
Advisory: ENGL 005, READ 161 and MATH 003
Acceptable for credit: University of California, California State University
This course includes an introduction to the history and development of the concepts and methods of anthropological archaeology. A survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation, as well as cultural resource management will be covered. This course may also be offered via distance learning. Pass/No Pass Option.

003 • INTRODUCTION TO CULTURAL ANTHROPOLOGY 3.0 units
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is the study of cultural and social behavior as developed through the anthropological study of contemporary peoples. It includes a comparative study of the range of cultures of the world with emphasis on social organization, economics, religion, kinship systems, cultural patterns, values and ethics, and ecology. This course may also be offered via distance learning. Pass/No Pass Option.

039B • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO 3.0 units
Total Lecture: 18 hours, Total Lab: 108 hours
Acceptable for credit: California State University
This course is a study of a selection from Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Pass/No Pass Option.

045 • HUMAN SEXUALITY 3.0 units
Total Lecture: 54 hours
This course is an up-to-date and comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States. This course may be offered via distance learning. Pass/No Pass Option.

051 • CULTURE AND FOOD: A MULTICULTURAL FOOD SURVEY AND SAMPLING 3.0 units
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course includes an introduction to various world cultures and food preferences, specialties and beliefs about food. Cultures will be described in terms of ecology, subsistence, economics, religion, social organization, worldview and gender roles, and illustrated visually by popular and documentary films chosen by anthropologist/instructor. The course involves understanding relationships of biological and sociocultural forces that shape food use, and balance or constrain nutritional status of groups all over the world. Globalization of food supply, cash cropping, malnutrition, hunger and over nutrition are examined in the light of ecological and economic processes and practices of distribution. Course includes a brief look at hunger in Silicon Valley and the United States, as well as opportunity for volunteer work at nonprofit food agencies. Cultural and ethnic foods are “tasted” at local restaurants, ethnic food gatherings, or student potlucks. Pass/No Pass Option.

055 • MAGIC, WITCHCRAFT, AND RELIGION 3.0 units
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
A cross-cultural study of beliefs and practices dealing with the supernatural. Using the major theoretical approaches of anthropology, the student will study the cultural context in which each belief and practice is found, including ritual, symbolism, totems, magic, myth, witchcraft, and pantheism. The cultural function of individual experiences, such as altered states of consciousness, development of a “belief” system, and revitalization are explored. This course may also be offered via distance learning. Pass/No Pass Option.
The Mission College Art Department offers a comprehensive curriculum of courses including art appreciation, art history, two and three dimensional design, drawing, painting, printmaking, sculpture, jewelry, ceramics and computer-aided art and animation. These courses are designed to meet the different experience levels of students from beginner to advanced. Art students are given the valuable opportunity to display their work in the Michael P. Vargas Art Gallery in the annual Mission College Art Students Exhibit. The desire to create is an integral part of the human experience. The Mission College Art Department encourages students to participate in and explore the creative process. We invite all students to join our classes which offer a supportive learning environment that balances fundamentals of craftsmanship with creative freedom.

Mission College also offers students the opportunity to major in a program of Creative Arts, leading to an Associate of Arts Degree and including study in one or more interdepartmental disciplines: Fine Arts, Music, Creative Writing, Dance, and Film.

Bachelor of Arts graduates in Arts may pursue a number of career fields, including teaching, business, arts administration, arts criticism/journalism, public recreation, and art therapy.

Student Learning Outcomes:

Students who successfully complete the Art Program 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.
- develop their vision to devise innovative solutions to creative and technical problems.
- 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.
- 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 Options:
- Arts Administration
- Art Conservator
- Art Librarian
- Art Therapist
- Animation Specialist
- Computer Art
- Education/Teaching
- Graphic Design
- Museum/Gallery Professional
- Publishing/Journalism
- Visual Resources Curator
- Furniture/Industrial Design

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

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

**Art - Certificate of Achievement**

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

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

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

**Art - Associate in Arts**

**Foundation Courses**

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

<table>
<thead>
<tr>
<th>Area</th>
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<tbody>
<tr>
<td>A. Survey of Art - 6 units selected from:</td>
<td></td>
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<tr>
<td>ART 001A Survey of Western Art I</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001B Survey of Western Art II</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001C Survey of Non-Western Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001D Art of the 20th Century</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 020A Museum/Gallery Internship</td>
<td>1.0</td>
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<tr>
<td>ART 038A Introduction to Adobe Premier</td>
<td>3.0</td>
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<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Drawing - 6 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ART 031A,B,D Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035A Life Drawing</td>
<td>3.0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Design - 6 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033B Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033C Basic Design: Color</td>
<td>3.0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Professional Preparation - 2 or 3 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ART 020A,B,C</td>
<td>1.0 - 3.0</td>
</tr>
</tbody>
</table>

Plus one course from two of the three areas of concentration:

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Dimensional Art</td>
<td></td>
</tr>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033C Basic Design: Color</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035A Life Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035B Life Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 039A Survey of Printmaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 047A,B Watercolor</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 048A,B Airbrush Painting</td>
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</tr>
<tr>
<td>ART 049A,B Painting</td>
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</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-Dimensional Art</td>
<td></td>
</tr>
<tr>
<td>ART 033A Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 065A,B Ceramics-Handbuilding</td>
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<tr>
<td>ART 067A,B Ceramics-Potter's Wheel</td>
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<tr>
<td>ART 075A,B Metalsmithing</td>
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<tr>
<td>ART 085A,B Sculpture</td>
<td>3.0</td>
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<tr>
<td>ART 088A,B Metal Sculpture Casting</td>
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* If not taken as a Foundation course

<table>
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<tr>
<th>Area</th>
<th>Units</th>
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<tbody>
<tr>
<td>Non-Traditional Media</td>
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</tr>
<tr>
<td>ART 034A Introduction to Digital Art</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 034B Advanced Digital Art</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 034C Advanced Computer-Aided Art</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 037A Introduction to Computer Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>DANCE A course in Ballet, Jazz, or Modern Dance</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Units**                        23.0 - 27.0
Creative Arts - Associate Arts & Certificate of Achievement

Requirements of the Major:
The major requires completion of 18 units in the following two areas:
I. Applied Arts (total of 6 units from one or more of the Creative Arts disciplines). Courses in which the student participates in the arts, such as drawing, painting, singing, instrumental performance, creative writing, dancing, and oral interpretation.
II. History or Theory (total of 12 units). Courses in which the student studies the history and/or theory of Creative Arts related subjects. The student should complete 3 units in each of the following four disciplines: Art, English, Dance, and Music. The following courses are recommended in this area (relevant courses not on this list may also be approved on a course-by-course basis):

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

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

ART (ART)

001A • SURVEY OF WESTERN ART I
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.

001B • SURVEY OF WESTERN ART II
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.

001C • SURVEY OF ASIAN, AFRICAN, NATIVE AMERICANS AND OCEANIC ART
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
A survey of the art and architecture of Asian, African, Native American, Pre-Colombian and Oceanic cultures from ancient to modern times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. Pass/No Pass Option.

001D • ART OF THE 20TH CENTURY
Total Lecture: 54 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, and a museum field trip is required. Pass/No Pass Option.

004 • ART APPRECIATION
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

007 • SURVEY OF ASIAN ART
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a general survey of the painting, sculpture, architecture and minor arts from prehistoric times to the present day in India, China, Korea, Japan, Indonesia and Southeast Asia, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option.

010 • ART OF THE UNITED STATES
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture, and architecture in the United States from colonial times to the present day. Slide lectures. Field trips to museums are a possibility. Pass/No Pass Option.

011 • THE HISTORY OF MODERN DESIGN
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 will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work. Pass/No Pass Option.

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

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

020C • MUSEUM/GALLERY INTERNSHIP
Total Lab: 162.2 hours
Acceptable for credit: California State University
Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/ Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 162 hours per semester. Course may be repeated three times. Pass/No Pass Option.
031A • 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. Pass/No Pass Option.

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.

033A • BASIC DESIGN: TWO-DIMENSIONAL  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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. Pass/No Pass Option.

033B • BASIC DESIGN: THREE-DIMENSIONAL  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to three-dimensional problems, and contemporary attitudes in design. Materials Fee. Pass/No Pass Option.

033C • BASIC DESIGN: COLOR  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of color. Pass/No Pass Option.

034A • INTRODUCTION TO DIGITAL ART  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 031A
Acceptable for credit: University of California, California State University
This is an introductory digital art course. The course introduces students to microcomputers (Macintosh and PCs), their operating systems and graphic software (Adobe Photoshop) for creating and manipulating images. This course covers basic digital art concepts and techniques. Specific projects will be executed relating to visual awareness, line, shape, form, space, and color. Students will learn digital skills on a computer. Students will work with peripheral devices. Pass/No Pass Option.

034B • ADVANCED DIGITAL ART  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 034A
Acceptable for credit: University of California, California State University
This is an advanced course combining computer graphics and fine arts image processing. The course utilizes micro-computers to create and manipulate images. It introduces the student to advanced concepts and principles. Specific projects are executed related to unity, variety, rhythm/pattern, color, movement, balance, computer particle animation and 3D modeling techniques. Students learn techniques for file management and data backup and recovery, and peripheral devices as creative tools for the artist. May be repeated one time. Pass/No Pass Option.

034C • ADVANCED COMPUTER-AIDED ART  3.0 units each
Total Lecture: 18 hours, Total Lab: 54 hours
Prerequisite: ART 034B
Acceptable for credit: University of California, California State University
An advanced course combining Computer Graphics and Fine Arts image processing. Course utilizes microcomputers to create and manipulate images. Course will introduce the student to advanced concepts and principles. Specific projects will be executed related to unity, variety, rhythm/pattern, color, movement, balance, computer animation with shape tables and multiple screens technique. Students will learn the techniques needed to use microcomputer and peripheral devices as creative tools for the artist. May be repeated two times. Pass/No Pass Option.

035A, B, C, D • LIFE DRAWING  3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite for ART 035A: ART 031A
Prerequisite for ART 035B: ART 035A
Prerequisite for ART 035C: ART 035B
Prerequisite for ART 035D: ART 035C
Acceptable for credit: University of California, California State University
ART 35A - 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.

ART 35B - This course is an 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 35C - 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 35D - 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.

039A • SURVEY OF PRINTMAKING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A or ART 033A
Acceptable for credit: University of California, California State University
This course will cover various techniques and media used in fine art printmaking. The students will explore the use of the etching press as well as other transfer tools used in making the printed image. In addition, the students will explore the development of printing plates, i.e. intaglio, monotype, collagraph and others. Media used will include both water based inks as well as the more traditional oil based inks and paints. Pass/No Pass Option.

047A, B, C, D • WATERCOLOR  3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: for ART 047C: ART 047B
for ART 047D: ART 047C
Prerequisite: ART 047B, ART 047A
for ART 047C: ART 047B
for ART 047D: ART 047C
Acceptable for credit: University of California, California State University
ART 47A is an introduction to painting using various water base media, with a focus on color mixing, composition, and content. Pass/No Pass Option.

ART 47B provides continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student’s artistic direction. Pass/No Pass Option.

ART 47C is a high intermediate level painting course with various water base media. Pass/No Pass Option.

ART 47D is advanced level painting with various water base media. Pass/No Pass Option.
ART

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

048A, B, C, D • AIRBRUSH PAINTING 3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory for ART 048A: ART 033A or ART 033A
for ART 048C: ART 048B
for ART 048D: ART 048B
Prerequisite for ART 048B: ART 049A
Acceptable for credit: California State University
ART 48A is an introduction to the airbrush as a painting tool. Students will explore water based media as they apply to the airbrush, as well as the principles of transparency, composition, and color theory.

ART 48C and ART 48D will focus on advanced aspects of airbrush painting and provided students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Pass/No Pass Option.

049A, B, C, D • PAINTING 3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory for ART 049A: Eligibility for ENGL 001A and READ 053
for ART 049B: Eligibility for ENGL 001A and READ 053
for ART 049C: Eligibility for ENGL 001A and READ 053
for ART 049D: Eligibility for ENGL 001A and READ 053
Prerequisite for ART 049B: ART 049A
for ART 049C: ART 049B
for ART 049D: ART 049C
Acceptable for credit: University of California, California State University
ART 49A is an introduction to traditional and contemporary painting techniques and media. Pass/No Pass Option.

ART 49B is low intermediate studio practice which focuses on strengthening the basic skills learned in ART 49A. Emphasis is placed upon self-expression, composition, and color theory. Pass/No Pass Option.

ART 49C is high intermediate studio practice which focuses on mixed media, self-expression, composition, and content. Pass/No Pass Option.

ART 49D This course is advanced studio practice which focuses on developing individual style and direction in painting. Pass/No Pass Option.

065A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory for ART 065A: Eligibility for ENGL 001A and READ 053
for ART 065B: ART 065A
for ART 065C: ART 065B
for ART 065D: ART 065C
Acceptable for credit: University of California, California State University
ART 065A 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. Pass/No Pass Option.

ART 065B is an advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects directed toward individualized self-expression. Pass/No Pass Option.

ART 065C and ART 065D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Pass/No Pass Option. Materials Fee. (ART 065A,B,C,D)

067A, B, C, D • CERAMICS-POTTER'S WHEEL 3.0 units each
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory for ART 067A: Eligibility for ENGL 001A and READ 053
for ART 067C: ART 067B
for ART 067D: ART 067C
Prerequisite for ART 067B: ART 067A
Acceptable for credit: University of California, California State University
ART 067A 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 is an advanced wheel throwing course directed toward refinement of skills on the potter’s wheel: production throwing techniques, advanced kiln firing techniques, clay compositions thrown sculpture, complex thrown ceramic ware, and combination hand and wheel techniques. Materials Fee. Pass/No Pass Option.

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

075A • METALSMITHING 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
ART 075A 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.

075B • METALSMITHING 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
ART 075B 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.

075C • METALSMITHING 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075B
Acceptable for credit: California State University
ART 075C is an advanced course in metalsmithing providing students with an opportunity to build on previous experience and explore new techniques. The course focuses on different aspects of 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.

075D • METALSMITHING 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075C
Acceptable for credit: California State University
ART 075D is an advanced course in metalsmithing which focuses on different aspects of course content from previous levels. Students are provided with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

078A • FURNITURE DESIGN AND WOODWORKING 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART033A or ART033B
Acceptable for credit: California State University
ART 078A develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Pass/No Pass Option.
078B • FURNITURE DESIGN AND WOODWORKING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053.
Prerequisite: ART078A
Acceptable for credit: California State University
ART 078B 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. Pass/No Pass Option.

078C • FURNITURE DESIGN AND WOODWORKING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART078B
ART 078C is an advanced woodworking class which involves techniques and equipment not covered in previous levels. Pass/No Pass Option.

078D • FURNITURE DESIGN AND WOODWORKING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART078C
ART 078D is an advanced course in woodworking and furniture design. Fourth in the series, this course allows students to work more independently to develop design and technical skills, and to prepare for careers in the industry. Pass/No Pass Option.

085A • SCULPTURE  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053, ART 031A or ART 033A.
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 are covered as well. Materials Fee. Pass/No Pass Option.

085B • SCULPTURE  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART085A
Acceptable for credit: University of California, California State University
ART 085B builds on skills and concepts learned in ART 085A, and introduces new techniques. Students explore the development of a personal style of sculpture design. Materials Fee. Pass/No Pass Option.

085C • SCULPTURE  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART085B
Acceptable for credit: University of California, California State University
ART 085C is an advanced course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C focuses on different aspects of course content with supervised participatory experience. Materials Fee. Pass/No Pass Option.

085D • SCULPTURE  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART085C
Acceptable for credit: University of California, California State University
ART 085D focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

088A • METAL SCULPTURE CASTING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART085A or ART033B
Acceptable for credit: California State University
ART 088A is a basic course in metal sculpture casting. Students develop skills in lost wax and lost styrofoam techniques with an emphasis on three-dimensional design. Materials Fee. Pass/No Pass Option.

088B • METAL SCULPTURE CASTING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART088A
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.

088C • METAL SCULPTURE CASTING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART088B
Acceptable for credit: California State University
ART 088C focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

088D • METAL SCULPTURE CASTING  3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ART088C
Acceptable for credit: California State University
ART 088D focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

090 • ART PRACTICE LAB  1.0 unit
Total Lab: 54 hours
Advisory: ART031A or ART033A or ART033B
Acceptable for credit: University of California, California State University
The coursework is determined by student and instructor on a contract basis. Concurrent enrollment in any ART course is required. Pass/No Pass Option.

ART 091, 92, 93 • DIRECTED STUDIES  1.0 - 3.0 units
ART 091 - Total Lab: 54 hours
ART 092 - Total Lab: 108 hours
ART 093 - Total Lab: 161.6 hours
Students may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course applied for and obtain consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student’s objectives. Pass/No Pass Option.

190A, B • CULTURAL EVENTS  0.5-1.0 unit
ART 190A - Total Lab: 9 hours
Acceptable for credit: California State University
ART 190B - Total Lab: 18 hours
Through the use of seminars, films, workshops, and field trips, this enrichment series will provide a provocative, interesting spectrum of topical areas designed to meet the interest of the individual throughout the semester. Both currently registered students and community members can enroll and earn elective college credit. Credit earned applies toward the A.A. degree and is non-transferable. The program is graded on a credit attendance basis: 9 hours of attendance awards one-half unit of credit and 18 hours awards one unit of credit. Students register, attend sessions, participate as recommended by the session facilitator or lecturer, take no exams and receive a credit grade. Repeatable to total of 6 units. Pass/No Pass Option.

970 • OPEN CERAMIC STUDIO  2.0 units
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: Completion of a college level ceramic course or equivalent
Open Ceramic Studio is for students who have taken ceramic courses at the college level and who want to improve their ceramic skills or students with previous ceramic experience. Each student must develop his or her own course objectives in coordination with the instructor. Course objectives must explore specific areas of ceramics. No production or commercial work is allowed. Students will assist in the loading and firing of the ceramic kilns. May be repeated three times. Pass/No Pass Only.
The courses in Astronomy are offered as part of the general education program at Mission College. The astronomy courses include a laboratory and comply with general education transfer requirements. The courses are an excellent way for the liberal arts student to gain an appreciation of scientific knowledge and methods.

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

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astro 001 Astronomy</td>
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<tr>
<td>Astro 002 Astronomy Lab</td>
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<tr>
<td>CHEM 001AB General Chemistry</td>
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<tr>
<td>CHEM 002 Introductory Chemistry</td>
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</tr>
<tr>
<td>CHEM 005 Quantitative Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>PHYS 002AB General Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>Phys 004A Engineering Physics</td>
<td>5.0</td>
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<tr>
<td>Phys 004B Engineering Physics</td>
<td>5.0</td>
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<td>Phys 004C Engineering Physics</td>
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<tr>
<td>Phys 004D Atomic Physics</td>
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<tr>
<td>Phys 010 Introduction to Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0 units

**ASTRONOMY (ASTRO)**

**001 • ASTRONOMY**
Total Lecture: 54 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

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

**002 • ASTRONOMY LABORATORY**
Total Lab: 54 hours
Advisory: MATH 903
Prerequisite/Corequisite: ASTRO 001
Acceptable for credit: University of California, California State University

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

**003 • ASTRONOMY**
Total Lecture: 54 hours. Total Lab: 54 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

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

**BIOTICAL SCIENCES (BIOSC)**

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

Students who complete the A.S. degree in Biological Sciences will be able to:

- Communicate effectively using the language, concepts and models of biology.
- Use the scientific method to define and solve problems independently and collaboratively.
- Use a wide variety of laboratory and field techniques with accuracy, precision and safety.
- Demonstrate proficient library, mathematical and computer skills in data gathering and analysis.
- Apply scientific concepts to environmental and societal issues.
- Explain basic evolutionary principles and their relationship to adaptation and biodiversity.

Career Options Include:

- Nursing
- Dentistry
- Ecology
- Medicine
- Physical Therapy
- Resource Conservation
- Pharmacy
- Research
- Science Education

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

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

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

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

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
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<tr>
<td>BIOSC 001A</td>
<td>General Biology: Cells</td>
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</tr>
<tr>
<td>BIOSC 001B</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
<td>5.0</td>
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<tr>
<td>BIOSC 010</td>
<td>Introduction to Biology</td>
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<tr>
<td>BIOSC 011</td>
<td>Human Biology</td>
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<tr>
<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
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<td>BIOSC 016</td>
<td>Marine Biology</td>
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<td>BIOSC 025</td>
<td>Environmental Biology</td>
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<td>BIOSC 030</td>
<td>Tropical Ecology</td>
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<tr>
<td>BIOSC 041</td>
<td>Principles of Evolution and Animal Biology</td>
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<tr>
<td>BIOSC 041</td>
<td>Principles of Plant Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 043</td>
<td>Principles of Cell and Molecular Biology</td>
<td>5.0</td>
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<tr>
<td>BIOSC 043</td>
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<td>BIOSC 047</td>
<td>Principles of Plant Biology</td>
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<tr>
<td>BIOSC 048</td>
<td>Human Physiology</td>
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</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
</tr>
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</table>

**NOTE:** BIOSC 001A may be substituted for BIOSC 043, and BIOSC 001B may be substituted for BIOSC 041 or BIOSC 042, but not both. It is recommended that majors take as many of the core courses as possible. 

Total Units .........................................................18.0

### BIOLOGICAL SCIENCES (BIOSC)

#### 001A • GENERAL BIOLOGY: CELLS

- **Total Lecture:** 54 hours, **Total Lab:** 108 hours
- **Prerequisite:** CHEM 001A or MATH 000C

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

#### 001B • GENERAL BIOLOGY: ORGANISMS

- **Total Lecture:** 54 hours, **Total Lab:** 108 hours
- **Prerequisite:** BIOSC 001A

This course is a general introduction to the biological diversity of life, plant and animal form and function, and ecology. 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.

#### 004 • MICROBIOLOGY

- **Total Lecture:** 54 hours, **Total Lab:** 108 hours
- **Prerequisite:** CHEM 030A

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

#### 007 • FIELD ECOLOGY

- **Total Lecture:** 36 hours, **Total Lab:** 108 hours
- **Prerequisite:** CHEM 030A

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

#### 008 • EXPLORING BIOLOGY

- **Total Lecture:** 54 hours
- **Prerequisite:** CHEM 030A

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

#### 010 • INTRODUCTION TO BIOLOGY

- **Total Lecture:** 54 hours, **Total Lab:** 108 hours
- **Prerequisite:** CHEM 030A

This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade Only.

#### 011 • HUMAN BIOLOGY

- **Total Lecture:** 54 hours, **Total Lab:** 108 hours
- **Prerequisite:** ENGL 020A and READ 053

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. BIOSC 011 satisfies the same general education requirement as BIOSC 010. This course may also be offered via distance learning. Pass/No Pass Option.

#### 015 • HUMAN HEREDITY AND DISEASE

- **Total Lecture:** 54 hours
- **Prerequisite:** MATH 003

This course is a broad survey of human genetics, with a focus on conditions and diseases with a genetic basis. It is designed for the general education student. This course may also be offered via distance learning. Pass/No Pass Option.
**016 • MARINE BIOLOGY**  
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. Grade Only.

**022 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS**  
Total Lecture: 54 hours, Total Lab: 54 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course is an overview of the normal structure and function of the human body and is designed to provide a foundation for the study of disease and dysfunction in the clinical setting. Laboratory work includes dissection of preserved materials. BIOSC 022 is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. Grade Only.

**025 • ENVIRONMENTAL BIOLOGY**  
Total Lecture: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
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.

**030 • TROPICAL ECOLOGY**  
Total Lecture: 54 hours, Total Lab: 54 hours  
Acceptable for credit: California State University  
This introductory level course is designed for students of all disciplines, who are interested in learning about tropical ecology firsthand. The laboratory will be at field stations, e.g., Costa Rica. Principles of ecology, biodiversity, and conservation will be emphasized. The culture, economy, and public policy of the country visited and their relationship to resource conservation will be featured. Students will participate in naturalist-led hikes and design and carry out their own ecological experiments. Classes will be held at biological field stations with other required class meetings at Mission College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. Pass/No Pass Option.

**041 • PRINCIPLES OF EVOLUTION AND ANIMAL BIOLOGY**  
Total Lecture: 54 hours, Total Lab: 108 hours  
Advisory: Eligibility for ENGL 001A and READ 053, CHEM 001A Prerequisite: High School or College Biology course, MATH 000C and CHEM 002.  
Acceptable for credit: University of California, California State University  
This course introduces the principles of animal biology and evolutionary theory to the biology major. Topics in zoology include animal phylogeny, diversity, ecology, natural history, morphology, physiology, and development. Grade Only

**042 • PRINCIPLES OF PLANT BIOLOGY**  
Total Lecture: 54 hours, Total Lab: 108 hours  
Advisory: Concurrent enrollment in CHEM 001B, Eligibility for ENGL 001A and READ 053  
Prerequisite: High School or College biology course, MATH 000C and CHEM 001A  
Acceptable for credit: University of California, California State University  
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. Diversity and biology of fungi, algae, and cyanobacteria are included in this overview. Ecological principles are also discussed. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the Bay Area provide numerous opportunities to study local flora. Grade Only.

**043 • PRINCIPLES OF CELL AND MOLECULAR BIOLOGY**  
Total Lecture: 54 hours, Total Lab: 108 hours  
Advisory: CHEM 001B, Eligibility for ENGL 001A and READ 053  
Prerequisite: BIOSC 011 or BIOSC 041 or BIOSC 042 or equivalent course in College Biology and CHEM 001A and MATH 000C  
Acceptable for credit: University of California, California State University  
This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, functional characteristics of Bacteria, Archaea, and protists, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade Only.

**047 • HUMAN ANATOMY**  
Total Lecture: 54 hours, Total Lab: 108 hours  
Advisory: Concurrent enrollment in BIOSC 047S, Eligibility for ENGL 001A and READ 053  
Prerequisite: BIOSC 011 or BIOSC 022  
Acceptable for credit: University of California, California State University  
This course is an in-depth study of the microscopic and gross anatomical structure of the human body, including corresponding pathology. It is designed to meet the prerequisite for programs in nursing, physical therapy, human performance, occupational therapy, etc. Laboratory work includes, for example, examination of models, histological specimens, animal material, and human cadavers. This course may be offered via distance learning. Grade Only.

**047S • HUMAN ANATOMY SUPPLEMENTAL LABORATORY**  
Total Lab: 54 hours  
Corequisite: Concurrent enrollment in BIOSC 047 or completion of BIOSC 047 or the equivalent with a grade of "C" or higher.  
This is a supplemental course designed primarily for students currently taking BIOSC 047 to work through tutorials with an anatomy instructor. Students who have already completed BIOSC 047, but who want to review the material, are also welcome. Pass/No Pass Only.

**048 • HUMAN PHYSIOLOGY**  
Total Lecture: 54 hours, Total Lab: 108 hours  
Advisory: MATH 000C or MATH 000CM, Eligibility for ENGL 001A and READ 053  
Prerequisite: BIOSC 047 and CHEM 001A or CHEM 001A  
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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

092E • SPECIAL PROJECTS IN ENVIRONMENTAL STUDIES 2.0 units
Total Arranged Lab: 96 hours
Advisory: BIOSC*025, Eligibility for ENGL 001A and READ 053.
In this hands-on course, student groups carry out research projects that address global problems by applying local solutions. Research is under the guidance of a faculty member and may include topics such as vermiculture, sustainable aquaponics, habitat enhancement, or burrowing owl conservation. Topics are determined in consultation with the instructor and the members of the student’s team and are different each semester. This course is also listed as GLOBL 092E. Pass/No Pass Option.

BUSINESS (BUS)
DIVISION: Business and Technology
DEPARTMENT: Business
DEAN: Mina Jahan
DIVISION CHAIR: Curtis Pembrook
DEPT CHAIR: Jim Van Tassel
PHONE: 408-855-5344
COUNSELING: 408-855-5030

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

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

Student Learning Outcomes: Upon successful completion of the Business program, students will be able to:
• Describe the functions of American business;
• Choose a business career path;
• Transfer to colleges and universities;
• Successfully operate a business.

Career Options:
• Account Executive
• Analyst
• Bank Employee
• Buyer
• Data Entry Specialist
• Entrepreneur
• Financial Planner
• Government Service
• Insurance Rep
• Investment Counselor
• Manager
• Public Administration
• Purchasing Agent
• Real Estate
• Retail/Industrial Sales
• Stockbroker
• Tax Consultant

There are many self-employment opportunities available in these fields. Some career options require more than two years of college study.

Highlights:
• Additional training in courses acceptable as electives for civil services occupations.
• Hands-on experience in the use of computers for business purposes.
• Opportunities for work experience in local industry and business.
• Training for small business management/entrepreneurship.

Business Associate in Science
Business faculty recommend the A.S. degree program for the most comprehensive two year business education but Business Certificates are useful to students wishing to certify achieved competencies for occupational purposes. You will have greater success developing your majors and higher grade point averages if you delay more difficult advanced courses until you have learned the knowledge in basic foundation courses; BUS 51, Introduction to American Business, and BUS 64B, Business Math Using Calculators, are foundation courses that should be the first two courses in your college program to prepare you to achieve more difficult business courses such as economics and accounting with greater ease.

Dept. Core Courses (14 units required) Units
BUS 021 Introduction to Business Computing ...3.0
BUS 021L Introduction to Business Computing Laboratory ...1.0
BUS 028A Business Law I ...3.0
BUS 051 Introduction to American Business ...3.0
BUS 064B Business Math ...4.0
Total Core Course Requirements: ...14.0

Dept. Elective Core Courses (16 units) Units
BUS 010 Global Business ...3.0
BUS 028B Business Law II ...3.0
BUS 050 Administrative Office Procedures ...4.0
BUS 052 Fundamentals of Financial Investments ...3.0
BUSINESS

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

BUS 054 .......Small Business Start Up & Management ........3.0
BUS 061 .......Business and Society ..................................3.0
BUS 076B .......Business Communications ........................3.0
BUS 079 .......Human Relations Applied in Business ............3.0
BUS 086 .......Building Business Websites ........................3.0
Total Additional Electives Required: ....................................16.0

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

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

Business Associate in Arts

Core Curriculum Courses (Required) Units
BUS 021L .......Introduction to Business Computing Laboratory 1.0
BUS 028A .......Business Law I ........................................3.0
BUS 051 .......Introduction to American Business ................3.0
ACCTG 001A ....Principles of Accounting ........................4.0
ACCTG 001B ....Principles of Accounting ........................4.0
ECON 001A ....Principles of Microeconomics ................3.0
ECON 001B ....Principles of Microeconomics ................3.0
MATH 008 .......Finite Mathematics ..................................3.0
MATH 010 .......Elementary Statistics ..............................3.0
Total A.A. Units Transferable to Major: .................................20.0 - 27.0

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

BUS 021 .......Introduction to Business Computing .................3.0
BUS 028B .......Business Law II ........................................3.0
BUS 052 .......Financial Investments ..................................3.0
BUS 054 .......Small Business Start Up and Management ........3.0
BUS 064B .......Business Math ........................................3.0
BUS 078B .......Business Communications ........................3.0
BUS 079 .......Human Relation in Business ........................3.0
BUS 086 .......Building Business Websites ........................3.0
Total A.A. Major Units Required: ......................................30.0

TRANSFER NOTE: Some Business transfers may require different sequence of courses, see Transfer Planning Guide available at the Counseling Center for requirements.

Business Essentials Certificate of Proficiency

Mission College offers a Business Essentials Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with important communication skills required for success in a wide range of business areas.

Core Curriculum Course (Required) Units
BUS 051 .......Introduction to American Business ................3.0
BUS 064B .......Business Math ........................................4.0

Plus 9 units from the following: Units
BUS 010 .......Global Business ........................................3.0
BUS 028A .......Business Law I ........................................3.0
BUS 021 .......Introduction to Business Computing .................3.0
BUS 021L .......Introduction to Business Computing .................1.0
BUS 055 .......Business Strategy for Success ........................3.0
BUS 077 .......Quality Customer Service ............................3.0
BUS 078B .......Business Communications ........................3.0
BUS 079 .......Human Relations Applied in Business ............3.0
Total Program Certificate Requirements: .............................16.0

Business Professional Certificate of Proficiency

Mission College offers a 16-unit Business Professional Certificate to students who successfully complete 16 or more units of additional coursework as outlined below. This certificate further develops a student’s business skills after completion of the Business Essentials Certificate.

Choice of 9 units from the following: Units
BUS 027 .......Starting an e-Business ..................................1.0
BUS 050 .......Administrative Office Procedures ....................3.0
BUS 052 .......Fundamentals of Financial Investing ...............3.0
BUS 054 .......Small Business Start Up and Management ........3.0
BUS 054A .......The Business Plan ....................................1.0
BUS 061 .......Business and Society ..................................3.0
BUS 078C .......Business Report Writing ............................3.0
BUS 078E .......Persuasive Business Writing .......................1.0
BUS 086 .......Building Business Websites ........................3.0
BUS 082A .......Business Spreadsheets Using Excel ...............3.0
BUS 083A .......Business Presentations Using Powerpoint ......3.0

Choice of 7 units from the following: Units
MKT 056A .......Marketing Principles ..................................3.0
MGMT 103 .......Functions of Management ........................3.0
RLEST 090 .......Principles of Real Estate .........................3.0
ACCTG 001A ....Principles of Accounting .........................4.0
WRKEX Business Work Experience ...............................3.0
Total Units ......................................................................16.0

Business Communications Certificate of Achievement

Mission College offers a 16-unit Business Communications Certificate to students who successfully complete 16 or more units of coursework as outlined below. The business communications certificate prepares students with important communication skills required for success in a wide range of business areas.

Choice of a minimum of 2 courses from the following: Units
BUS 078A .......Basic Business Correspondence ................3.0
BUS 078B .......Business Communications ........................3.0
BUS 078C .......Business Report Writing ............................3.0

Choice of a minimum of 2 courses from the following: Units
BUS 078D .......Grant Writing ...........................................1.0
BUS 078E .......Persuasive Business Writing .......................1.0
BUS 078F .......Business Writing for the Web .....................1.0
BUS 078G .......Business Writing for Human Resources .........1.0
BUS 078H .......Writing Effective E-mail for Business ..........1.0

Choice of a minimum of 8 units from the following: Units
BUS 077 .......Quality Customer Service ............................3.0
BUS 077B .......Customer Service Phone Skills ..................0.5
BUS 077C .......50 Ways to Improve Customer Service ..........0.5
BUS 079 .......Human Relations Applied in Business ............3.0
BUS 083A .......Business Presentations Using Powerpoint ......3.0
COMM 004 .......Small Group Communication ....................3.0
COMM 012 .......Introduction to Intercultural ......................3.0
Total Units ......................................................................16.0

Business Communication Core Skills - Certificate of Proficiency

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

Choice of a minimum of 2 courses from the following: Units
BUS 078A .......Basic Business Correspondence ................3.0
BUS 078B .......Business Communications ........................3.0
BUS 078C .......Business Report Writing ............................3.0

Choice of a minimum of 1 course from the following: Units
BUS 077 .......Quality Customer Service ............................3.0
BUS 079 .......Human Relations Applied in Business ............3.0
BUS 083A .......Business Presentations Using Powerpoint ......3.0
COMM 004 .......Small Group Communication ....................3.0
COMM 012 .......Introduction to Intercultural ......................3.0
Total Units ......................................................................9.0
### Business Computing - Certificate of Achievement

Mission College offers a 16-unit Business Computing Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary computing skills to work in business.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021  Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L Introduction to Business Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>Choose a minimum of 12 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 025  Introduction to Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 027  Starting an e-Business</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 062A Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 063A Business Presentations Using PowerPoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 066  Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E Intermediate Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16.0</strong></td>
</tr>
</tbody>
</table>

### Business Computing Core Skills - Certificate of Proficiency

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

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021  Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L Introduction to Business Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>Choose a minimum of 5 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 025  Introduction to Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 027  Starting an e-Business</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 062A Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 063A Business Presentations Using PowerPoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 066  Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E Intermediate Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9.0</strong></td>
</tr>
</tbody>
</table>

### E-Business Certificate of Achievement

Mission College offers a 9-unit E-Business Certificate to students who successfully complete 9 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to conduct e-business.

<table>
<thead>
<tr>
<th>Core Curriculum Course (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 027  Starting an e-Business</td>
<td>1.0</td>
</tr>
<tr>
<td>Choose a minimum of 8 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 054A The Business Plan</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078F Business Writing for the Web</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 086  Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086A Building Business Web Sites: Basics</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 072 Social Media Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 072A Blogging for Business</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072B Webcast Marketing</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 084 Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9.0</strong></td>
</tr>
</tbody>
</table>
BUSINESS (BUS)

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

010 • GLOBAL BUSINESS 3.0 units
Total Lecture: 54 hours
Advisory: MATH 903, Eligibility for ENGL 003A and READ 053
Acceptable for credit: California State University
This course provides a comprehensive overview of global business including international management, finance, law, global strategy and marketing. This course may also be offered via distance learning. Pass/No Pass Option.

021 • INTRODUCTION TO BUSINESS COMPUTING 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053 and knowledge of business computing systems.
Acceptable for credit: University of California, California State University
This course provides an overview of computer information systems and introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in business and other segments of society. Business majors must take BUS 021. Mission College CJS 002 is not a substitute for BUS 021. This course may also be offered via distance learning. Pass/No Pass Option.

021L • INTRODUCTION TO BUSINESS COMPUTING LAB 1.0 unit
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Corequisite: BUS 021
Acceptable for credit: University of California, California State University
This course provides an overview of how to use common software packages for business applications including word processing, spreadsheets, graphic presentations and how to use the Internet. This hands-on computer work will augment the basic concepts covered in BUS 021. This course may also be offered via distance learning. Pass/No Pass Option.

025 • INTRO TO SYSTEMS ANALYSIS AND DESIGN 3.0 units
Total Lecture: 36 hours, Total Lab: 54.4
Prerequisite: BUS 021, BUS 021L, and BUS 051
Acceptable for credit: California State University
This course is an introduction to systems development methodologies, techniques and tools. This course may also be offered via distance learning. Pass/No Pass Option.

027 • STARTING AN E-BUSINESS 1.0 units
Total Lecture: 18 hours
Advisory: BUS 021 and BUS 021L
Acceptable for credit: California State University
This course introduces students to the basics of electronic business and commerce. This course covers theory and practice of doing business over the Internet, strategies for business, marketing, customer service, electronic payment, supplier management, purchasing, and legal considerations. This course may also be offered via distance learning. Pass/No Pass Option.

028A • BUSINESS LAW I 3.0 units
Total Lecture: 54 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, business styles and contracts. This course may also be offered via distance learning. Pass/No Pass Option.

028B • BUSINESS LAW II 3.0 units
Total Lecture: 54 hours
Advisory: BUS 028A
Acceptable for credit: University of California, California State University
This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business, and covers laws governing sales and leases, debtor-creditor relations, negotiable instruments, international law and governmental regulation. (Note: UC credit limited to either BUS 028A or 28B) This course may also be offered via distance learning. Pass/No Pass Option.

028C • HUMAN RESOURCES AND THE LAW 1.0 units
Total Lecture: 18 hours
This course provides an overview of human resources and the law in California. Fundamentals of labor and employment law are covered including topics such as discrimination, harassment, workplace privacy, wage and hour regulations, unions and collective bargaining, leaves of absence, agency relationships, workers compensation, American with Disabilities Act and reductions in force. This course may also be offered via distance learning. Pass/No Pass Option.

028D • SEXUAL HARASSMENT IN THE WORKPLACE 1.0 units
Total Lecture: 18 hours
This course provides an overview of sexual harassment issues in the workplace. Students review the legal definitions of harassment and relevant court cases, discuss employers’ responsibilities and the costs associated with harassment, address corporate culture, preventative measures, training, and future developments. This course may also be offered via distance learning. Pass/No Pass Option.

037 • FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
In this course, students will learn the secrets to successful project management: how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. This course may also be offered via distance learning. Pass/No Pass Option.

038 • APPLIED PROJECT MANAGEMENT 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
In this course, students apply project management skills to real life project situations. Emphasis is placed on practical application of project management principles, processes, and techniques, including project control, cost management, project tracking, and project outsourcing. Students also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects. This course is a cross listing of MGMT 038. This course may also be offered via distance learning. Pass/No Pass Option.

050 • ADMINISTRATIVE OFFICE PROCEDURES 3.0 units
Total Lecture: 54 hours
Acceptable for credit: California State University
This course explores procedures and skills required for today’s automated office. Mailing services, financial records, office correspondence, meeting planning, calendaring, office equipment, telephone techniques, and record management are presented. The course also includes planning and job preparation for office careers. The latest trends in managing global or virtual offices are discussed. This course may also be offered via distance learning. Pass/No Pass Option.

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 are introduced to career opportunities available in business. The course helps direct students towards career paths and a major which best reflect their own personal aptitudes, interests and skills. Students simulate setting up their own business to experience different facets of the business arena. The students develop an overall personal concept of the functions in business and its role in society, how today’s worker fits in the workplace, and who gets hired, promoted or fired. The students are exposed to the skills that will be needed in the future, how decisions are made in the workplace and in business, including sole proprietorship, partnership and corporate functions, and international trade and competitiveness. This is a required first course for all business majors, and should be taken within their first year as a business major. This course may also be offered via distance learning. Pass/No Pass Option.
052 • FUNDAMENTALS OF FINANCIAL INVESTMENTS  
Total Lecture: 54 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course provides students with the fundamentals to make sound financial investment decisions. Study will involve learning about the investment environment, the risks and returns associated with different types of financial investments, and the establishment of investment objectives consistent with an individual’s characteristics, capacities and restrictions. Students will learn about the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects will cover techniques of investment analysis, timing, decision-making, investment planning and management. This course may also be offered via distance learning. Pass/No Pass Option.

054 • SMALL BUSINESS START UP AND MANAGEMENT  
Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course offers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise. May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.

054A • THE BUSINESS PLAN  
Total Lecture: 18 hours  
Acceptable for credit: California State University  
This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable students to solve problems “on paper” before they become operational or money problems. Students will create a business plan as part of the course. This course may also be offered via distance learning. Pass/No Pass Option.

054B • FRANCHISING  
Total Lecture: 9 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
This course provides an overview of the entrepreneurship opportunities relating to starting and managing a franchise business. Franchising is one of the top growth areas for small business start-up. Franchise success stories are presented and analyzed in class. This course may also be offered via distance learning. Pass/No Pass Option.

054C • SMALL BUSINESS FINANCE  
Total Lecture: 9 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
This course explores financing options for small business. Topics covered include start up costs as well as financing on-going operations. This course may also be offered via distance learning. Pass/No Pass Option.

055 • BUSINESS STRATEGY FOR SUCCESS  
Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course is designed to provide an overview of business strategy and its impact on organizational success. Some of the topics covered include strategic vision, competitive analysis, strategic planning, business strategy implementation, and new strategic trends. Students gain a wider perspective of business strategy through group discussions, practice exercises and case applications. This course may also be offered via distance learning. Pass/No Pass Option.

055A • INDUSTRY AND COMPETITIVE ANALYSIS  
Total Lecture: 18 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course allows students to develop concepts and techniques critical for formulating competitive strategy in a variety of business environments. Class activities focus on analyzing the structure of industries, the evolution of this structure, the pattern of interaction among competitors, and the competitive position and advantage of firms in the industry. This course may also be offered via distance learning. Pass/No Pass Option.

061 • BUSINESS AND SOCIETY  
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. There is a critical and comparative examination of business ethics, business and government in a global society, managing environmental issues and societal challenges and benefits of business activity. Regardless of a student’s major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. This course may also be offered via distance learning. Pass/No Pass Option.

064A • BASIC BUSINESS ARITHMETIC  
Total Lecture: 54 hours  
Advisory: MATH 903  
This course focuses on the application of arithmetic skills to business problems and the principles of problem solving. This course will include a review of basic arithmetic skills. This course may also be offered via distance learning. Pass/No Pass Option.

064B • BUSINESS MATH  
(Formerly known as BUS 064)  
Total Lecture: 72 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course is designed for business majors to review the fundamental mathematical principles through lectures and individual operation of electronic calculators. This course will emphasize methods of problem analysis, interpretation and the solving of common business calculation problems such as percentage, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is recommended for all business majors. This course may also be offered via distance learning. Pass/No Pass Option.

064C • USING AN ELECTRONIC CALCULATOR  
Total Lecture: 9 hours  
This course provides students with training in using electronic calculators. Pass/No Pass Option.

064D • BUSINESS MATHEMATICS PREP  
Total Lecture: 9 hours  
This course allows students to review basic business math skills in preparation for taking BUS 064B. This course may be offered via distance learning. Pass/No Pass Option.

074 • PURCHASING & SUPPLY CHAIN MANAGEMENT  
Total Lecture: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
This course is an introduction to the basic principles of purchasing and supply chain management with an emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis and value analysis, in a global environment. This course is a cross listing of MKT074. This course may also be offered via distance learning. Pass/No Pass Option.

077 • QUALITY CUSTOMER SERVICE  
Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course provides an overview of the concepts and skills needed for success in delivering service to customers. It emphasizes creating a climate of service excellence by developing listening, verbal and non-verbal communicative skills; encouraging loyalty; dealing with difficult customers; and recovering and retaining customers. The course also covers the impact of multi-cultural factors in service delivery. This course may also be offered via distance learning. Pass/No Pass Option.

077A • MAXIMIZING SALES WITH SALESFORCE.COM  
Total Lecture: 18 hours  
This course provides an overview of how to use Salesforce.com, one of the most popular tools used by sales representatives to manage customer relationships. This course may be offered via distance learning. Pass/No Pass Option.
077B • CUSTOMER SERVICE PHONE SKILLS  
Total Lecture: 9 hours
This course helps students develop exceptional customer service phone skills. Pass/No Pass Option.

077C • 50 WAYS TO IMPROVE CUSTOMER SERVICE  
Total Lecture: 9 hours
This course outlines 50 ways businesses can improve customer service. Pass/No Pass Option.

078A • BASIC BUSINESS CORRESPONDENCE  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course offers practice in writing business letters and memoranda as well as class discussion on the style, structure, and aims of written business messages as they relate to a comprehension of the flow of business communications. Students will work to improve writing skills to aid in composing and proofreading business correspondence and focus on improving writing skills such as organization, clarity and efficiency. This course may also be offered via distance learning. Pass/No Pass Option.

078B • BUSINESS COMMUNICATIONS  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment. Topics covered include communication theory, business writing style and oral communication. Various forms of written communication are covered such as letters, email, memorandums, and reports. This course may also be offered via distance learning. Pass/No Pass Option.

078C • BUSINESS REPORT WRITING  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course offers practice in writing business letters and memoranda as well as class discussion on the style, structure, and aims of written business messages as they relate to a comprehension of the flow of business communications. Students will work to improve writing skills to aid in composing and proofreading business correspondence and focus on improving writing skills such as organization, clarity and efficiency. This course may also be offered via distance learning. Pass/No Pass Option.

078D • GRANT WRITING  
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers the practical aspects of grant writing. This course may also be offered via distance learning. Pass/No Pass Option.

078E • PERSUASIVE BUSINESS WRITING  
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers the practical aspects of persuasive business writing. This course may also be offered via distance learning. Pass/No Pass Option.

078F • BUSINESS WRITING FOR THE WEB  
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers the practical aspects of business writing for the Web. This course may also be offered via distance learning. Pass/No Pass Option.

078G • BUSINESS WRITING FOR HUMAN RESOURCES  
Total Lecture: 18 hours
Acceptable for credit: California State University
This course covers the practical aspects of business writing for human resources. This course may also be offered via distance learning. Pass/No Pass Option.

078H • WRITING EFFECTIVE E-MAIL FOR BUSINESS  
Total Lecture: 18 hours
This course covers the practical aspects of writing effective e-mails for business. This course may be offered via distance learning. Pass/No Pass Option.

079 • HUMAN RELATIONS APPLIED IN BUSINESS  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers patterns of behavior, motivation, perception, value clarification, coping with change, and leadership styles in business organizations. The course also examines personal and interpersonal attitudes, strengthens communication skills, and fosters awareness of cultural pluralism. Case studies and group discussion assist students in dealing with human relations problems with an emphasis on interactions in the business organization environment. This course may also be offered via distance learning. Pass/No Pass Option.

082A • BUSINESS SPREADSHEETS USING EXCEL  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides students with the fundamentals of how to use Excel for business spreadsheet applications. Examples of types of business applications covered: creating an income statement, analyzing a mortgage, formatting a sales report, charting sales data, performing cost-volume-profit analysis and analyzing a stock portfolio. This course may also be offered via distance learning. Pass/No Pass Option.

083A • BUSINESS PRESENTATIONS USING POWERPOINT  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides students with the fundamentals of how to use PowerPoint for informative, sales and persuasive business presentations. Techniques for enhancing and sharing presentations are also covered as well as strategies for delivering presentations to targeted audiences. This course may also be offered via distance learning. Pass/No Pass Option.

086 • BUILDING BUSINESS WEBSITES  
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is an introduction to planning, creating and managing business Web sites. The student will learn about the Web site development lifecycle. Students will also learn how to create Web sites, add graphic features to Web pages, create tables and frames, work with HTML forms, and publish and maintain Web sites. Sound, application (HTML) documents and structure will be explored. Students will develop their own business Web pages and present them to the class. Basic experience with the Windows operating system is assumed. This course may also be offered via distance learning. Pass/No Pass Option.

086A • BUILDING BUSINESS WEB SITES: BASICS  
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is an introduction to creating and managing business Web sites. The best business websites serve their customers with strong content, well-architected design, and a focus on usability, readability, and accessibility. This course may be offered via distance learning. Pass/No Pass Option.

089 • HUMAN RELATIONS APPLIED IN BUSINESS  
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers patterns of behavior, motivation, perception, value clarification, coping with change, and leadership styles in business organizations. The course also examines personal and interpersonal attitudes, strengthens communication skills, and fosters awareness of cultural pluralism. Case studies and group discussion assist students in dealing with human relations problems with an emphasis on interactions in the business organization environment. This course may also be offered via distance learning. Pass/No Pass Option.

203 • PURCHASING INTERNSHIP  
Total Arranged Lab: 48 - 144 hours
Acceptable for credit: California State University
This course is intended for students who will complete a certificate in Purchasing. In this class, the student is introduced to the workplace, workload and environment of purchasing. The student is able to use information provided from other class work and develops a foundation for future employment. Pass/No Pass Option.

204 • PROJECT MANAGEMENT PRACTICUM  
Total Arranged Lab: 48 hours
Acceptable for credit: California State University
This course allows students to apply project management concepts to a real world project situation. With the assistance of a faculty advisor, each student develops a project that demonstrates his/her cumulative learning in project management. Course is completed in the semester when student will complete Project Management Certificate program. Grade Only.
BUSINESS: MANAGEMENT & SUPERVISION  (MGMT)

DIVISION: Business and Technology
DEPARTMENT: Management & Supervision
DEAN: Mina Jahan
DIVISION CHAIR: Curtis Pembrook
DEPT CHAIR: Jim Van Tassel
PHONE: 408-855-5344
COUNSELING: 408-855-5030

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

Graduates are trained to understand the functions of management and leadership, effectiveness; develop problem solving and decision-making skills; apply the principles of Total Quality Management; and increase abilities to negotiate successfully, build teams, manage projects, apply listening skills, resolve conflicts, manage meetings, manage time and handle difficult people.

Student Learning Outcomes:

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

• Demonstrate effective management skills
• Choose a management career path
• Be prepared for a variety of first-entry management positions.

Career Options:

Salary expectations for managers have a very diverse range depending upon experience and level of responsibility. Almost all organizations have managers in one form or another. Some common businesses employing entry level managers include:

• Fast food restaurants
• Grocery stores
• Healthcare organizations
• Public agencies
• Retail stores
• Small, mid, and large-sized businesses

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

Management and Supervision Associate in Science

Developing skills and attitudes necessary to succeed in supervision and management is the program objective. Classes are geared to first and second level management jobs are suitable for those seeking promotion into management, as well as for those now in management.

Core Curriculum Course (Required)  Units

MGMT 101 ...... Interpersonal Effectiveness .............. 3.0
MGMT 102 ...... Leadership ................................ 3.0
MGMT 103 ...... Functions of Management I ........... 3.0
MGMT 109 ...... Productivity ................................ 3.0
MGMT 110 ...... Planning and Control ...................... 3.0
MGMT 111 ...... Problem and Decision Analyses ....... 3.0
MGMT 113 ...... Functions of Management II .......... 3.0
MGMT 117 ...... Total Quality Management ............. 3.0
ACCTG 1A ...... Principles of Accounting ................ 4.0
BUS 021 ...... Introduction to business Computing .... 3.0
BUS 021L ...... Introduction to business Computing Lab  1.0

Plus any 2 of the following

ACCTG 001B ...... Principles of Accounting ............... 4.0
ACCTG 060 ...... Computerized Accounting ............. 3.0
ACCTG 065 ...... Computerized Accounting ............. 3.0
BUS 051 ...... Introduction to American Business ...... 3.0
BUS 064 ...... Business Math Using Calculators ......... 4.0

BUS 078 ...... Business Communications ................. 3.0
BUS 079 ...... Human Relations Applied in Business .... 3.0
MKT 056A ...... Marketing Principles ....................... 3.0
Total Program A.S. Requirement ......................... 38.0- 43.0

Management and Supervision Certificate of Proficiency

The Management and Supervision Certificate program focuses on the skills and attitudes necessary for successful management and supervision. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required):  Units

BUS 037 ...... Fundamentals of Project Management .... 3.0
MGMT 037 ...... Fundamentals of Project Management .... 3.0
MGMT 101 ...... Interpersonal Effectiveness .............. 3.0
MGMT 103 ...... Functions of Management ................ 3.0
MGMT 113 ...... Management in Practice ................ 3.0
MGMT 118 ...... Human Resources Management .......... 3.0

Choose 2 of the following courses:  Units

MGMT 009 ...... Skills for New Managers .................. 0.5
MGMT 012 ...... Managing Quality ......................... 0.5
MGMT 015 ...... Managing Change ........................ 0.5
MGMT 016 ...... Conflict Management ..................... 0.5
MGMT 017 ...... Conducting Performance Appraisals ... 0.5
MGMT 018 ...... Communication Skills for Supervisors .... 0.5
MGMT 020 ...... Building Teams ............................ 0.5
MGMT 023 ...... Nonprofit Board Development .......... 0.5
MGMT 039 ...... Program Management ..................... 0.5
MGMT 040 ...... Fundraising Fundamentals for Nonprofits 0.5
MGMT 116 ...... Best Practices in Global Management .... 0.5
MGMT 117A ...... Improving Results with Six Sigma ...... 0.5
Total Units .................................................. 16.0

Human Resource Management Certificate of Achievement

Mission College offers a 16-unit Human Resource Management Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct human resource management.

Core Curriculum Courses (Required):  Units

MGMT 116 ...... Human Resources Management .......... 3.0
MGMT 201 ...... Human Resources Internship ............ 1.0
MGMT 122 ...... Applied Human Resource Management .... 3.0

Choose a minimum of 9 units from the following courses:  Units

BUS 028A ...... Business Law I ............................. 3.0
BUS 028C ...... Human Resources and the Law ........... 1.0
BUS 028D ...... Sexual Harassment in the Workplace ... 1.0
BUS 078G ...... Business Writing for Human Resources .... 1.0
BUS 079 ...... Human Relations Applied in Business ...... 3.0
MGMT 010 ...... Negotiation Skills .......................... 0.5
MGMT 014 ...... Interviewing Skills ........................ 0.5
MGMT 016 ...... Conflict Management ..................... 0.5
MGMT 017 ...... Conducting Performance Appraisals ... 0.5
MGMT 018 ...... Communication Skills for Supervisors .... 0.5
MGMT 019 ...... Dealing With Difficult People ............ 0.5
MGMT 020 ...... Building Teams ............................ 0.5
MGMT 025 ...... Diversity in the Workplace ............... 0.5
MGMT 026 ...... Motivating at Work ....................... 0.5
MGMT 027 ...... Developing Effective Training Programs ... 0.5
MGMT 028 ...... Compensation Management ............. 0.5
MGMT 029 ...... How to Hire ................................ 0.5
MGMT 102 ...... Leadership ................................ 3.0
MGMT 103 ...... Functions of Management ................ 3.0
MGMT 136 ...... Conducting Effective Meetings .......... 0.5
MGMT 030 ...... Human Resource Systems ................ 0.5
Total Units .................................................. 16.0
Leadership Certificate of Proficiency

The Leadership Certificate program focuses on the skills and attitudes necessary for successful leadership of organizations. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 132</td>
<td>Styles of Leadership</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Complete a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 038</td>
<td>Applied Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 038</td>
<td>Applied Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 111</td>
<td>Problem Solving for Managers</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 115</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 117</td>
<td>Total Quality Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

WRKEX 301-304, Cooperative Work Experience.....1.0 - 4.0

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

Project Management Certificate of Achievement

Mission College offers a 16-unit Project Management Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to conduct project management.

Core Curriculum Course (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 038</td>
<td>Applied Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 038</td>
<td>Applied Project Management</td>
<td>3.0</td>
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</tbody>
</table>

Choose a minimum of 9 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077C</td>
<td>50 Ways to Improve Customer Service</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078C</td>
<td>Business Report Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078H</td>
<td>Writing Effective E-mail for Business</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>MGMT 031</td>
<td>Contract Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 039</td>
<td>Program Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 111</td>
<td>Problem Solving for Managers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Supply Chain Management Certificate of Proficiency

Mission College offers a 16-unit Supply Chain Management Certificate to students who successfully complete 16 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to work in the supply chain management and purchasing function.

Core Curriculum Courses:

Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 047</td>
<td>Purchasing &amp; Supply Chain Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 074</td>
<td>Purchasing &amp; Supply Chain Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math</td>
<td>4.0</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 031</td>
<td>Contract Management</td>
<td>0.5</td>
</tr>
</tbody>
</table>
| BUS 203     | Purchasing Internship               | 1.0 - 3.0

.........................or

MKT 203   .......Purchasing Internship ........................................1.0 - 3.0

Choose a minimum of 7 units from the following: ..............Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 082A</td>
<td>Business Spreadsheets Using Excel</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 032</td>
<td>Managing Green</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 039</td>
<td>Program Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 111</td>
<td>Problem Solving for Managers</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 115</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 117A</td>
<td>Improving Results with Six Sigma</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 119</td>
<td>Warehousing Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Warehousing Logistics Certificate of Proficiency

Mission College offers a 12 to 16 unit Warehousing Logistics Certificate to students who successfully complete the course work as outlined below. This certificate prepares students with the necessary skills required to conduct warehouse operations.

Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 119</td>
<td>Warehousing Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Forklift Safety and Operations</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 202</td>
<td>Warehousing Internship</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Job Prep Electives - choose 4 classes:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 011</td>
<td>Decision-Making Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 018</td>
<td>Communication Skills for Supervisors</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 019</td>
<td>Dealing With Difficult People</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 026</td>
<td>Motivating at Work</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 156</td>
<td>Time Management</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Choose a minimum of 10 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 062</td>
<td>Global Exporting and Importing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 064A</td>
<td>Basic Business Arithmetic</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 074</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 047</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078A</td>
<td>Basic Business Correspondence</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Microsoft Word: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Units ..................................................................................12.0 - 16.0

MANAGEMENT AND SUPERVISION (MGMT)

009 • SKILLS FOR NEW MANAGERS 0.5 unit

Total Lecture 9 hours

This course provides an overview of the functions managers and supervisors perform and the essential skills involved. Emphasis will be placed on the leadership skills necessary to succeed as a first level manager or supervisor. This course may be offered via distance learning. Pass/No Pass Option.

010 • NEGOTIATION SKILLS 0.5 unit

Total Lecture 9 hours

This course provides insight into what is required to negotiate successfully including attitudes, strategies, plans, and a six-step interactive negotiating process. This course may be offered via distance learning. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

011 • HOW TO MAKE GREAT DECISIONS 0.5 unit
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course teaches students how to plan, frame, and research decisions. Students learn how to define decisions, apply appropriate decision frames, generate options, and select the best one. This course may be offered via distance learning. Pass/No Pass Option.

012 • MANAGING QUALITY 0.5 unit
Total Lecture 9 hours
This course explores the major facets of a successful quality management program. It includes an overview of the major quality management philosophies and approaches. A wide range of quality management tools and techniques are reviewed. This course may be offered via distance learning. Pass/No Pass Option.

013 • JOB STRESS MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course helps students develop the knowledge and skills necessary to successfully manage stress on the job. Topics discussed include major factors that cause job stress, the physiological and psychological impacts of stress, and techniques of managing stress. This course may be offered via distance learning. Pass/No Pass Option.

014 • INTERVIEWING SKILLS 0.5 unit
Total Lecture 9 hours
This course explores the various types of job-related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students practice a variety of interviewing techniques. This course may be offered via distance learning. Pass/No Pass Option.

015 • MANAGING CHANGE 0.5 unit
Total Lecture 9 hours
This course explores managing change in the workplace. Topics discussed include changes taking place in organizations today, discovering how organizations can prepare for change, understanding human reactions to change and how to deal with them, and exploring team involvement and visionary leadership. This course may be offered via distance learning. Pass/No Pass Option.

016 • CONFLICT MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course explores the causes and impacts of conflict as well as the best ways to manage conflict in the workplace. Learning to resolve disagreements constructively is the key to maintaining healthy work relationships and fostering a productive work environment. This course will help students improve their interpersonal, communication and mediation skills. This course may be offered via distance learning. Pass/No Pass Option.

017 • CONDUCTING PERFORMANCE APPRAISALS 0.5 unit
Total Lecture 9 hours
Course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type, and develop an ability to design and implement basic performance appraisal systems. This course may be offered via distance learning. Pass/No Pass Option.

018 • COMMUNICATION SKILLS FOR SUPERVISORS 0.5 unit
Total Lecture 9 hours
This course explores communication concepts which can be important to successful supervisory performance. Topics covered include listening, verbal and non-verbal communications, as well as the communication techniques appropriate to each category. This course may be offered via distance learning. Pass/No Pass Option.

019 • DEALING WITH DIFFICULT PEOPLE 0.5 unit
Total Lecture 9 hours
This course examines the nature of difficult people, six different kinds of difficult people and suggested strategies for effective coping. This course may be offered via distance learning. Pass/No Pass Option.

020 • BUILDING GREAT TEAMS 0.5 unit
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course is designed to develop an understanding of the nature of teams (as opposed to groups), their uses, benefits, problems, structures and developmental stages. Teams are increasingly essential in problem solving, decision making and conducting complex work activities. Industry is turning more to teams as the focus of work activities with particular emphasis on the management of work teams. This course may be offered via distance learning. Pass/No Pass Option.

021 • PROJECT MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course focuses on the principles, practices and methods of effective project management which are applicable to any level of an organization. Topics covered include the project life cycle, planning for quality, time, and cost to make the best use of resources and bringing a project to a successful conclusion. This course may be offered via distance learning. Pass/No Pass Option.

022 • BUDGETING FOR MANAGERS 0.5 unit
Total Lecture 9 hours
This is a survey course which explores major financial and budgeting concepts. Emphasis is given to such topic areas as financial management, budgeting trends, preparing, justifying and presenting budgets and other financial data, and budget strategies and controls. This course may be offered via distance learning. Pass/No Pass Option.

023 • NONPROFIT MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course provides an overview of what it means to be a nonprofit board member. It introduces key governance terms, roles, and responsibilities. Legal structures of nonprofit and community sector organizations are identified, along with the essential components generally found in governing documents. This course may be offered via distance learning. Pass/No Pass Option.

024 • MANAGING FOR CREATIVITY 0.5 unit
Total Lecture 9 hours
This course focuses on allowing students to uncover their creative potential as well as become innovative problem solvers. Many tools and techniques will be discussed. Strategies for developing a creative work environment will be reviewed. This course may be offered via distance learning. Pass/No Pass Option.

025 • DIVERSITY IN THE WORKPLACE 0.5 unit
Total Lecture 9 hours
This course focuses on the business case for putting diversity to work as well as best practices for bringing the best out of all kinds of people. Utilizing diversity is a key component of an organization’s success today. This course may be offered via distance learning. Pass/No Pass Option.

026 • MOTIVATING AT WORK 0.5 unit
Total Lecture 9 hours
This course explores how to become a manager who inspires and rewards employees to give their best. Students will learn how to raise expectations and performance while creating a motivating workplace. This course may be offered via distance learning. Pass/No Pass Option.

027 • DEVELOPING EFFECTIVE TRAINING PROGRAMS 0.5 unit
Total Lecture 9 hours
This course outlines the steps to developing effective training programs. Topics covered include needs analysis, adult learning theory, organization and evaluation. Students develop training activities for their respective target audiences. This course may be offered via distance learning. Pass/No Pass Option.

028 • COMPENSATION MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course is designed to be an introduction to compensation management from a practical viewpoint. Topics such as wage surveys, job analysis and classification, and incentive plans are discussed. This course may be offered via distance learning. Pass/No Pass Option.
BUSINESS: MANAGEMENT & SUPERVISION

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

029 • HOW TO HIRE 0.5 unit
Total Lecture 9 hours
This course outlines strategies for recruiting and staffing the organization. Topics covered include staffing models, workforce planning, hiring processes, recruiting resources, and measuring performance. This course may be offered via distance learning. Pass/No Pass Option.

030 • HUMAN RESOURCE SYSTEMS 0.5 unit
Total Lecture 9 hours
This course explores the strategic role of human resources systems in the effective management of an organization. This course may be offered via distance learning. Pass/No Pass Option.

031 • CONTRACT MANAGEMENT 0.5 unit
Total Lecture 9 hours
This course provides an overview of best practices in contract management. It covers topics such as defining contract scope, effective terms and conditions, choosing a contract type, selecting the best contractor, and packaging change orders. This course may be offered via distance learning. Pass/No Pass Option.

032 • MANAGING GREEN 1.0 units
Total Lecture 18 hours
This course provides an overview of how businesses must take environmental impact into consideration when managing a business. Topics covered include costs and benefits of green business, how green technologies can improve competitiveness and profitability and the components of being green and sustainable. This course may also be offered via distance learning. Pass/No Pass Option.

033 • BENEFITS AND BEYOND 0.5 unit
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course provides an overview of employee benefits for human resource professionals. Pass/No Pass Option.

037 • FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
In this course, students 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 is a cross listing of BUS037. Pass/No Pass Option.

038 • APPLIED PROJECT MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
In this course, students apply project management skills to real life project situations. Emphasis is placed on practical application of project management principles, processes, and techniques, including project control, cost management, project tracking, and project outsourcing. Students also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects. This course is across listing of BUS038. This course may be offered via distance learning. Pass/No Pass Option.

039 • PROGRAM MANAGEMENT 0.5 units
Total Lecture 9 hours
This course provides an overview of program management in comparison to project management. Program management is the process of managing multiple ongoing inter-dependent projects. This course may also be offered via distance learning. Pass/No Pass Option

040 • FUNDRAISING FUNDAMENTALS FOR NONPROFITS 0.5 units
Total Lecture 9 hours
This course provides an overview of fundraising for nonprofit organizations. Topics covered include the fundraising cycle, board responsibilities, development plans, tools and techniques. This course may also be offered via distance learning. Pass/No Pass Option

074 • PURCHASING AND SUPPLY CHAIN MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course is an introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis and value analysis, in a global environment. This course is a cross listing of MKT074. This course may also be offered via distance learning. Pass/No Pass Option.

101 • INTERPERSONAL EFFECTIVENESS 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course explores personal development for success in the workplace. Topics such as self-esteem, self-development, attitude and image are discussed. Communications theory and techniques to make an individual a more effective communicator are covered. Participants develop a greater interpersonal effectiveness through understanding the causes of effective and ineffective personal interaction, and learn new interactive skills through group experiences. This course may also be offered via distance learning. Pass/No Pass Option.

102 • LEADERSHIP 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course is designed to increase managerial effectiveness through an understanding of leadership. The essential leadership roles and commitments necessary for the empowerment of self and others are presented. Topics discussed include envisioning, inspiring, motivating as well as the effective use of power. This course may also be offered via distance learning. Pass/No Pass Option.

103 • FUNCTIONS OF MANAGEMENT 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course covers the basic concepts and the major techniques of management. Major management functions addressed include planning, organizing, leading and controlling. Extensive use of exercises, case studies and recent articles permit students to experience the concepts involved. This course may also be offered via distance learning. Pass/No Pass Option.

111 • PROBLEM SOLVING FOR MANAGERS 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course allows the student to develop the ability to define problems, gather necessary information, determine causes, generate solutions, and determine optimum solutions. Emphasis is placed on preparing managers who can deal with a dynamic workplace. This course may also be offered via distance learning. Pass/No Pass Option.

113 • MANAGEMENT IN PRACTICE 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course allows students to apply management skills and theories. Students are actively engaged in putting concepts into practice -- thinking and acting like real managers through the integration of various assignments. The course provides opportunities for real-world application of management skills. This course may also be offered via distance learning. Pass/No Pass Option.

115 • OPERATIONS MANAGEMENT 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course is an introduction and analysis of the basic concepts, processes and methods in operations management. Topics covered include applied forecasting, aggregate planning, scheduling, total quality management, personnel management, inventory management, facility layout and project management. Concepts are illustrated by using abundant real world examples, articles, illustrations, problems and cases. This course may also be offered via distance learning. Pass/No Pass Option.
### BUSINESS: MANAGEMENT & SUPERVISION

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>116 • BEST PRACTICES IN GLOBAL MANAGEMENT</td>
<td>0.5 units</td>
<td>Total Lecture 9 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td></td>
<td>This course compares the basic management functions among United States and major European and Asian economies. Major functions addressed are planning, organizing, leading and controlling. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>117 • TOTAL QUALITY MANAGEMENT</td>
<td>3.0 units</td>
<td>Total Lecture 54 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td></td>
<td>This course will examine the key elements of Total Quality Management (TQM) in business organizations. Students are exposed to the broad range of TQM philosophies and techniques. Both qualitative and quantitative methods are involved in TQM implementation. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>117A • IMPROVING RESULTS WITH SIX SIGMA</td>
<td>0.5 unit</td>
<td>Total Lecture 9 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course provides an overview of Six Sigma including Lean Six Sigma. Six Sigma is a well known quality improvement strategy used by businesses. Students are provided with examples of tools and techniques used by organizations. Real world examples and case studies of organizations using Six Sigma are reviewed. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>118 • HUMAN RESOURCES MANAGEMENT</td>
<td>3.0 units</td>
<td>Total Lecture 54 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: Eligibility for ENGL 001A and READ 053</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: California State University</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>This course surveys contemporary human resources management topics and offers a balance of practical and applied material. Examples of topics covered include workforce diversity, recruitment, selection, employee downsizing, training and development, performance appraisals, compensations, benefits, and labor relations. Other current topics of global competition, rapid technological advances, outsourcing and just-in-time training are incorporated. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119 • WAREHOUSING OPERATIONS</td>
<td>3.0 units</td>
<td>Total Lecture 54 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce students to warehouse operations, the objectives of warehousing, software information systems used in warehousing, and warehouse safety. Upon completion of the course, students should be well prepared to enter the field of warehousing, distribution, or logistics. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 • FORKLIFT SAFETY AND OPERATIONS</td>
<td>0.5 units</td>
<td>Total Lecture 9 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course provides students with the knowledge and skills to become certified forklift operators. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>122 • APPLIED HUMAN RESOURCE MANAGEMENT</td>
<td>3.0 units</td>
<td>Total Lecture 54 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In this course, students apply human resource management skills to real life situations. Emphasis is placed on practical application of human resource management principles, processes, and systems. In-class exercises and case studies lead students to skills they can immediately apply to their workplace. This course may be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>132 • STYLES OF LEADERSHIP</td>
<td>1.0 units</td>
<td>Total Lecture 18 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>This course explores styles of leadership to determine the strengths and techniques of each style so that the student can improve their own leadership performance. This course may also be offered via distance learning. Pass/No Pass Option.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

136 • CONDUCTING EFFECTIVE MEETINGS      | 0.5 units | Total Lecture 9 hours |
|                   | Acceptable for credit: California State University |
|                   | This course examines various types of meetings, their functions, reasons for failure and success, forces at play within the group, and strategies to make the meeting accomplish goals. This course may be offered via distance learning. Pass/No Pass Option. |
| 158 • TIME MANAGEMENT                   | 0.5 units | Total Lecture 9 hours |
|                   | Acceptable for credit: California State University |
|                   | This course explores practical techniques for making better use of time. Topics covered include organizing and scheduling work, curbing procrastination, avoiding interruptions, streamlining paperwork, delegating effectively, and valuing time. This course may be offered via distance learning. Pass/No Pass Option. |
| 201 • HUMAN RESOURCES INTERNSHIP       | 1.0-3.0 units | Total Lab 18.0 - 54 hours |
|                   | Acceptable for credit: California State University |
|                   | This course is intended for students who will complete a certificate in Human Resources. In this class, the student is introduced to the workplace, workload and environment of human resources. The student is able to use information provided from other class work and develops a foundation for future employment. Pass/No Pass Option. |
| 202 • WAREHOUSING INTERNSHIP           | 0.5 -3.0 units | Total Lecture 9 - 54 hours |
|                   | Acceptable for credit: California State University |
|                   | This course is intended for students who will complete a certificate in Warehousing Logistics. In this class, the student is introduced to the workplace, the workload and the environment of warehousing. The student is able to use information provided from other class work to develop a foundation for future employment. Pass/No Pass Option. |
Global Marketing, Management and Business – A.S. Degree

This new program is both challenging and exciting, offering an endless chain of new experiences and opportunities. The program has a romantic sound that is irresistible to many of us—rather like an adult career dream. For many thousands, it has proven to be an achievable dream either as an exciting career or as a relatively easy route for starting their own business.

The Global Marketing, Management and Business Program, provides the "know-how" that is necessary right from the start; all options are explored and developed for the successful global business venture. Do not hesitate, get started today.

Core Curriculum Course (Required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010                    ...Global Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A                   ...Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002                 ...Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 116           ...Global Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 060                  ...International Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 062                  ...Global Exporting and Importing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 066                  ...Global Finance Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL/SOCSC1 Global Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL/SOC SC 2 Global issues</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>5.0-6.0</td>
</tr>
</tbody>
</table>

Plus one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 115        ...Global Manufacturing Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068                  ...Global Distributors and Agents</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 070                  ...Global Marketing Research</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 072                ...Marketing Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 074                  ...Global Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082                  ...Global Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084                  ...Marketing Using the Internet</td>
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</tr>
<tr>
<td>Total Program A.A Requirements</td>
<td>33.0-35.0</td>
</tr>
</tbody>
</table>

Marketing Essentials Certificate of Proficiency

Mission College offers a 16-unit Marketing Essentials Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct essential marketing functions.

Core Curriculum Courses (Required):  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078B                ...Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A                ...Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056B                ...Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 060                ...International Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084                ...Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>Complete 1 unit from the following:</td>
<td>Units</td>
</tr>
<tr>
<td>BUS 077A              ...Maximizing Sales With Salesforce.com</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 035               ...Developing Customer Surveys</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 036               ...The Marketing Plan</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 037               ...Professional Event Planning</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 059A             ...Public Relations Basics</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 059B             ...Media Training</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 062            ...Global Exporting and Importing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 070A            ...Keys to Successful Product Launch</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072             ...Social Media Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 072A           ...Blogging for Business</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072B            ...Webcast Marketing</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081B            ...Getting Your First Customer</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081D          ...Developing an Ad Campaign</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081C           ...Developing Sales Lead Programs</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 084A           ...Search Engine Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 084B           ...E-Mail Marketing</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 088            ...How to Sell Products Internationally</td>
<td>0.5</td>
</tr>
<tr>
<td>Total Units</td>
<td>16.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Requirement…………………………………………37.0-39.0
### Marketing Professional Certificate of Proficiency

Mission College offers a 16-unit Marketing Professional Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate further develops a student’s marketing skills after completion of the Marketing Essentials Certificate.

**Core Curriculum Courses (Required):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRKEX 303</td>
<td>Work Experience Occupational</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Complete a minimum of 13 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 055</td>
<td>Business Strategy for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 040</td>
<td>Professional Selling</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 057</td>
<td>Retailing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 058</td>
<td>Marketing Research</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 066</td>
<td>Business-to-Business Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068</td>
<td>Marketing Channels</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 070</td>
<td>Product Management Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing &amp; Supply Chain Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081</td>
<td>Direct Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A</td>
<td>Advertising Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078E</td>
<td>Persuasive Business Writing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078H</td>
<td>Writing Effective E-mail for Business</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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

### Marketing Communications Specialist Certificate of Proficiency

Mission College offers a 16-unit Marketing Communications Specialist Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to conduct marketing communications.

**Core Curriculum Courses (Required):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 037</td>
<td>Fundamentals of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 204</td>
<td>Marketing Communications Internship</td>
<td>1.0 - 3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 070</td>
<td>Product Management Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081</td>
<td>Direct Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A</td>
<td>Advertising Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 083A</td>
<td>Business Presentations Using Powerpoint</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Maximizing Sales With Salesforce.com</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078E</td>
<td>Persuasive Business Writing</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 078H</td>
<td>Writing Effective E-mail for Business</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 036</td>
<td>The Marketing Plan</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 037</td>
<td>Professional Event Planning</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 038</td>
<td>Copywriting Techniques</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 059A</td>
<td>Public Relations Basics</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 059B</td>
<td>Media Training</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 070A</td>
<td>Keys to Successful Product Launch</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072</td>
<td>Social Media Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 072A</td>
<td>Blogging for Business</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 072B</td>
<td>Webcast Marketing</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081C</td>
<td>Developing Sales Lead Programs</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 081D</td>
<td>Developing an Ad Campaign</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 084A</td>
<td>Search Engine Marketing</td>
<td>1.0</td>
</tr>
<tr>
<td>MKT 084B</td>
<td>E-Mail Marketing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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

### Customer Service - Certificate of Achievement

Mission College offers a 16-unit Customer Service Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to provide excellent customer service.

**Required Course Curriculum:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 7 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077B</td>
<td>Customer Service Phone Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 077C</td>
<td>50 Ways to Improve Customer Service</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Customer Service Internship</td>
<td>1.0 - 3.0</td>
</tr>
</tbody>
</table>

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

### Customer Service Core Skills Certificate of Proficiency

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

**Required Course Curriculum:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077</td>
<td>Quality Customer Service</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 077B</td>
<td>Customer Service Phone Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 077C</td>
<td>50 Ways to Improve Customer Service</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 082</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

### Purchasing Certificate of Achievement

Mission College offers a 16-unit Purchasing Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to work in the purchasing function.

**Core Curriculum Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 064B</td>
<td>Business Math</td>
<td>4.0</td>
</tr>
<tr>
<td>MGMT 010</td>
<td>Negotiation Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MKT 074</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose a minimum of 7.5 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 074</td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Purchasing Internship</td>
<td>1.0 - 3.0</td>
</tr>
</tbody>
</table>

**Total Units** .............................................................................. 16.0 - 18.0
Sales Certificate of Achievement
Mission College offers a 16-unit Sales Certificate to students who successfully complete 16 or more units of course work as outlined below. This certificate prepares students with the necessary skills required to sell.

Core Curriculum Courses: Units
MGMT 010 ......Negotiation Skills .................................................. 0.5
MKT 040 ......Professional Selling .................................................. 3.0
MKT 201 ......Sales Internship .................................................. 3.0
Choose a minimum of 9.5 units from the following: Units
BUS 028A ......Business Law I .................................................. 3.0
BUS 077 ......Quality Customer Service ........................................ 3.0
BUS 077A ......Maximizing Sales With Salesforce.com .............. 1.0
BUS 078E ......Persuasive Business Writing ......................... 1.0
BUS 079 ......Human Relations Applied in Business ............... 3.0
COMM 001 ......Public Speaking .................................................. 3.0
MKT 019 ......Dealing With Difficult People ......................... 0.5
MKT 034 ......Networking for Success ........................................ 0.5
MKT 042 ......Salesforce Management ......................................... 3.0
MKT 081B ......Getting Your First Customer ......................... 0.5
MKT 061C ......Developing Sales Lead Programs .................. 0.5
Total Units ................................................................. 16.0

BUSINESS: MARKETING (MKT)

030 • DEVELOPING NEW PRODUCTS 0.5 unit
Total Lecture 9 hours
This course outlines how to determine product strategies based on market needs. Students become involved in such matters as number and diversity of products, product innovations, product scope, and product design. Different dimensions of product strategies are examined for their essence, their significance, their limitations, if any, and their contributions to objectives and goals. Each strategy is exemplified with illustrations from marketing literature. This course may be offered via distance learning. Pass/No Pass Option.

031 • HOW TO PRICE PRODUCTS 0.5 unit
Total Lecture 9 hours
This course outlines strategies for how to price a product or service. Each strategy is examined for its underlying assumptions and relevance in specific situations. The application of different strategies is illustrated with the help of examples from pricing literature. This course may be offered via distance learning. Pass/No Pass Option.

032 • HOW TO DISTRIBUTE PRODUCTS 0.5 unit
Total Lecture 9 hours
This course outlines strategies for how to distribute products and services. Channels are organized structures of buyers and sellers that bridge the gap of time and space between the manufacturer and the customer. Other strategy-related matters discussed in this course include scope of distribution, use of multiple channels to serve different segments, modification of channels to accommodate environmental shifts, resolution of conflict among channels, and use of vertical systems to institute control over channels. This course may also be offered via distance learning. Pass/No Pass Option.

033 • HOW TO PROMOTE PRODUCTS 0.5 unit
Total Lecture 9 hours
This course outlines strategies for promoting products and services. These strategies may be designed around advertising, personal selling, sales promotion, direct marketing, or any combination of these. Each strategy is illustrated with real world examples. This course may be offered via distance learning. Pass/No Pass Option.

034 • NETWORKING FOR SUCCESS 0.5 unit
Total Lecture 9 hours
This course acquaints students with the basics of networking. Students will learn what networking is and why it is important to career and personal growth. Topics covered include creating a plan for networking, exploring fundamentals of successful networking, and discovering networking tools and strategies. This course may be offered via distance learning. Pass/No Pass Option.

035 • DEVELOPING CUSTOMER SURVEYS 0.5 unit
Total Lecture 9 hours
This course provides an overview of the marketing research function with an emphasis on customer surveys. Marketing research is concerned with providing information to those decision makers responsible for the efficient and effective operation of the company’s marketing activities. The primary focus of this type of research is on the users and potential users of the company’s products and the factors that influence their decision to purchase. These factors have an influence on product, price, promotion, and distribution decisions. This course may be offered via distance learning. Pass/No Pass Option.

036 • THE MARKETING PLAN 0.5 unit
Total Lecture 9 hours
This course allows students to learn the elements of a marketing plan, how to write a good marketing plan and methods for implementing and evaluating the marketing plan. This course may be offered via distance learning. Pass/No Pass Option.

037 • PROFESSIONAL EVENT PLANNING 0.5 unit
Total Lecture 9 hours
This course will provide basic skills for being a professional event planner. This course may be offered via distance learning. Pass/No Pass Option.

038 • COPYWRITING TECHNIQUES 1.0 unit
Total Lecture 18 hours
This course provides an overview of copywriting techniques used in marketing programs. Students learn the basic rules for writing effective copy. This course may be offered via distance learning. Pass/No Pass Option.

040 • PROFESSIONAL SELLING 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course presents the principles and practices of professional selling and covers the following topics: the personal qualifications of the salesperson; evaluating the needs of the prospective buyer; locating prospects; securing interviews; types of selling; analyzing the customer; motivation of buyer; sales demonstration and handling of objections; and closing the sale. Emphasis is placed on information, skills, and attitudes. This course may also be offered via distance learning. Pass/No Pass Option.

040A • FUNDAMENTALS OF SELLING 0.5 units
Total Lecture 9 hours
This course takes students step-by-step through the entire sales process and provides students with basic sales skills. This course may be offered via distance learning. Pass/No Pass Option.

040B • PROSPECTING STRATEGIES 0.5 units
Total Lecture 9 hours
This course provides students with tools and techniques to build a qualified sales pipeline that will grow business and increase sales. Students practice prospecting skills through role-plays and through applying new insights to determine what has value to the customer. This course may be offered via distance learning. Pass/No Pass Option.

042 • SALESFORCE MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This is a course for the student who has had some sales experience and is considering entering the field of sales management. Topics to be covered in this course include organizing the sales force, developing high sales morale within the work force, developing bonus and salary plans, and handling specific case type problems in sales. Grade/Pass/No Pass.
056A • MARKETING PRINCIPLES 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course covers the areas and various activities involved in the transfer of goods from producer to ultimate customer. The Four Ps - Product, Price, Promotion and Place are covered, as are the Three Cs - Customers, Competitors and Cost. Discussion of marketing concepts and international marketing are incorporated. This course may also be offered via distance learning. Pass/No Pass Option.

056B • MARKETING STRATEGIES 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is designed to aid the student in the integration of marketing knowledge previously acquired in MKT 056A, Marketing Principles. The course covers marketing strategies dealing with the marketing mix: product, price, promotion and distribution. Emphasis is placed on solving practical marketing problems. Marketing exercises, reading and case studies will actively involve students with the newest marketing concepts and practices. This course may also be offered via distance learning. Pass/No Pass Option.

057 • RETAILING PRINCIPLES 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course involves the study of all activities required to sell consumer goods and services to ultimate consumers or customers. Opportunities in retailing are studied including store location and layout, store organization, pricing and buying, receiving, retail control, sales promotion and customer service. This course may also be offered via distance learning. Pass/No Pass Option.

058 • MARKETING RESEARCH 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of marketing research including survey design, methods of collecting data, and sampling methods. Applications of marketing research in the measurement of potential markets, consumer motivation, advertising, and sales control are also reviewed. This course may also be offered via distance learning. Pass/No Pass Option.

059 • EFFECTIVE PUBLIC RELATIONS 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course provides an introduction to the basic principles, components and techniques of effective public relations. Topics include media, employee, consumer, community and government relations as well as crisis management. Students will also gain an in-depth understanding of how the Internet is changing communications worldwide. This course may also be offered via distance learning. Pass/No Pass Option.

059A • PUBLIC RELATIONS BASICS 0.5 unit
Total Lecture 9 hours
This course provides an overview of public relations including a step by step approach to developing a PR campaign. This course may be offered via distance learning. Pass/No Pass Option.

059B • MEDIA TRAINING 0.5 unit
Total Lecture 9 hours
This course allows students to develop skills in working with the media including practical tips on how to maximize every media interview. Pass/No Pass Option.

060 • INTERNATIONAL MARKETING 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course focuses on marketing management techniques, and strategies necessary to incorporate the marketing concept when doing business in international markets. The challenges of competing in markets of different cultures and political environments are also reviewed. This course may also be offered via distance learning. Pass/No Pass Option.

062 • GLOBAL EXPORTING AND IMPORTING 1.0 unit
Total Lecture 18 hours
Acceptable for credit: California State University
This course provides the student with an opportunity to examine the techniques of export/import. Students become familiar with terminology, payment requirements, custom regulations, insurance, warehousing, offshore manufacturing, and documentation with the U.S. Department of Commerce. This course may also be offered via distance learning. Pass/No Pass Option.

066 • BUSINESS-TO-BUSINESS MARKETING 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of business-to-business marketing—the marketing of goods, services and ideas to businesses. The course will emphasize strategy development and management decision making in marketing to businesses as well as the unique aspects of marketing to organizational buyers. This course may also be offered via distance learning. Pass/No Pass Option.

068 • MARKETING CHANNELS 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an overview of the structure and behavior of marketing channels. There is a strong emphasis on understanding marketing institutions and agencies and on dissecting behavioral aspects of channel relations—roles of members, use of power, and resolution of conflicts. This course may also be offered via distance learning. Pass/No Pass Option.

070 • PRODUCT MANAGEMENT ESSENTIALS 3.0 units
Total Lecture 54 hours
Advisory: MKT056A
Acceptable for credit: California State University
This course provides an in-depth understanding of the requirements, issues, and tools involved in marketing products and services. Topics include new product development, branding, packaging, product line extensions, and strategic change over the product life cycle. This course may also be offered via distance learning. Pass/No Pass Option.

070A • KEYS TO SUCCESSFUL PRODUCT LAUNCH 0.5 units
Total Lecture 9 hours
This course outlines how to launch a product or service successfully. This course may be offered via distance learning. Pass/No Pass Option.

072 • SOCIAL MEDIA MARKETING 1.0 units
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course examines the latest trends in social media marketing and how marketers can leverage social media networks and web applications to meet marketing goals. Social media includes websites where news, photos, videos, and podcasts are hosted via websites through user submission. Social media marketing may also include online reputation management. This course may also be offered via distance learning. Pass/No Pass Option.

072A • BLOGGING FOR BUSINESS 0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course explores the application of blogging for business. This course may be offered via distance learning. Pass/No Pass Option.

072B • WEBCAST MARKETING 0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course provides students with an overview of webcast and podcast marketing including the latest tips and techniques. A podcast is like a radio program except people can download a podcast to a portable media player (such as an iPod or other mp3 player) and listen to it at their convenience. This course may be offered via distance learning. Pass/No Pass Option.
BUSINESS: MARKETING

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

074 • PURCHASING & SUPPLY CHAIN MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: MKT 056A, Eligibility for ENGL 001A and READ 053
This course is an introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/pricing analysis and value analysis, in a global environment. This course is a cross listing of BUS074 and MGMT074. This course may also be offered via distance learning. Pass/No Pass Option.

061 • DIRECT MARKETING 3.0 units
Total Lecture 54 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of direct marketing and focuses on practical application of direct marketing concepts. Students will discover how to plan, execute and evaluate a direct-marketing campaign. Each of the direct-marketing media such as direct mail, e-mail, online and print will be discussed. This course may also be offered via distance learning. Pass/No Pass Option.

081A • ADVERTISING PRINCIPLES 3.0 units
Total Lecture 54 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising with campaigns and the testing of advertising effectiveness will be studied. Pass/No Pass Option.

081B • GETTING YOUR FIRST CUSTOMER 0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course outlines strategies and techniques for getting your first customer. This course may be offered via distance learning. Pass/No Pass Option.

081C • DEVELOPING SALES LEAD PROGRAMS 0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course outlines strategies for developing effective sales lead generation programs. This course may be offered via distance learning. Pass/No Pass Option.

081D • DEVELOPING AN AD CAMPAIGN 0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course provides step-by-step instruction on how to develop an ad campaign. Real world examples are used to illustrate each step. This course may be offered via distance learning. Pass/No Pass Option.

082 • CONSUMER BEHAVIOR 3.0 units
Total Lecture 54 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course allows students to become better at understanding, predicting and influencing consumer behavior. Emphasis is placed on the economic, psychological and sociocultural factors that affect consumer behavior and the consumer decision process. An analysis of the prevailing consumer behavior theories in the marketplace is also presented. This course may also be offered via distance learning. Pass/No Pass Option.

084 • INTERNET MARKETING 3.0 units
Total Lecture 54 hours
Advisory: MKT 056A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization’s marketing strategies in this dynamic environment. This course may be offered via distance learning. Pass/No Pass Option.

084A • SEARCH ENGINE MARKETING 1.0 unit
Total Lecture 18 hours
This course provides an overview of search engine marketing including both advertising and optimization strategies. This course may be offered via distance learning. Pass/No Pass Option.

084B • E-MAIL MARKETING 0.5 unit
Total Lecture 9 hours
This course provides an overview of e-mail marketing including how to design an e-mail campaign and evaluate its effectiveness. This course may be offered via distance learning. Pass/No Pass Option.

088 • HOW TO SELL PRODUCTS INTERNATIONALLY 0.5 units
Total Lecture 9 hours
Acceptable for credit: California State University
This course provides an overview of how to sell products or services internationally. Specific topics covered include how to find the information needed, build a team of experts, establish a sales and distribution system, move products and services, and take care of the legal requirements. This course may be offered via distance learning. Pass/No Pass Option.

201 • SALES INTERNSHIP 1.0-3.0 units
Total Lecture 18 - 54 hours
This course is intended for students who will complete a certificate in Sales. In this class, the student is introduced to the workplace, the workload and environment of sales. The student will be able to use information provided from other class work and develop a foundation for future employment. Pass/No Pass Option.

202 • CUSTOMER SERVICE INTERNSHIP 1.0-3.0 units
Total Lecture 18 - 54 hours
This course is intended for students who will complete a certificate in Customer Service. In this class, the student is introduced to the workplace, the workload and environment of customer service. The student will be able to use information provided from other class work and develop a foundation for future employment. Pass/No Pass Option.

203 • PURCHASING INTERNSHIP 1.0-3.0 units
Total Lecture 18 - 54 hours
This course is intended for students who will complete a certificate in Purchasing. In this class, the student is introduced to the workplace, the workload and environment of purchasing. The student will be able to use information provided from other class work and develop a foundation for future employment. Pass/No Pass Option.

204 • MARKETING COMMUNICATIONS INTERNSHIP 1.0-3.0 units
Total Arranged Lab 18 - 54 hours
This course is intended for students who will complete a Marketing Communications Specialist Certificate. In this class, the student is introduced to the workplace, workload and environment of marketing communications. The student is able to use information provided from other class work and develops a foundation for future employment. Pass/No Pass Option.
The Real Estate Program is designed to train our students in "Private Property Rights," which is the very foundation of our economic system, so our population can enjoy the American dream of "Home Ownership."

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

Student Learning Outcomes:

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

Career Paths:

Real estate knowledge and skills are used in both personal life and professional life as shown below.

• Home Buyer and/or Home Seller
• Real Estate Investor and Property Manager
• Real Estate Salesperson and Broker
• Real Estate Appraiser
• Loan Processor and Loan Officer
• Loan Underwriting Officer
• Mortgage Insurance Processor and Officer
• Mortgage Banker (Mortgage Company).
• Escrow Officer and Title Insurance Officer
• Real Estate Developer and Contractor
• Property Tax Assessor and Accountant
• Urban and City Planner
• Legal Assistant and Real Estate Attorney

Real Estate Broker Certificate of Achievement

Mission College offers a Real Estate Broker Certificate to students who successfully complete 24 or more units of coursework as outlined below. These courses are required to qualify for a real estate salesperson license examination.

Core Curriculum Course (Required) Units
RLEST 090 ......Principles of Real Estate ..............................................3.0
RLEST 091 ......Real Estate Practice ......................................................3.0
Choose one course from the following: Units
RLEST 092 ......Real Estate Economics ..................................................3.0
Choose three courses from the following: Units
RLEST 090 ......Principles of Real Estate ..............................................3.0
BUS 028A ......Business Law I ..........................................................3.0
RLEST 091 ......Real Estate Practice ......................................................3.0
RLEST 092 ......Real Estate Economics ..................................................3.0
RLEST 093A ......Legal Aspects of Real Estate I .......................................3.0
RLEST 094A ......Real Estate Appraisal I .................................................3.0
RLEST 095A ......Real Estate Finance I ......................................................3.0
RLEST 096A ......Real Estate Investment I ..............................................3.0
RLEST 097A ......Real Estate Economics ..................................................3.0
RLEST 098A ......Real Estate Practice ......................................................3.0
Total Units ..........................................................................................24.0

Real Estate Sales Certificate of Proficiency

Mission College offers a 9-unit Real Estate Sales Certificate to students who successfully complete 9 or more units of coursework as outlined below. These courses are required to qualify for a real estate salesperson license examination.

Core Curriculum Course (Required) Units
RLEST 090 ......Principles of Real Estate ..............................................3.0
RLEST 091 ......Real Estate Practice ......................................................3.0
Choose one course from the following: Units
RLEST 092 ......Real Estate Economics ..................................................3.0
Choose three courses from the following: Units
BUS 029A ......Business Law II .............................................................3.0
RLEST 096A ......Real Estate Investment I ..............................................3.0
RLEST 097A ......Real Estate Economics ..................................................3.0
RLEST 098A ......Real Estate Practice ......................................................3.0
Total Units ..........................................................................................37.0

Real Estate - A.S. Degree

Students should take RLEST 90, Principles of Real Estate, so they can get their Real Estate Sales License as soon as possible. The student can take the other broker’s courses next, level 2, if desired. Although not required, to maximize learning, the student is encouraged to take the courses in the sequence recommended below.

Core Curriculum Courses (Required) Units
RLEST 090 ......Principles of Real Estate ..............................................3.0
BUS 051 ......Introduction to American Business ..................................3.0
BUS 064 ......Business Math Using Calculators ....................................4.0
RLEST 095A ......Real Estate Finance I ......................................................3.0
RLEST 093A ......Legal Aspects of Real Estate I .......................................3.0
RLEST 092 ......Real Estate Economics ..................................................3.0
RLEST 094A ......Real Estate Appraisal I .................................................3.0
RLEST 091 ......Real Estate Practice ......................................................3.0
RLEST 100 ......Property Management ..................................................3.0
RLEST 087A ......Escrow Procedures I ....................................................3.0
BUS 028A ......Business Law I .............................................................3.0
Total Units ..........................................................................................9.0

Plus 6 units from the following:
RLEST 096A ......Real Estate Investment I ..............................................3.0
BUS 021 ......Introduction to Business Computing ..................................3.0
BUS 021L ......Introduction to Business Computing Lab ........................1.0
BUS 028A ......Business Law ..............................................................3.0
BUS 079 ......Human Relations Applied in Business ............................3.0
BUS 078 ......Business Communications .............................................3.0
MGMT 101 ......Managerial Interpersonal Effectiveness .......................3.0
MKT 056A ......Marketing Principles ......................................................3.0
CA 037A ......Introduction to Office Automation ......................................3.0
CA 011 ......Keyboarding: Beginning .....................................................3.0
WRKEX ......Cooperative Work Experience ........................................1.0 - 3.0
Total Program A.S. Requirements ...................................................37.0

NOTE: Only courses completed with a grade of "C" or better may be used to satisfy requirements.

• All students should take Real Estate 90 (Principles of Real Estate) to obtain their Real Estate Sales License, if desired. It also applies toward the Broker’s license. You may then take other Broker’s courses concurrently with Real Estate 90 or after completing Real Estate 90.
• All of the Real Estate courses listed above meet the requirements for the State of California Broker’s License. Eight Real Estate courses are required for the Broker’s License.
• Appraisal students should start with Real Estate 90.
• Level I and Level II certificates may be earned independent of one another.
BUSINESS: REAL ESTATE

010 • SHORT SALES AND FORECLOSURES (RLEST) 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides an overview of short sales and foreclosures. This course may be offered via distance learning. Pass/No Pass Option.

083A • REAL ESTATE LICENSE EXAMINATION REVIEW I-SALESPERSON 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to teach the student how to pass the California Real Estate Salesperson's License Examination. This course may be offered via distance learning. Pass/No Pass Option.

085 • EFFECTIVE REAL ESTATE SELLING 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to provide the student with the awareness and communications skills to achieve and maintain the rapport with clients, other salespeople and brokers necessary to the professional real estate salesperson. The student will be encouraged to participate in simulated situations (role playing) likely to be encountered when "working in the field." Pass/No Pass Option.

087A • ESCROW PROCEDURES I 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course deals with the purposes and procedures of escrow, the executive role of escrow officers in relation to their duties, and the why as well as the how of escrow procedures. The student will study all phases of handling the simpler escrow, the opening, preliminary title report, file compilation, preparation and purpose of documents, drawing instruments, and finally, the close. Role playing is used as an aid to learning sign-off techniques and customer relationships. This course applies toward the educational requirements of the California RLEST Broker’s license examination. Pass/No Pass Option.

087B • ESCROW PROCEDURES II 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090
Acceptable for credit: California State University
Escrow Procedures II is an advanced course covering the more complex types of escrows as well as rules of law that can impact an escrow such as the civil code, the business and professions code, legislative and case law. Emphasis on Real Estate Sales, Loans, Contract of Sale(s), Assignments of Note and Trust Deed, and Two-Way Exchanges. Escrow Procedures II builds on the material taught in Escrow Procedures I. This course applies toward the educational requirements of the California RLEST Broker’s license examination. Pass/No Pass Option.

090 • PRINCIPLES OF REAL ESTATE 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 05
Acceptable for credit: California State University
This is a fundamental Real Estate course that is required for more advanced course work in real estate. This course is also a requirement for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license. This course is a required course for the Real Estate Certificates I and II, along with the Associate Arts Degree in Real Estate. This course applies toward the educational requirements of the California Real Estate Salesperson’s and Broker’s license examinations. This course may be offered via distance learning. Pass/No Pass Option.

091 • REAL ESTATE PRACTICE 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. This course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for the California Real Estate Salesperson and the California Real Estate Broker licenses. This course is also a required course for the Real Estate certificates I and II and the Real Estate Associate Degree. This course may be offered via distance learning. Pass/No Pass Option.

092 • REAL ESTATE ECONOMICS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. This course may be offered via distance learning. Grade Only.

093A • LEGAL ASPECTS OF REAL ESTATE I 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090
Acceptable for credit: California State University
The student taking this course will study California real estate law, including rights incident to property ownerships and management, agency, contracts, and application of real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licenses can also earn 45 hours of Continuing Education units. Pass/No Pass Option.

094A • REAL ESTATE APPRAISAL I 3.0 units
Total Lecture 54 hours
Advisory: MATH 903 or BUS 064B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is an introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods and techniques used to determine the value of various types of property with a special emphasis on single-family residential properties. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. This course may be offered via distance learning. Pass/No Pass Option.

094B • REAL ESTATE APPRAISAL II 3.0 units
Total Lecture 54 hours
Advisory: RLEST 094A and RLEST 090
Acceptable for credit: California State University
This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. Pass/No Pass Option.

095A • REAL ESTATE FINANCE I 3.0 units
Total Lecture 54 hours
Advisory: RLEST 090 or Real Estate license, or demonstrated subject matter proficiency, MATH 903 or BUS 064B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course covers real estate financing, which includes lending policies, problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized in this course. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. This course may be offered via distance learning. Pass/No Pass Option.

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

**096A • REAL ESTATE INVESTMENT I** 3.0 units

*Total Lecture 54 hours*
Advisory: RLEST 090 or Real Estate license, or demonstrated subject matter proficiency, MATH 903 or BUS 064B, Eligibility for ENGL 001A and READ 053.

Acceptable for credit: California State University

This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multiresidential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. The student also studies the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investments returns. This course may be offered via distance learning. Pass/No Pass Option.

**100 • PROPERTY MANAGEMENT** 3.0 units

*Total Lecture 54 hours*
Advisory: BUS 064B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course provides an overview of successful techniques and practices in the management of rental income property from acquisition to disposal; neighborhood analysis, rent schedules, renting credit, collections, eviction, maintenance and rehabilitation; insurance, tax considerations, depreciation schedules and pitfalls in the purchase of income property. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. This course may be offered via distance learning. Pass/No Pass Option.

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**CHEMISTRY (CHEM)**

**DIVISION:** Math and Science  
**DEPARTMENT:** Chemistry  
**DEAN:** Danny Nguyen  
**DIVISION CHAIR:** Thais Winsome  
**DEPT CHAIR:** Kelly Neary  
**PHONE:** 408-855-5588  
**COUNSELING:** 408-855-5030

The Chemistry Program at Mission College consists of:

- A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
- A series of courses intended for students majoring in fields other than chemistry, biology, or physical science.
- A course designed specifically for students who require preparation or review of the more basic chemical concepts.

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

**Student Learning Outcomes:**

Students who finish the Chemistry core curriculum will:

- Analyze and apply fundamental chemical concepts and techniques
- Perform chemical calculations and solve chemical equations

Students will be assessed by exams and homework assignments

**Career Options:**

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

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

**Highlighted:**

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

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

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

**Select 18 units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 001AB</td>
<td>General Chemistry</td>
<td>5.0 each</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>Engineering Physics - Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics - Electricity &amp; Magnetism</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics - Light and Heat</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 18.0
CHEMISTRY (CHEM)

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

001A • GENERAL CHEMISTRY 5.0 units
Total lecture 54 hours; Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: MATH 000C, CHEM 002 or high school chemistry with a “B” or better.
Acceptable for credit: University of California, California State University

Chemistry 001A is 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. This course may also be offered via distance learning. Materials Fee. Grade Only.

001B • GENERAL CHEMISTRY 5.0 units
Total lecture 54 hours; Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University

This course is a continuation of CHEM 001A (General Chemistry I) and is intended for majors in chemistry, biological sciences, engineering, and professional programs in medicine and pharmacy. Topics include chemical kinetics, chemical equilibrium, thermodynamics, electrochemistry, chemistry of the transition elements, and selected topics in nuclear chemistry. This course may also be offered via distance learning. Materials Fee. Grade Only.

002 • INTRODUCTORY CHEMISTRY 4.0 units
Total Lecture 54 hours; Total Lab: 54 hours
Advisory: MATH 000C
Acceptable for credit: University of California, California State University

CHEM 2 is designed specifically to prepare students for CHEM 1A. It introduces the principles of atomic structure, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships. The course includes both lab and lecture. (No UC credit if taken after CHEM 001A or CHEM 030A) This course may also be offered via distance learning. Materials Fee. Grade Only.

012A • ORGANIC CHEMISTRY I 5.0 units
Total Lecture 54 hours; Total Lab: 108 hours
Prerequisite: CHEM 001B
Acceptable for credit: University of California, California State University

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

012B • ORGANIC CHEMISTRY II 5.0 units
Total Lecture 54 hours; Total Lab: 108 hours
Prerequisite: CHEM 012A
Acceptable for credit: University of California, California State University

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

**DIVISION:** Liberal Studies  
**DEPARTMENT:** Child Development  
**DEAN:** Tim Karas  
**DIVISION CHAIR:** Keith Johnson  
**PHONE:** 408-855-5256  
**COUNSELING:** 408-855-5030  
**CHD DEV. CTR:** 408-855-5173

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

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

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

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

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

**Associate Teacher - Certificate of Achievement**

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

<table>
<thead>
<tr>
<th>Required:</th>
<th>CHD 001</th>
<th>Child Growth and Development</th>
<th>3.0</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>CHD 008A</td>
<td>Practicum A</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 18.0

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### Early Childhood Education - A.S Degree

Successful completion of 42 semester units in coursework listed below plus additional units in general education to meet the college requirements for graduation. Some graduation requirements occasionally change. Consult a counselor for General Education information on the requirements or see the appropriate catalog. NOTE: The Transfer Planning Guide in Early Childhood Development is also available. It may be possible to earn an Associate of Science in Early Childhood Education at the same time as preparing for transfer to a university. Careful planning is required. See a counselor for additional information.

**Required:**

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
</tr>
<tr>
<td>CHD 005</td>
<td>Movement and Melody</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues in Child Development</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art and Creative Development of Young</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant and Toddler Development</td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision in Early Childhood</td>
</tr>
<tr>
<td>CHD 023</td>
<td>School Age Program Planning and</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the</td>
</tr>
</tbody>
</table>

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

**Total Program Units:** 42.0

### Master Teacher Certificate of Achievement

Successful completion of 32 units in coursework listed below. This certificate satisfies the California State Department of Education Title 5 coursework requirements for the Child Development Master Teacher when combined with 16 units of general education.

**Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
</tr>
<tr>
<td>CHD 008A</td>
<td>Practicum A</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision in Early Childhood</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
</tr>
</tbody>
</table>

**Plus two of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 005</td>
<td>Movement and Melody</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues in Child Development</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching in a Diverse Society</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant and Toddler Development</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood</td>
</tr>
</tbody>
</table>

**Total Units:** 32.0
Early Intervention Assistant Certificate of Achievement

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

Core Curriculum Courses | 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 012 | Field Experience in Early Intervention | 3.0
CHD 016 | Infant 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 Behaviors | 3.0
CHD 025 | Facilitating Inclusion in Early Childhood Programs | 3.0

Plus three units from one of the following:

CHD 003 | Language and Literacy for the Young | 3.0
CHD 004 | Cognitive Experiences for Children | 3.0
CHD 015* | Observation of Children | 3.0
CHD 018 | Parenting Issues for Teachers | 3.0
CHD 017 | Child Health and Safety | 3.0
CHD 021 | Children and Play | 3.0

* Strongly recommended

Total Program Certificate Requirements | 27.0

Graduation Requirements

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

**CHIL**D DEVELOPMENT (CHD)

001 • CHIL**D GROWTH AND DEVELOPMENT | 3.0 units
--- | ---
Total Lecture 54 hours
Acceptable for credit: California State University

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

002 • CHIL**D, FAMILY, AND COMMUNITY | 3.0 units
--- | ---
Total Lecture 54 hours
Acceptable for credit: California State University

This course is an introduction to the issues addressed in early childhood curriculum relating to the entire learning environment of a child. This class will focus on the relationship among children, families and the community. Variations in family structure, cultural patterns, and the nature of parent child relationships will be examined. Emphasis will be on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers and the media will be examined. Current issues and problems facing families today will be discussed. There will be a focus on integration of curriculum with community resources available to families and children. Agencies and resources which offer services or provide support to families will be introduced. This course meets licensing requirements for child care teachers and directors. Course equivalent to WVC CHS 063. Grade Only.

003 • LANG**UAGE AND LITERACY FOR THE YOUNG CHIL**D | 3.0 units
--- | ---
Total Lecture 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University

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

004 • COG**NITIVE 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.

005 • MOVEMENT AND MELODY FOR CHILDREN | 3.0 units
--- | ---
Total Lecture 54 hours
Acceptable for credit: California State University

This course is a study of music and movement activities and how these activities affect the child’s growth and development. Students will learn how to assess musical and movement experiences and to design activities that promote the child’s development. Students will gain skills in determining how these musical experiences help with the pre-reading period, cognitive development and sensory and creative expressions. Some field work experience and observation of children are required. Grade Only.

006 • SUPERVISION AND ADMIN**ISTRATION | 3.0 units
--- | ---
Total Lecture 54 hours
Prerequisite: CHD 001 and CHD 002
Acceptable for credit: California State University

This course is an in-depth study of the effective application of management and supervision procedures in early childhood programs. Topics include licensing requirements, administrative structures and governance, budgeting, program operation and quality improvement techniques. This course partially fulfills the State of California licensing requirements for the Program Director or Site Supervisor Permits. Grade Only.

007 • MANAGEMENT ISSUES IN CHIL**D DEVELOPMENT | 3.0 units
--- | ---
Total Lecture 54 hours
Prerequisite: CHD 006
Acceptable for credit: California State University

This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children’s center. The course will include staff-administrator relationships, staff development and in-service training and focus on effective problem solving techniques, decision making models, meetings, performance appraisals and assessment of individual leadership styles. This course partially fulfills the State of California licensing requirements for the Program Director or Site Supervisor. Grade Only.
008A • PRACTICUM A  3.0 units
Total Lecture 18 hours, Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CHD 001, CHD 002, CHD 025, CHD 010
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. Grade Only.

008B • PRACTICUM B  3.0 Units
Total Lecture 18 hours, Total Lab 108 hours
Prerequisite:CHD 008A
Acceptable for credit: California State University
Students implement curriculum that displays child centered, play-oriented approaches to teaching, learning and assessment. Knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all children. Classroom management techniques are discussed. Students display knowledge of the use of environment, professional development skills, guidance techniques and portfolio documentation for assessment. Grade Only.

009 • ADVANCED PRACTICUM  4.0 units
Total Lecture: 36 hours, Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053 , CHD 001 and CHD 003
Prerequisite: CHD 008
Corequisite: CHD 009I
Acceptable for credit: California State University
This class focuses on the working relationships in the classroom and the planning needed to support children’s learning in a classroom environment. Students will plan curriculum, assess children's development and learn how to develop relationships with children, families and teachers. This course is a companion course to CHD 009I, an internship at the Mission College CDC which fulfills requirements for child-care teachers and directors for supervised teaching experience for the Child Development Permit Matrix. This course is to be taken concurrently with CHD 009I, a paid academic internship at the Mission College CDC. This course may be repeated twice. Pass/No Pass Option.

010 • PRINCIPLES AND PRACTICES IN EDUCATION  3.0 units
Total Lecture: 54 hours
Advisory:CHD 001, CHD 002, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides a survey of the issues and methodology of Early Childhood Education from a diverse perspective. It creates a framework for child development / early childhood studies and professional development. This course includes a survey of career options, history, and appropriate practices with children and early childhood curriculum, as well as the identification of quality child development programs. Students become familiar with the nomenclature of the field. This course also addresses relevant competencies of the Associate Teacher Permit of the Child Development Matrix. Grade Only.

011 • SCHOOL AGE ISSUES  3.0 units
Total Lecture: 54 hours
Acceptable for credit: California State University
Current issues related to the school age child such as school readiness, elementary school experiences, after school care, and licensing issues. Course is designed for those who desire to be employed as instructional aides, after school staff and parents of children ages six through twelve. Grade Only.

013 • TEACHING IN A DIVERSE SOCIETY  3.0 units
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an examination of the development of social identities and the theoretical and practical implications of oppression and privilege as they apply to teaching young children. Various classroom strategies are explored emphasizing culturally appropriate approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity and stereotypes. Grade Only.

014 • ART AND CREATIVE DEV. OF YOUNG CHILDREN  3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
The course will focus on the creative art experiences of the child. Students will explore the factors that affect the development of creative art expression and aesthetics in children. Providing developmentally appropriate art experiences will be the focus and the emphasis will be on the process not the product. The role of the teacher and the importance of environment will be discussed. Understanding and analyzing children’s art work and its importance for child’s overall development will be studied. Students will design creative art experiences to further the child’s creative expression. Observation of children will be required. Grade Only.

015 • OBSERVATION OF CHILDREN  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course is the study of methods of observation and recording of those observations of children. Emphasis is on analyzing those observations to understand the child’s behavior and to plan experiences and activities to further the child’s development. Students are required to conduct supervised observations within the lab child development center. Grade Only.

016 • INFANT AND TODDLER DEVELOPMENT  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from prenatal through the early childhood years. This course is an extension of CHD 001, Child Growth and Development, in the exploration of the development of the very young child. This course meets the Infant-Toddler state licensing requirement. Observation of children is required. Grade Only.

017 • CHILD HEALTH AND SAFETY  3.0 units
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed for persons working with children both in the classroom and in the home setting. Included in the course is the study of infectious diseases, preventative health practices, infant CPR and injury prevention which will assist the student to be able to identify the child's health problems. Course meets the state AB 962 requirement. This course may also be offered via distance learning. Grade Only.

018 • PARENTING ISSUES FOR TEACHERS  3.0 units
Total Lecture: 54 hours
Acceptable for credit: California State University
Designed to help parents develop positive attitudes, behavior and skills in their relationships with their own children. The role of the teacher in the parent-child relationship is explored. Grade Only.

020 • THE CHILD WITH SPECIAL NEEDS IN THE COMMUNITY  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed for students who are considering a career or certificate in special education or desire to work with children with special needs and their families. The course provides an overview of common disabilities of children and the impact on families. The course examines PL94-142 and the development of the IFSP and IEP. Observation of children will be required. Grade Only.

021 • CHILDREN AND PLAY  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001 Knowledge of Child Development theory, Eligibility for ENGL 001A and READ 053
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 and plan and implement developmentally appropriate experiences for young children in a group setting. Creating inclusive play curricula and developing and implementing special techniques for children with special needs are discussed. Grade Only.
022 • ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM  2.0 units
Total Lecture: 36 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including National Association for the Education of Young Children (NAEYC) Accreditation self-study materials designed for use in assessing staff performance and program quality are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course is Mission College Certificate and AA/AS degree applicable. This course also partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. Grade Only.

023 • SCHOOL AGE PROGRAM PLANNING AND IMPLEMENTATION  3.0 units
Total Lecture: 54 hours
Advisory: CHD 002 and CHD 011
Acceptable for credit: California State University
This course is specifically designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camp programs and as instructional aids in elementary school classrooms. Topics include: early childhood philosophies, indoor and outdoor environment, curriculum activities, materials, health, safety, nutrition, tools, resources, schedules, behavior management, field trips, parent involvement and professional development. Grade Only.

024 • POSITIVE GUIDANCE IN EARLY CHILDHOOD PROGRAMS: MANAGING CHALLENGING BEHAVIORS  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will take a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes family stressors, child temperament, violence, and special needs. Proactive intervention and prevention techniques such as behavior management, classroom management, relaxation exercises, and (IEP’s) Individual Education Plans will be discussed. Relationship based interventions and strategies will be included. Grade Only.

025 • FACILITATING INCLUSION IN EARLY CHILDHOOD PROGRAMS  3.0 units
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 020
Acceptable for credit: California State University
This course will focus on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered will include curriculum modification strategies to facilitate the development of cognitive, motor, social/ emotional and language skills in children with special needs. Specific attention will be aimed at developing behavior management plans, collaborative teaching systems, and methods for working with paraprofessionals and parents of children with special needs. The course will also introduce efficient and cost effective methods for adapting environments to meet children’s unique needs. Practical strategies will be discussed for implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Grade Only.

026 • INTRODUCTION TO CURRICULUM  3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053, CHD 002
Prerequisite: CHD 001
Acceptable for credit: California State University
The course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine the teacher’s role in supporting development and fostering the joy of learning for all young children. Students use observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Grade Only.

053 • CONTEMPORARY EDUCATION IN A CHANGING SOCIETY  3.0 units
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is designed for students who are considering a professional career in education. It examines the social, historical, and political influences on education and teaching in America today. The course focuses on the history, theories, and approaches to education in a culturally and linguistically diverse student population. It views schools as social institutions that reflect the values and sociocultural dynamics of the society at large. Students will participate in a Community Service Learning project at a school site giving them an opportunity to explore and reflect on many of the major ideas covered in class discussions, lectures, and readings. Grade Only.
MISSION COLLEGE

COMMUNICATION STUDIES (COMM)

DIVISION: Language Arts
DEPARTMENT: Communication Studies
DEAN: Tim Karas
DEPT CHAIR: Rob Dewis
PHONE: 408-855-5227
COUNSELING: 408-855-5530

Highlights:

• An exemplary teaching faculty dedicated to assisting students improve
  communication effectiveness.
• Offers a ten unit certificate that demonstrates your communication
  competence to universities and employers.
• Updated curriculum in Interpersonal, Intercultural, Career Communication,
  Group Communication, Mass Communication and Voice and Articulation.
• State-of-the-art Public Speaking with current multi-media technology.
• Communication Activities/ Forensics program that is individualized to
  the self-paced needs of students.
• Accelerated and weekend classes.

Student Learning Outcomes:

Upon completion of communication studies courses, students will:

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

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

Communication Studies - Associate in Arts for Transfer

The Associate in Arts in Communication Studies for Transfer degree 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 degree is also highly valued in both academic institutions and professional organizations.

Required Core: 

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMM 001</td>
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<tr>
<td>COMM 004</td>
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<tr>
<td>COMM 008</td>
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<tr>
<td>COMM 020</td>
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List A - Select two (2) courses from the following:

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<tbody>
<tr>
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</tr>
<tr>
<td>COMM 020</td>
<td>3.0</td>
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</table>

List B - Select two (2) courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMM 002</td>
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</tr>
<tr>
<td>COMM 006</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMM 015</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 019</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 60.0

Communication Studies Certificate of Proficiency

Mission College offers a Ten-Unit Communication Certificate to students who successfully complete ten or more units of communication coursework 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. The Ten-Unit Communication Certificate will not only enhance the student's chances of being selected for the job or position the student desires, it may also open doors both professionally and personally. These skills will increase their understanding of themselves, their ability to communicate with other people, and give them the necessary material to build bridges to other people.

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

Core Curriculum Course (One Course Required) 

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001</td>
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<tr>
<td>COMM 002</td>
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Plus 7 units from the following:

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>COMM 004</td>
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</tr>
<tr>
<td>COMM 008</td>
<td>3.0</td>
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<tr>
<td>COMM 012</td>
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<td>COMM 015</td>
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<tr>
<td>COMM 001</td>
<td>3.0</td>
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<tr>
<td>COMM 020</td>
<td>3.0</td>
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</table>

Total Program Certificate Requirements: 10.0
## COMMUNICATION STUDIES (COMM)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 •</td>
<td>PUBLIC SPEAKING</td>
<td>3.0</td>
<td>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.</td>
<td>University of California, California State University, California State University</td>
</tr>
<tr>
<td>004 •</td>
<td>SMALL GROUP COMMUNICATION</td>
<td>3.0</td>
<td>This course is designed to provide students with theoretical and practical experiences into the interaction, information-sharing, decision-making and problem-solving processes of small groups. In addition, students will demonstrate effective oral communication skills in a variety of situations. Course content emphasizes communication skills and theory important to the social-emotional, task and the leadership functions of the small group. This course satisfies the AS degree requirement for oral communication competency and the CSU transfer Area E requirement. (UC credit may be limited; see a counselor) Grade Only.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>008 •</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3.0</td>
<td>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.</td>
<td>California State University</td>
</tr>
<tr>
<td>012 •</td>
<td>INTRODUCTION TO INTERCULTURAL COMMUNICATION</td>
<td>3.0</td>
<td>This is an introductory course examining the effects of culture on interpersonal communication. Students will learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. Grade Only.</td>
<td>California State University</td>
</tr>
<tr>
<td>015 •</td>
<td>FUNDAMENTALS OF COMMUNICATION</td>
<td>3.0</td>
<td>This course is an introduction to the basic principles and methods of oral communication. The course is divided into four major areas of study and skills practice: researching and presenting informative and persuasive presentations, leading and participating in meetings, employment interviewing, and interpersonal/intercultural communication in career situations. Pass/No Pass Option.</td>
<td>California State University</td>
</tr>
<tr>
<td>018A,B,C,D •</td>
<td>COMMUNICATION ACTIVITIES</td>
<td>1.0</td>
<td>Students can participate in a variety of speech communication activities such as leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, judging high school competition, and designing individual communication projects. Student will meet with instructor on a one-to-one basis and in small groups for lecture-discussion on an arranged basis. May be repeated one time. Pass/No Pass Option.</td>
<td>California State University</td>
</tr>
<tr>
<td>020 •</td>
<td>ARGUMENTATION AND DEBATE</td>
<td>3.0</td>
<td>This is a basic course in rhetorical theory and practice in argumentation and debate in which the students learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. Attention will be given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning, correct use and analysis of evidence, and the identification and analysis of fallacies. This satisfies the 3 unit General Education oral communication requirement. Grade Only.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>022 •</td>
<td>VOICE AND ARTICULATION</td>
<td>2.0</td>
<td>This course is designed for students who would benefit from skills development in voice and articulation. Students who give presentations in any class or at work as well as students enrolled in Communication Studies courses will find this course a helpful supplement to their learning. Focus is on the application of communication theory to develop effective use of the voice and clear speaking skills. Pass/No Pass Option.</td>
<td>California State University</td>
</tr>
<tr>
<td>025 •</td>
<td>MASS COMMUNICATION AND SOCIETY</td>
<td>3.0</td>
<td>This course is a survey of the mass media, including the history of the development of each of the covered media and an examination of the impact of each on the institutions and individuals in our society. Theories of mass communications as they apply to each of the covered media are explored. The ethical and legal implications of media in society and an exploration of the impact of media on perceptions, power, culture, class, and gender are examined. Covered media include radio, television, magazines, newspapers, books, film, and the Internet. Grade Only.</td>
<td>California State University</td>
</tr>
<tr>
<td>051A, B •</td>
<td>EFFECTIVE SPEECH</td>
<td>1.0</td>
<td>This course is designed to provide students with oral communication skills which will assist them in successfully completing other speech courses. Students may enroll for 1, 2, or 3 units—each module is worth one unit. 51A will emphasize organizing and outlining; 51B will emphasize listening skills; 51C overcoming speech anxiety. Pass/No Pass Option.</td>
<td>California State University</td>
</tr>
<tr>
<td>051C •</td>
<td>EFFECTIVE SPEECH: OVERCOMING SPEECH ANXIETY</td>
<td>1.0</td>
<td>This course is designed to provide students with oral communication skills which will assist them in successfully completing other speech courses. Students may enroll in COMM 51C overcoming speech anxiety. Pass/No Pass Option.</td>
<td>California State University</td>
</tr>
</tbody>
</table>
THE FOCUS OF THE COMMUNITY HEALTH PROGRAM IS TO PREPARE PEOPLE TO WORK IN COMMUNITY AND RESIDENTIAL CARE AGENCIES. PROSPECTIVE STUDENTS SHOULD MAKE AN APPOINTMENT WITH THE PROGRAM COUNSELOR TO CLARIFY CAREER GOALS AND ESTABLISH AN EDUCATIONAL PLAN.

STUDENT LEARNING OUTCOMES:

Upon completion of courses in Community Health students will:

1. Identify current community health care issues and community agencies and resources available for issues facing consumers today.
2. Demonstrate the ability to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural backgrounds, intellectual and emotional abilities.

Students will be assessed through examinations, quizzes, research project, and discussion.

COMMUNITY HEALTH WORKER - A.S. DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Community Health Worker is a member of the health care team who acts as a bridge between health care facilities and the people requiring health services. Duties include sharing information with community groups and clients so that they may utilize a variety of health care services; teaching preventive health measures; and using clinical skills and knowledge to interpret and extend health services to groups in need of care.

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 012</td>
<td>Emergency and Disaster Preparedness</td>
<td>0.5</td>
</tr>
<tr>
<td>COMHL 010</td>
<td>Community Health Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 002</td>
<td>Health and Life Style</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 009</td>
<td>Drug Use and Human Disease</td>
<td>2.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEP 301-304</td>
<td>Cooperative Work Experience</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Plus 4 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>Cardiopulmonary Resuscitation</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020D</td>
<td>Nurse Assistant Fundamentals</td>
<td>3.5</td>
</tr>
<tr>
<td>AH 020E</td>
<td>Nurse Assistant Clinicals</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 056</td>
<td>Obstetrical Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 057</td>
<td>Introduction to Gerontology</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 058</td>
<td>Principles of Child Health Care</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

COMMUNITY HEALTH (COMHL)

010 • COMMUNITY HEALTH PROBLEMS 3.0 units

Total Lecture 54 hours
Advisory: MATH 900
Acceptable for credit: California State University

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

042 • FIELD EXPERIENCE IN DEVELOPMENTAL DISABILITIES (FIELD EXPERIENCE-DD) 4.0 units

Total Lecture 216.0 hours
Advisory: MATH 903
Acceptable for credit: California State University

This course provides the student an opportunity to apply theoretical knowledge in a community clinical setting. Emphasis is on normalization of the developmentally disabled client through application of the principles of a behavioral learning program. Pass/No Pass Option.
The Computer Applications program at Mission College has two areas of emphasis. The Office Administration area is designed to provide skills necessary for success in an office setting, from clerk to supervisor/manager. The Office Information System area is focused on computer application skills necessary to effectively use the computer to increase productivity (without working harder) in an office environment. Upon completion of courses in Computer Applications students will be able to:

- Classify software into appropriate categories (application, operating system, etc.);
- Design and publish WebPages; design and create databases, reports, forms, and presentations;
- Analyze, assess, and produce a business document that is a solution to a given problem (reservation letter, report and budget);
- Demonstrate an increase in keyboarding speed and productivity;
- Apply computer skills with knowledge of application software (PowerPoint, Excel, and Access) to create a professional business document;
- Demonstrate the ability to use a computer operating system (printing and file management);
- Design, predict, assess, estimate, classify a plan to manage a project (launching a new product or starting a new company);
- Produce a professional business document from dictated material, and
- Demonstrate appropriate academic and professional use of the Internet.

Students will be assessed through exams and work that reflects their ability to design and publish web pages, produce professional business documents and use the Internet for business applications.

Career Options:

- Assistant Clerk
- Computer Operator
- Data Entry Operator
- Office Assistant
- User of MS Office

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

Highlights:

- Hands-on experience in the use of computer for business purposes.
- Instructors, with strong computer backgrounds, that care about your success.
- Skills that can be applied to vocational and transfer courses.

Computer Applications - Level II Certificate of Achievement

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

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermediate Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Use: Personal and Business 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096B</td>
<td>Internet Use: Personal and Business 2</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Plus 2.5 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A</td>
<td>Learning the Keyboard</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Mail Merge</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 055</td>
<td>Palm Pilot - Basic</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096F</td>
<td>Introduction to MS Expression Web</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097A</td>
<td>Creating Web Pages - Course 1</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Units: 16.0

Help Desk Specialist Certificate of Achievement

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

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

Choice of any 16-17 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 010C</td>
<td>Computer Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Microsoft Word: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 038A</td>
<td>Computer Applications Internship</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 051</td>
<td>Help Desk and Support Specialist</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Use: Personal and Business 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096B</td>
<td>Internet Use: Personal and Business 2</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 081</td>
<td>Introduction to Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 041</td>
<td>Microsoft OS Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>Computer Service Technician (A+)</td>
<td>4.0</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>Computer Service Technician (A+)</td>
<td>4.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 011</td>
<td>Decision-Making Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Job Stress Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 014</td>
<td>Interviewing Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 019</td>
<td>Dealing With Difficult People</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 023</td>
<td>Personal Effectiveness</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0 - 17.0

Microsoft Office Certificate of Achievement

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

Core Curriculum Courses (Required)

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

Total Program Certificate Requirements: 17.5
### Office Administration - A.S. Degree

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 021A</td>
<td>Basic Accounting I</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 010C</td>
<td>Computer Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 021B</td>
<td>Basic Accounting II</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Intermediate PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Use Personal &amp; Business 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096B</td>
<td>Internet Use Personal &amp; Business 2</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management I</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

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

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

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Adobe Indesign</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus four units from the following:**

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

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

*Students should complete CA 052 before starting CA 033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a degree. NOTE: Knowledge of basic Macintosh skills is recommended prior to taking GRART 063.*
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

## Office Information Systems Certificate of Achievement

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

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 033A</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Computer Usage for the Workplace Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Introduction to Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 079</td>
<td>Human Relations in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 034B</td>
<td>Microsoft Word: Indents, Tabs, and Tables</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Report Formatting Features</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: Mail Merge</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 034D</td>
<td>Microsoft Word: New Version Update</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introduction to Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 084</td>
<td>Oracle: Check It Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 26.5 units

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

## Office Support Specialist Certificate of Proficiency

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

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A</td>
<td>Learning the Keyboard</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 010C</td>
<td>Computer Keyboarding Speed &amp; Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Microsoft Word: Check it Out!</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>PC for Personal and Professional Use</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows/Vista</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 096A</td>
<td>Internet Personal and Business Information</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 8.0 units

## Professional Internet Skills Certificate of Proficiency

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

### Core Curriculum Courses (Required)

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

### Total Program Certificate Requirements: 8.0 units

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## COMPUTER APPLICATIONS

### COMPUTER APPLICATIONS (CA)

#### How to determine placement in computer keyboarding classes

A student should enroll:
- CA 11 with no previous keyboarding training;
- CA 10A with no previous keyboarding training;
- CA 10C with previous keyboarding training.

#### 010A • LEARNING THE KEYBOARD

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Introduction to Microsoft Keyboarding</td>
</tr>
<tr>
<td></td>
<td>Word Processing</td>
</tr>
<tr>
<td></td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>

#### 010C • COMPUTER KEYBOARDING SPEED AND ACCURACY

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Keyboarding Speed and Accuracy</td>
</tr>
</tbody>
</table>

#### 011 • BEGINNING KEYBOARDING WITH WORD PROCESSING

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Microsoft Word: Basic Features</td>
</tr>
</tbody>
</table>

#### 013 • TEN-KEY NUMERIC KEYPAD

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Ten-key Keypad</td>
</tr>
</tbody>
</table>

#### 023 • DISTANCE LEARNING – HOW TO SUCCEED (NON-ASSOCIATE DEGREE COURSE)

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

#### 031B • MICROSOFT WORD: CHECK IT OUT!

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Microsoft Word: Report Formatting</td>
</tr>
</tbody>
</table>

---

### COMPUTER APPLICATIONS

The software program Microsoft Word is taught in this course. Students learn the basic features of the software. Specific topics included are: an overview of function key commands, basic input and editing procedures, file handling, printout features, file management, and basic document formatting including letters, memos, and reports. This course may also be offered via distance learning. Pass/No Pass Only.
033A • WORD PROCESSING - COURSE 1 3.0 units
Total Lecture 54 hours
Advisory: CA 010A or CA 011 and CA 031B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

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

033B • WORD PROCESSING - COURSE 2 3.0 units
Total Lecture 54 hours
Advisory: CA 033A, CA 010A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

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

036 • MACHINE TRANSCRIPTION WITH WORD 3.0 units
Total Lecture 54 hours
Advisory: CA 033A, CA 033B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

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

037A • COMPUTER USAGE FOR WORKPLACE PROFESSIONALS 3.0 units
Total Lecture 54 hours
Advisory: CA 010A or CA 011, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course explores the effect of computer technology on office workers and how to use this technology to increase productivity. Information/Word processing is presented using an integrated software package. Roles and duties of administrative support persons and career opportunities in the information/Word processing field are explored. The course provides computer hands-on use and emphasis is placed on word processing to enhance office communication. Spreadsheet and database are also explored. This course may also be offered via distance learning. Pass/No Pass Option.

045A • INTRODUCTORY MICROSOFT PROJECT 1.0 unit
Total Lecture 18 hours
Advisory: CA 070
Acceptable for credit: California State University

This course covers the basic concepts of project management. Students work with project management tools within Microsoft Project. This enables the use of project data, such as tasks, resources, and time, to manage a project. This course may also be offered via distance learning. Pass/No Pass Option.

045B • INTERMEDIATE MICROSOFT PROJECT 2.0 units
Total Lecture 36 hours
Advisory: CA 045A, Eligibility for ENGL 001A and READ 053
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, work with resource and allocation problems, and monitor and analyze the progress of the project. This course may also be offered via distance learning. Pass/No Pass Option.

046D • INTRODUCTION TO MICROSOFT POWERPOINT 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course may also be offered via distance learning. Pass/No Pass Option.

046E • INTERMEDIATE MICROSOFT POWERPOINT 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 046D, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course covers more advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and web pages. They learn to customize a slide show. This course may also be offered via distance learning. Pass/No Pass Option.

051 • HELP DESK AND SUPPORT SPECIALIST 2.0 units
Total Lecture 36 hours
Advisory: CA 010A, CA 070, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course covers the concepts of working in the computer user support area (or help desk). Students cover the skills and abilities commonly used in this position and the tasks employers expect an entry-level support staff person to be able to perform. This course may also be offered via distance learning. Pass/No Pass Option.

052 • PC FOR PERSONAL AND PROFESSIONAL USE 0.5 units
Total Lecture 9 hours
Advisory: CA 010A

Build confidence in using a computer and take the mystery away from how a computer works. The course covers: the operating system software and how it works with application software, how the CPU works, the difference between memory and storage, and how the computer records data on a disk. Pass/No Pass Only.

062B • AN INTRODUCTION TO MICROSOFT EXCEL 1.0 unit
Total Lecture 18 hours
Advisory: CA 052
Acceptable for credit: California State University

This is an introduction to Excel. The course covers Excel basics, formulas, functions, charts, and formatting. Students create 3-D bar charts, use loan amortization functions, and setup print options. This course may be offered via distance learning. Pass/No Pass Option.

063B • INTERMEDIATE MICROSOFT EXCEL 2.0 units
Total Lecture 36 hours
Advisory: CA 062B
Acceptable for credit: California State University

Go to the next professional and personal step using Excel. Learn Excel features that are used in decision-making. Experiment with scenarios, data lookups, goal seek, solver, pivot-table charts and graphs, and more. Create macros to automate Excel tasks. Create buttons in a spreadsheet so others can just click and get the result. This course is designed for students who are computer literate and have some knowledge of Excel. May be repeated one time. Pass/No Pass Option.

070 • USING MS WINDOWS 1.0 unit
Total Lecture 18 hours
Advisory: CA 052, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

Microsoft Windows has become the standard graphical user interface for the IBM-compatible personal computer. It provides a "graphical environment" for access to application programs and system functions via use of the mouse and icon-oriented commands. This introductory course introduces students to the use of Windows, its application programs and utilities, and explores ways to make their use of the computer more efficient through proper use of the Windows system. Pass/No Pass Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

071E • MICROSOFT OUTLOOK 0.5 units
Total Lecture 9 hours
Advisory: CA 070, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students learn the basic features of Microsoft Outlook, a desktop information management system. Students learn how to enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks and contacts. Computer literacy skills and keyboarding skills are recommended. Pass/No Pass Only.

081B • INTRODUCTION TO MICROSOFT ACCESS 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. This course may also be offered via distance learning. Pass/No Pass Option.

082B • INTERMEDIATE MICROSOFT ACCESS 2.0 units
Total Lecture 36 hours
Advisory: CA 081B, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Go to the next professional and personal step using Access. Learn Access features to enhance database table design, customize forms and reports, create more complex queries, and manage and secure a database. Create macros to automate database tasks. Learn to use Access with other applications. This course is designed for students who are computer literate and have some knowledge of Access. This course may also be offered via distance learning. Pass/No Pass Option.

084 • DATABASE: CHECK IT OUT! 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students receive an introduction to relational databases concepts and SQL language. They learn how to create a table, enter and modify data and retrieve information from a database. This course introduces students to widely used database systems such as Oracle, Microsoft SQL server and MySQL. This course may also be offered via distance learning. Pass/No Pass Option.

084A • INTRODUCTION TO DATABASE AND SQL 3.0 units
Total Lecture 54 hours
Advisory: CA 070, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course covers the concepts of relational databases and SQL query language. Students learn to create tables, insert data, update data and retrieve records in a database. This course introduces students to widely used database systems such as Oracle, Microsoft SQL server and MySQL. This course may also be offered via distance learning. Pass/No Pass Option.

086 • WEB DEVELOPMENT WITH PHP AND MYSQL 3.0 units
Total Lecture 54 hours
Advisory: CA 097A, Eligibility for ENGL 001A and READ 053
Learn to create dynamic web applications! This course includes web page set up using HTML and Javascript, basic PHP programming elements, mySQL database basics and how to create a database driven web application using PHP and mySQL. This course is cross listed as CIS 086. This course may also be offered via distance learning. Pass/No Pass Option.

088B • INTRODUCTION TO JAVASCRIPT FOR THE WEB 1.0 unit
Total Lecture 18 hours
Advisory: CA 097A, Eligibility for ENGL 001A and READ 053
This is an introductory course on JavaScript programming for the web. Students learn to program interactive web pages using JavaScript. This course covers JavaScript basics, arrays, objects and web forms. This course may also be offered via distance learning. Pass/No Pass Option.

088A • INTRODUCTION TO JAVASCRIPT FOR THE WEB 1.0 unit
Total Lecture 18 hours
Advisory: CA 097A, Eligibility for ENGL 001A and READ 053
This is an introductory course on JavaScript programming for the web. Students learn to program interactive web pages using JavaScript. This course covers JavaScript basics, arrays, objects and web forms. This course may also be offered via distance learning. Pass/No Pass Option.

088A • INTERMEDIATE JAVASCRIPT FOR THE WEB 2.0 unit
Total Lecture 36 hours
Advisory: CA 088A, Eligibility for ENGL 001A and READ 053
Students learn to create interactive web pages using Javascript. This course builds upon the introductory course to cover Web forms, events, dynamic content, cookies and AJAX. This course may also be offered via distance learning. Pass/No Pass Option.

092A • FUNDAMENTALS OF WEB 2.0 & CLOUD TECHNOLOGIES 2.0 unit
Total Lecture 36 hours
Advisory: CA 10A
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.

096A • INTERNET USE: PERSONAL AND BUSINESS 1 1.0 unit
Total Lecture 18 hours
Advisory: CA 070 or CA 071E, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students learn techniques in using the Internet in a more productive manner. This includes searching on the Web, downloading programs and Internet security. This course may be offered via distance learning. Pass/No Pass Option.

096B • INTERNET USE: PERSONAL AND BUSINESS 2 1.0 unit
Total Lecture 18 hours
Advisory: CA 070A or CA 071E, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students will learn how to use the Internet more effectively. This includes going to different websites, using different web browsers, keeping personal information secure and learning more efficient ways to search the web. Students will also learn basic HTML. This course may be offered via distance learning. Pass/No Pass Option.

096F • INTRODUCTION TO MS EXPRESSION WEB 1.0 unit
Total Lecture 18 hours
Advisory: CA 070 and/or CA 097A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students learn the basic features of Microsoft Expression: Web, an application to simplify the development and creation of a Web page. This course provides an overview of the software package and teaches students how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. This course may be offered via distance learning. Pass/No Pass Option.

097A • CREATING WEB PAGES - COURSE 1 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070 and CA 120
Acceptable for credit: California State University
This course provides for the first professional and personal step in creating a Web page. Students will acquire basic HTML formatting commands in a hands-on lab. In addition, they will learn to add color, graphics, lists, and tables to their Web site. The final project is the creation and publication of a personal or business Web page. This course may also be offered via distance learning. Pass/No Pass Option.

097B • CREATING WEB PAGES - COURSE 2 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, CA 097A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Make web pages look even better and decrease the maintenance time! In this course, create web pages and learn more advanced HTML features in a hands-on lab. Topics include: working with frames, forms, multimedia and cascading style sheets. This course may also be offered via distance learning. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

097C • CREATING WEB PAGES - COURSE 3 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, CA 097A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Expand web pages creation skills! In this course create web pages and learn more advanced HTML features in a hands-on lab. Topics include: working with XHTML, JavaScript, and cookies. This course may also be offered via distance learning. Pass/No Pass Option.

098A • CREATING WEB PAGES USING XML - COURSE 1 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, CA 097A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course covers the concepts of building a web page using XML. Students work with XML tags that allow them to create a variety of document types. With XML, web pages can be easily customized. XML can handle data content more effectively and it has well-defined standards. This course may also be offered via distance learning. Pass/No Pass Option.

098B • WEB PAGES USING XML - COURSE 2 1.0 unit
Total Lecture 18 hours
Advisory: CA 010A, CA 070, CA 098A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Expand your knowledge of using XML in web pages! XML is used with the most popular applications – Microsoft Office and Oracle. In this course, create web pages and learn more advanced XML features in a hands-on lab. Topics include: working with cascading and computational style sheets, document groups and the document object model. This course may also be offered via distance learning. Pass/No Pass Option.

120 • CA HELP LAB 1.0 unit
Total Lecture 54 hours
Advisory: CA 010A, CA 052 and Concurrent enrollment in CA 033A, 046D, 062B, 081B, 084A, or 097A.
This lab provides additional assistance to students currently enrolled in a Computer Applications class. It is an open entry/open exit course. May be repeated three times. Pass/No Pass Only.

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

The Computer Information System (CIS) program is designed to provide students with the knowledge and skills required in the computer information systems area. The program offers students the choices of pursuing an Associate of Science (A.S) Degree in Computer Information Systems, certificates in programming and system administration, transfer program to four year colleges and universities and updating skills in the ever changing technology area.

Student Learning Outcomes:
After taking the appropriate level of CIS classes, students will be able to
• Demonstrate the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution;
• 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;
• Demonstrate the ability to use current techniques, skills, and tools necessary for computing practice.

Career Options:
• Computer Programmer
• Systems and Operations Analyst
• System Administrator
• Computer Technician
• Customer Technical Support
• Management of Information Systems

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

Computer Information Systems - A.S. Degree
The Computer Information Systems Associate of Science program prepares the student for jobs in business and government as information technology professionals.

Core Curriculum Courses (Required): Units
CIS 037A ............Introduction to C 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): Units
CIS 002 ............Visual Basic.NET ............4.0
CIS 003 ............Advanced Visual Basic.NET ............3.0
CIS 040 .............C++ Programming ............4.0
CIS 041 .............Advanced C++ Programming ............3.0
CIS 044A ............Perl Programming ............3.0
CIS 044B ............Advanced Perl Programming ............3.0
CIS 085 .............C# .NET Programming ............4.0
CIS 086 .............Advanced C# .NET - Web Programming ............3.0
CIS 086 .............Web Development with PHP and MySQL ............3.0
CIS 045 .............Linux Essentials I ............3.0
CIS 046 .............Linux Essentials II (Shell Programming) ............3.0
Total Program A.S. Degree Requirements: ............20.0 - 22.0

COUNSELING:
PHONE: 408-555-5030
DEAN: Mina Jahan
DEPARTMENT: Computer Science and Information Technology
DEPT CHAIR: Curtis Pembroke
P b 408-855-5250
TECHNOLOGY
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COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

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

Linux System Administration - Certificate of Proficiency
The Linux System Administration Certificate prepares students for system administration positions with general knowledge of the Linux operating system, scripting and administration skills.

Certificate Requirement courses: Units
CIS 045 Linux Essentials I .................................................. 3.0
CIS 046 Linux Essentials II (Shell Programming) .......................... 3.0
CIS 047 Linux System Administration ...................................... 4.0
CIS 048 Advanced Linux System Administration .......................... 3.0
Total Certificate Requirements: ............................................. 13.0

C/C++ Programming - Certificate of Proficiency
The C/C++ Programming certificate prepares the student for jobs in business and government as information technology professionals specializing in C/C++ programming.

Certificate Requirement Courses: Units
CIS 037A Introduction to C Programming .................................. 4.0
CIS 040 C++ Programming ..................................................... 4.0
Plus two or more additional courses from the following electives (at least 6 units): Units
CIS 045 Linux Essentials I .................................................... 3.0
CIS 046 Linux Essentials II (Shell Programming) .......................... 3.0
CIS 041 Advanced C++ Programming ...................................... 3.0
CIS 037B Advanced C Programming ........................................ 3.0
Total Certificate Requirements: ............................................. 14.0

.NET Programming - Certificate of Proficiency
The .NET Programming certificate prepares the student for jobs in business and government as information technology professionals specializing in .NET programming. (This is a revision of the former C/C++/Unix Programming Level II Certificate.)

Select one of the following combinations of courses: Units
CIS 002 Visual Basic.NET ....................................................... 4.0
CIS 003 Advanced Visual Basic.NET ........................................ 3.0
........................................or
CIS 065 C#.NET Programming ............................................... 4.0
CIS 066 Advanced C#.NET - Web Programming .......................... 3.0
Plus two or more additional courses from the following electives (at least 6 units): Units
CIS 037A Introduction to C Programming .................................. 4.0
CIS 043 Software Development With Java ................................ 4.0
CIS 086 Web Development with PHP and MySQL ........................ 3.0
CA 084A Introduction to Database and SQL ............................... 3.0
CIT 078 Microsoft Server Essentials I ...................................... 4.0
Total Certificate Requirements: ............................................. 13.0-15.0

Computer Programming - Certificate of Proficiency
The Computer Programming certificate prepares the student for jobs in business and government as information technology professionals specializing in computer programming.

Choose a minimum of 12 units from the following: Units
CIS 037A Introduction to C Programming .................................. 4.0
CIS 043 Software Development With Java ................................ 4.0
CIS 002 Visual Basic.NET ....................................................... 4.0
CIS 003 Advanced Visual Basic.NET ........................................ 3.0
CIS 040 C++ Programming ..................................................... 4.0
CIS 041 Advanced C++ Programming ...................................... 3.0
CIS 044A Perl Programming .................................................... 4.0
CIS 044B Advanced Perl Programming ..................................... 3.0
CIS 065 C#.NET Programming ............................................... 4.0
CIS 066 Advanced C#.NET - Web Programming .......................... 3.0
CIS 086 Web Development with PHP and MySQL ........................ 3.0
CIS 045 Linux Essentials I .................................................... 3.0
CIS 046 Linux Essentials II (Shell Programming) .......................... 3.0
Total Certificate Requirements: ............................................. 12.0

COMPUTER INFORMATION SYSTEMS (CIS)

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

002 • VISUAL BASIC.NET 4.0 units
Total Lecture 54 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is an introduction course to computer programming using Visual Basic. This course introduces the fundamentals of computer hardware, software and programming, including algorithms, flowcharting, program design and coding. Students learn to design, code, and execute programs using Visual Basic programming language in a Microsoft Visual Studio development environment. The course covers Controls, Events, Strings, Input Output (I/O) Techniques, Subprograms/Functions, Decision Making and Looping Techniques, Arrays and Sequential Files. Pass/No Pass Option.

003 • ADVANCED VISUAL BASIC.NET 3.0 units
Total Lecture 36 hours; Total Lab 54 hours
Advisory: CIS 002, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course builds upon CIS 002, Visual Basic.net, to cover additional form controls and objects, exception handling and a review of text files. This course also includes an introduction to object-oriented programming (OOP) concepts of classes, objects and inheritance. This course also includes introduction to databases and programming for the Web. This course may be offered via distance learning. Pass/No Pass Option.

037A • INTRODUCTION TO C PROGRAMMING 4.0 units
Total Lecture 54 hours; Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming using C language. C is a powerful, low-level, general purpose programming language widely used in industry. This course may be offered via distance learning. Pass/No Pass Option.

040 • C++ Programming 4.0 units
Total Lecture 54 hours; Total Lab 54 hours
Advisory: CIS 037A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This is an introductory course in programming using Visual C++. Students learn to design, code, and execute programs using the Visual C++ programming language in a Microsoft Visual Studio development environment. This course includes an introduction to object-oriented programming concepts and topics. This course may be offered via distance learning. Pass/No Pass Option.

041 • ADVANCED C++ Programming 3.0 units
Total Lecture 36 hours; Total Lab 54 hours
Advisory: CIS 037A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course builds upon CIS 040, C++ Programming, to cover advanced topics in object-oriented programming, including inheritance, polymorphism and class libraries. Students learn the object oriented approach of building large scale software programs. This course may be offered via distance learning. Pass/No Pass Option.

043 • SOFTWARE DEVELOPMENT WITH JAVA 4.0 units
Total Lecture 54 hours; Total Lab 54 hours
Advisory: CIS 037A and CIS 054B
Corequisite: CIS 183
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming with an emphasis on OOP (Object-Oriented Programming). Java programming language concepts include introduction to objects and classes, designing classes, data types, iterations, loops, testing and debugging techniques. This course also includes applets, GUI (graphical user interface), arrays lists, arrays, streams and exception handling. This course may be offered via distance learning. Pass/No Pass Option.

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044 • INTRODUCTION TO DATA STRUCTURES USING JAVA
Total Lecture 54 hours; Total Lab 54 hours
Advisory: CIS 043 and MATH 003A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is an advanced course in Java Programming Language. It covers basic data structures such as stacks, lists, dynamic arrays, trees, and the algorithms of their implementation. Other topics introduced are the definition and terminology of graphs, internal and external sorting, merging, searching, Hashing, Big-O notation, and Standard collection of Classes. This course may be offered via distance learning. Pass/No Pass Option.

044A • INTRODUCTION TO PERL PROGRAMMING
Total Lecture 54 hours; Total Lab 54 hours
Advisory: MATH 903 or MATH 903M, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This is an introductory course in Perl programming. This course includes instruction on the basic features of Perl scripting/programming. It covers regular expressions, operators, arrays, functions, file handlers, system interface and exception handling. Pass/No Pass Option.

044B • ADVANCED PERL PROGRAMMING
Total Lecture 36 hours; Total Lab 54 hours
Advisory: CIS 044A, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course builds upon CIS 44A. Perl programming, to cover Perl library, object-oriented Perl, creating classes and objects, using inheritance and polymorphism, CGI networking, and interfacing with OS. This course also includes references and databases. This course may be offered via distance learning. Pass/No Pass Option.

045 • LINUX ESSENTIALS I
Total Lecture 45 hours; Total Lab 27
Advisory: Eligibility for ENGL 001A and READ 053
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.

045A • INTRODUCTION TO UNIX OPERATING SYSTEM
Total Lecture 18 hours
Advisory: MATH 903 and CIS 054A
Acceptable for credit: California State University
An introduction to the UNIX operating system, its structure and capabilities. UNIX is one of the most recently developed and most popular operating systems. Pass/No Pass Option.

045B • UNLINUX OPERATING SYSTEM
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIS 037A or equivalent, CIS 045A or equivalent, MATH 000C or equivalent
Acceptable for credit: University of California, California State University
This is an introductory course in UNIX shell programming using different shell programs available in AT&T UNIX 5.0 system. The course will include use of Bourne shell and C-shell programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands, and looping mechanism. Students will also learn passing arguments to shell scripts, reading data from terminal/file, I/O redirection and subshells and using special UNIX commands. This course will also include use of restricted shell “rsh” and introduction to Kom shell commands. Pass/No Pass Option.

046 • LINUX ESSENTIALS II (SHELL PROGRAMMING)
Total Lecture 45 hours; Total Lab 27
Advisory: CIS 045, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course builds upon CIS 045, Linux Essentials I, to cover shell and scripting in depth. Students learn to program in Bourne Again Shell, including variables, expressions, control structure, files and subroutines. This course also includes networking, internet and Perl scripting. This course may be offered via distance learning. Pass/No Pass Option.

046A • UNIX SHELL PROGRAMMING
Total Lecture 54 hours
Advisory: MATH 903
Prerequisite: CIS 045B
Corequisite: CIS 181A
Acceptable for credit: University of California, California State University
This is a beginning course in UNIX Shell Programming using different shell programs available with the AT&T UNIX 5.0 operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands, and looping mechanism. Students will also learn passing arguments to shell scripts, terminal/file I/O, subshells and using special UNIX commands. Additionally, this course will also include use of restricted shell “rsh” and introduction to Kom shell commands. Pass/No Pass Option.

047 • LINUX SYSTEM ADMINISTRATION I
Total Lecture 54 hours, Total Lab 54 hours
Advisory: CIS 045, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is an introductory course in Linux system administration. Students learn hands-on skills for Linux administration, including system initialization, file system management, user and services administration and network configuration. This course may be offered via distance learning. Pass/No Pass Option.

047A • INTRO TO UNIX SYSTEM ADMINISTRATION
Total Lecture 45 hours, Total Lab 27 hours
Advisory: MATH 903
Prerequisite: CIS 046A
Acceptable for credit: California State University
This is an introductory course in the UNIX system administration series. This course includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools. The course also includes mounting and unmounting the file system. This course utilizes UNIX tools to administer users accounts and groups and administer devices, printers and networking services. This course includes planning, setting up and administering mail services, customizing send mail configuration files, use of shell programming, UNIX tools to administer hardware and troubleshooting file access problems. Pass/No Pass Option.

047B • ADVANCED UNIX SYSTEM ADMINISTRATION
Total Lecture 45 hours, Total Lab 27 hours
Advisory: MATH 903
Prerequisite: CIS 047A
Acceptable for credit: California State University
This is an advanced course in the UNIX system administration series. This course includes setup, configuration, maintenance and performance issues of Domain Name Servers (DNS), Network File System (NFS), Network Information Service (NIS) and Network Information Service Plus (NIS+). DNS, NFS, NIS, NIS+ are configured on a networked UNIX System. The course also includes configuration, setting up and mounting Berkeley Internet Name Domain (BIND) and troubleshooting DNS and BIND. Shell programming with makemenu and C programming with Resolver Library Routines is also included. The course also includes the use of Service Access Facility (SAF), using SAF commands, setting up modems, character terminals and printing services, installing and managing application software. Pass/No Pass Option.

048 • ADVANCED LINUX SYSTEM ADMINISTRATION
Total Lecture 36 hours, Total Lab 54 hours
Advisory: CIS 047
Acceptable for credit: California State University
This is an advanced course in the Linux system administration series. Students learn to set-up and configure Linux based servers and networks. The course covers file systems, file sharing, mail server, LDAP, DNS, fire wall, web server and network security. This course may be offered via distance learning. Pass/No Pass Option.
Mission College

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

065 • C# .NET PROGRAMMING  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: MATH 903 or MATH 903M, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is an introductory course to computer programming using C#.
This course introduces the fundamentals of computer hardware, software and programming, including algorithms, flowcharting, program design and coding.
Students learn to design, code, and execute programs using C# programming language in a Microsoft Visual Studio development environment.
This course may be offered via distance learning. Pass/No Pass Option.

066 • ADVANCED C# .NET - WEB PROGRAMMING  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: CIS 065, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course builds upon CIS 65, C# .NET programming, to cover web-based programming including graphical user interfaces with Web forms, ASP.NET and database access.
Students learn to design, code, and execute programs using Visual C# programming language in a Microsoft Visual Studio development environment.
This course may be offered via distance learning. Pass/No Pass Option.

086 • WEB DEVELOPMENT WITH PHP AND MYSQL  3.0 units
Total Lecture 36 hours
Advisory: CA 097A, Eligibility for ENGL 001A and READ 053
Learn to create dynamic web applications! This course includes web page set up using HTML and Javascript, basic PHP programming elements, mySQL database basics and how to create a database driven web application using PHP and mySQL.
This course is cross listed as CA 086. Pass/No Pass Option.

171A • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL  1.0 unit
Total Lab 54 hours
Advisory: MATH 903
Corequisite: CIS 004A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming.
It is required for CIS 4A students using the computer lab. Pass/No Pass Option.

Computer Network Technology - AS Degree

This program prepares students to design, administer, maintain, and troubleshoot networks of different sizes.
Skills gained include 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 those who are experienced professionals.
Specialized courses are also among the optional electives in this program, available to help students prepare for Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Microsoft Certified Information Technology Professional (MCITP), Server Administrator and Enterprise Administrator certification exams.

Core Curriculum Courses (Required):

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>C012</td>
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<tr>
<td>C021</td>
<td>4.0</td>
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<tr>
<td>C022</td>
<td>4.0</td>
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<tr>
<td>C078</td>
<td>4.0</td>
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Plus two or more additional courses from the following electives (at least 8 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>C011</td>
<td>4.0</td>
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<tr>
<td>C014</td>
<td>4.0</td>
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<tr>
<td>C016</td>
<td>4.0</td>
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<tr>
<td>C023</td>
<td>4.0</td>
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<tr>
<td>C024</td>
<td>4.0</td>
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<tr>
<td>C079</td>
<td>4.0</td>
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</table>

Total Certificate Requirements: 16.0 units

Cisco Certified Network Associate (CCNA) Certificate of Achievement

The Cisco Certified Network Associate (CCNA) program is designed to provide the knowledge and skills needed to install, operate and troubleshoot a small to medium size enterprise branch network, which includes connecting to multiple WANs, basic security measures, and wireless extension of the network.

This program prepares students for the globally-recognized Cisco certification CCNA.

Students must complete all courses. Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>C021</td>
<td>4.0</td>
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<td>C022</td>
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<td>C023</td>
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<td>C024</td>
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Total Certificate Requirements: 16.0 units

Cisco Certified Network Professional (CCNP) Certificate of Achievement

The CCNP Certificate equips students with the knowledge and skills needed to plan, implement, secure, maintain, and troubleshoot converged enterprise networks.
The CCNP curriculum is designed to reflect the job skills and responsibilities that are associated with professional-level job roles such as network engineer, systems engineer, network support engineer, network administrator, network consultant, and system integrator.
The CCNP certificate consists of three courses: CCNP Route: Implementing IP Routing, CCNP Switch: Implementing IP Switching, and CCNP Tshoot: Maintaining and Troubleshooting IP Networks.

Students must complete all courses Units

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>C025</td>
<td>4.0</td>
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<tr>
<td>C026</td>
<td>4.0</td>
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<tr>
<td>C027</td>
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</tbody>
</table>

Total Program Certificate Requirements: 12.0 units

Computer Science and Information Technology

Career Options:

- Network Engineer
- Customer Technical Support
- Network Engineer

Some career options require more than two years of college study.
 Oracle Database Administration (DBA)
Certificate of Achievement

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

Core Curriculum Courses (Required) Units
CA 084A......Introduction to Oracle: SQL and PL/SQL .................. 3.0
OR
CIT 049......System Administration for Microsoft
SQL Server ....................................................... 3.0
CIT 082......DBA: Architecture and Admin ................................ 3.0
CIT 084......DBA: Backup and Recovery .............................. 3.0
CIT 086......DBA: Performance Tuning .................................. 3.0
CIT 088......DBA: Network Administration .......................... 3.0
CIT 182......DBA: Architecture and Admin Lab ....................... 1.0
CIT 184......DBA: Backup and Recovery Lab ......................... 1.0
CIT 186......DBA: Performance Tuning Lab ............................. 1.0
CIT 188......DBA: Network Administration Lab ....................... 1.0
COMM 015.....Career Communications ..................................... 3.0

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

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

**COMPUTER INFORMATION TECHNOLOGY (CIT)**

**011 • DESKTOP OPERATING SYSTEMS (A+ PART I)** 4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: MATH 903. Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This is the first of a two-course program designed to prepare students for the A+ certification exam. The course provides a complete, step-by-step approach to learning the fundamentals of supporting and troubleshooting computer software.

This course uses CompTIA A+ training materials to equip the student with the knowledge and skills necessary to become proficient in core computer principles for the software component. This course is beneficial for any postal maintenance or information systems personnel involved with the installation, upgrade, and troubleshooting of microcomputer (PC) software. This course may be offered via distance learning. Pass/No Pass Option.

**012 • INTRODUCTION TO NETWORKING** 4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 05
Acceptable for credit: California State University

This course is an introduction to networking using the latest operating systems, security techniques, and wireless standards, plus step-by-step instructions for installing and configuring network devices. It also introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. Further, it provides in-depth coverage of the most important concepts in networking, such as TCP/IP, Ethernet, wireless transmission and security. Materials Fee. This course may be offered via distance learning. Pass/No Pass Option.

**014 • INTRODUCTION TO COMPUTER HARDWARE (A+ PART II)** 4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Acceptable for credit: California State University

This is the second of a two-course program designed to prepare students for the A+ certification exam. This course will teach students to install, configure, and upgrade microcomputer modules and peripherals. Students will also learn to diagnose and troubleshoot common module problems and system malfunctions. Students will also learn specific terminology, facts, ways and means of dealing with classifications, categories and principles of motherboards, processors, and memory in microcomputer systems. Pass/No Pass Option.
016 • IT SECURITY & ETHICAL HACKING  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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 will gain hands-on experience with various ethical hacking methods and techniques. This course may be offered via distance learning. Pass/No Pass Option.

021 • CISCO NETWORK FUNDAMENTALS (CISCO-1)  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at each application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices, including routers and switches, and implementing IP addressing schemes. This course may also be offered via distance learning. Materials Fee. Pass/No Pass Option.

022 • ROUTING PROTOCOLS AND CONCEPTS (CISCO-2)  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 021
Acceptable for credit: California State University
This course is the second of four courses leading to the CCNA designation. It describes the architecture, components, and operation of CISCO routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols (CISCO) RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students recognize and correct common routing issues and problems. Students participate in procedural labs, and then present basic configuration, implementation, and troubleshooting. Packet Tracer (PT) activities reinforce new concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This course may be offered via distance learning. Pass/No Pass Option.

023 • LAN SWITCHING AND WIRELESS (CISCO-3)  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 022
Acceptable for credit: California State University
This course is the third of four courses leading to the CCNA designation. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. Students learn how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. This course may be offered via distance learning. Pass/No Pass Option.

024 • ACCESSING THE WAN (CISCO - 4)  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 023
Acceptable for credit: California State University
This course is the fourth of four courses leading to the CCNA designation. This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. This course may also be offered via distance learning. Pass/No Pass Option.

025 • IMPLEMENTING CISCO IP ROUTING  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 024
Acceptable for credit: California State University
This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. This course may be offered via distance learning. Pass/No Pass Option.

026 • IMPLEMENTING CISCO IP SWITCHED NETWORKS  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 024
Acceptable for credit: California State University
This course teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. Students learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. This course may be offered via distance learning. Pass/No Pass Option.

027 • TROUBLESHOOTING CISCO IP SWITCHED NETWORKS  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: CIT 024
Acceptable for credit: California State University
This course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic and ITIL-compliant approach. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques. This course may be offered via distance learning. Pass/No Pass Option.

028 • INTERNETWORKING TROUBLESHOOTING CISCO  3.0 units
Total Lecture 45 hours, Total Lab 27 hours
Prerequisite: CIT 025
Acceptable for credit: California State University
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Cisco Internetwork Troubleshooting. Instruction includes troubleshooting methodology, network documentation, and debug. Pass/No Pass Option.
029 • CISCO SECURITY
Total Lecture 54 hours, Total Lab 54 hours
Prerequisite: CIT 024
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides a next step for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. CCNA Security helps prepare students for entry-level security career opportunities and the globally recognized Cisco CCNA Security certification.

041 • MICROSOFT OS ESSENTIALS
Total Lecture 54 hours
Advisory: CIS 054B
Corequisite: CIT 141
Acceptable for credit: California State University
The goal of this course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tools involved in supporting Windows 2000 Networks. This is an introductory course designed to provide knowledge of user accounts, Windows 2000 groups and group scopes, permissions, security, Active Directory terminology, optimizing IP address allocation, Windows 2000 utilities, and Web services.
Pass/No Pass Option.

043 • MICROSOFT SERVER
Total Lecture 54 hours
Prerequisite: CIT 041
Corequisite: CIT 143
Acceptable for credit: California State University
Students will learn to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. Pass/No Pass Option.

044 • SUPPORTING MS 2000 NETWORK INFRASTRUCTURE
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: CIT 041
Acceptable for credit: California State University
Students will learn to install, configure, and administer Microsoft Windows 2000 Active Directory Services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will use Group Policies to configure and manage the user desktop environment, to configure and manage software, and to implement and manage security settings. Students will install and manage Windows 2000 Domains and Domain Controllers through Active Directory.
Pass/No Pass Option.

045 • IMPLEMENTING AND ADMINISTERING MS DIRECTORY SERVICES
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: CIT 043
Acceptable for credit: California State University
Students will learn the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. At the end of the course, students will be able to describe guidelines for gathering business and administrative information from an organization, and explain how an architect uses that information to design an Active Directory structure for an enterprise; design an Active Directory naming strategy; develop a plan to secure and delegate administrative authority over Active Directory objects based on the administrative model of an organization. Pass/No Pass Option.

046 • DESIGNING A SECURE WINDOWS 2000 NETWORK
Total Lecture 45 hours, Total Lab 27 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University
Students will learn to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Group Policy, site topology, Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients are also taught in the course. Pass/No Pass Option.

049 • SYSTEMS ADMINISTRATION FOR MS SQL/SERVER
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to install, configure, administer, and troubleshoot the client/server database management system of Microsoft SQL Server. The student will also learn to manage files and databases; choose and configure a login security method; plan and implement database permissions; secure SQL Server in an enterprise network; perform and automate administrative tasks; create custom administrative tools; monitor and optimize SQL Server performance; and replicate data from one SQL Server to another. Pass/No Pass Option.

051A • DESIGNING AND IMPLEMENTING DATABASES WITH MS SQL SERVER
Total Lecture 45 hours, Total Lab 27 hours
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement a database solution with Microsoft SQL Server client/server database management system. The student will also learn various elements of the Transact-SQL language; how to configure the data storage architecture of SQL Server; and how to create and manage files, file groups, databases, tables, and transaction logs. At the conclusion of the course, the student will be able to enforce data integrity; create and maintain indexes; write queries that retrieve and modify data using joins and sub queries; and write queries that summarize data. Students will also manage locking options and transactions to ensure data concurrency and recoverability and design views, triggers, and stored procedures. Pass/No Pass Option.

052A • DESIGNING AND IMPLEMENTING DATA WAREHOUSE USING MS SQL SERVER
Total Lecture 45 hours, Total Lab 27 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University
This course provides students with the knowledge and skills required to plan, implement, and maintain a data warehouse using Microsoft SQL Server client/server database management system. At the conclusion of the course, students will be able to create and manage data warehouses; design a database with a star schema in SQL Server; and design a database with a snowflake schema. The student will also gather data from primary data sources, transform it, and place it in a SQL Server database. Create a cube using online analytical processing (OLAP) services; analyze cube data using existing client applications; query cubes using multidimensional expressions (MDX); build custom OLAP clients using Microsoft ActiveX Data Objects (Multidimensional) (ADO MD), Object Linking and Embedding (OLE) DB for OLAP, and Decision Support Objects (DSO); and query warehouse data using Microsoft English Query. Pass/No Pass Option.
055 • IMPLEMENTING AND SUPPORTING MICROSOFT Proxy 3.0 units
- Total Lecture 45 hours, Total Lab 27 hours
- Advisory: CIS 054B
- Prerequisite: CIT 044
- Acceptable for credit: California State University

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

057A • IMPLEMENTING AND SUPPORTING MS EXCHANGE SERVICES 4.0 units
- Total Lecture 54 hours, Total Lab 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 043
- Acceptable for credit: California State University

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

057B • INSTALLING, CONFIGURING AND ADMINISTERING MS EXCHANGE SERVICES 4.0 units
- Total Lecture 54 hours, Total Lab 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 043
- Acceptable for credit: California State University

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

060 • NETWARE ADMINISTRATION 3.0 units
- Total Lecture 54 hours
- Advisory: CIS 054B
- Corequisite: CIT 160
- Acceptable for credit: California State University

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

062 • NETWARE ADMINISTRATION - ADVANCED 2.0 units
- Total Lecture 36 hours
- Prerequisite: CIT 060
- Corequisite: CIT 162
- Acceptable for credit: California State University

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

063 • NDS DESIGN AND IMPLEMENTATION 3.0 units
- Total Lecture 36 hours, Total Lab 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 060
- Acceptable for credit: California State University

The goal of this course is to provide individuals a solid foundation on the NDS (Novell Directory Services) design. Students will learn how to design and implement an NDS strategy using proven methods from Novell Consulting Services. They will also create and complete an NDS design strategy using supplied templates, which can be reused to create NDS designs in their working environment. Pass/No Pass Option.

064 • SERVICE AND SUPPORT 3.0 units
- Total Lecture 36 hours, Total Lab 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 060
- Acceptable for credit: California State University

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

067 • INTEGRATING NETWARE WITH WINDOWS O.S. 3.0 units
- Total Lecture 36 hours, Total Lab 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 060
- Acceptable for credit: California State University

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

070 • DESIGNING A SECURE CHECKPOINT NETWORK I 3.0 units
- Total Lecture 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 024
- Acceptable for credit: California State University

Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Network security policies, firewall architecture, Virtual Private Networks (VPNs), log management, user authentication, Network Address Translation (NAT), load balancing and content filtering are also taught in the course. This course is part of the Checkpoint Academy. Pass/No Pass Option.

072 • DESIGNING A SECURE CHECKPOINT NETWORK II 3.0 units
- Total Lecture 54 hours
- Advisory: CIS 054B
- Prerequisite: CIT 024
- Acceptable for credit: California State University

This course is the second of the Checkpoint Firewall classes and is aimed at preparing students to pass their CCSE exam. Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Advanced security policies, firewall architecture, Virtual Private Network (VPN) implementation, log management, user authentication, Network Address Translation (NAT), load balancing and content filtering are also taught in the course. This course is part of the Checkpoint Academy. Pass/No Pass Option.
078 • MICROSOFT SERVER ESSENTIALS 1
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is an introductory level course. The goal of this course is to provide individuals who are new to the latest Microsoft Windows Server platform the necessary knowledge to design and manage different tasks involved in supporting the MS server based networks. This course provides knowledge of user management, group management, group policy management, security management, Active Directory concepts, DHCP, DNS and Web services. This course may be offered via distance learning. Pass/No Pass Option.

079+ MICROSOFT SERVER ESSENTIALS 2
Total Lecture 54 hours, Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
Students learn about the virtualization technology and how to install and configure the latest Windows Server OS in a virtualized environment. Students also create a network domain from scratch involving client computers running OS like Windows and Linux. In addition, this course provides the skills and knowledge necessary to install and configure latest Windows Server OS to create shared resources like print servers. Students also learn about the Windows security management as well as interfacing with the other OS like Linux and Unix. This course may be offered via distance learning. Pass/No Pass Option.

082 • DBA: ARCHITECTURE AND ADMINISTRATION
Total Lecture 54 hours
Prerequisite: CA 084A or CIT 049
Corequisite: CIT 182
Acceptable for credit: California State University
This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle9i database. The student learns to use an administration tool to startup and shutdown a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases under different environments. Hands-on practices help reinforce key concepts, and students have the opportunity to troubleshoot real-life issues when they are given examples of questions frequently asked of Oracle Worldwide Support. This class is preparation for the Oracle Database Administrator certification exam. Pass/No Pass Option.

084 • DBA: BACKUP AND RECOVERY
Total Lecture 54 hours
Prerequisite: CIT 082
Corequisite: CIT 184
Acceptable for credit: California State University
This course introduces participants to the critical task of planning and implementing Oracle database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios. This class includes a one-day interactive workshop that provides participants with the opportunity to walk through numerous real-world backup, restore and recovery case studies. In hands-on exercises, participants examine backup methodologies based on business requirements in a mission critical enterprise. This course is intended for MIS Managers, Application Developers, Database Administrators, Technical Support Professionals, System Administrators, and Network Administrators. Pass/No Pass Option.

086 • DBA: PERFORMANCE TUNING
Total Lecture 54 hours
Prerequisite: CIT 082
Corequisite: CIT 186
Acceptable for credit: California State University
This course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle 8i Server. The focus is on database rather than specific operating system performance issues. The course is intended for Application Developers, Technical Support Professionals, Network Administrators, Data Administrators, and MIS Managers. Pass/No Pass Option.

088 • DBA: NETWORK ADMINISTRATION
Total Lecture 54 hours
Prerequisite: CIT 082
Corequisite: CIT 188
Acceptable for credit: California State University
The Oracle 8i Networking class will enable students to identify networking business trends and security problems. Oracle’s networking solutions to the business problems and trends will be presented. Students will learn about Net8 components and will learn how to configure both a simple and more complex Net8 environment. The course is intended for Database Administrators, Application Developers, MIS Managers, Technical Support Professionals, and Network Administrators. Pass/No Pass Option.

107 • DISTRIBUTED APPLICATIONS WITH MS VISUAL C++
Total Lecture 45 hours, Total Lab 27 hours
Prerequisite: CIT 049
Corequisite: CIT 188
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement data storage architecture by creating and managing files, file groups, and transaction logs. This course will teach students to use the Microsoft Visual C++/6 development system to create component object model (COM) objects using Visual C++ and the Active Template Library (ATL) and to create single document interface (SDI) applications using Microsoft Foundation Class (MFC) and the Visual C++ development system. Pass/No Pass Option.

108 • DISTRIBUTED APPLICATIONS WITH MS VISUAL BASIC
Total Lecture 45 hours, Total Lab 27 hours
Prerequisite: CIT 049
Corequisite: CIT 188
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to create data services, and retrieve and manipulate data by using different cursor location. It includes client-side and server-side or cursor types such as forward-only, static, dynamic, and keyset. Students will learn how to execute a statement on a database and how to return records to a Visual Basic application. Pass/No Pass Option.

111 • SERVLETS AND JSP
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: GDES 046
Acceptable for credit: California State University
The goal of this course Servlets and JavaServer Pages technology provide a powerful, efficient, portable, and secure alternative to Common Gateway Interface (CGI) programming for developing professional e-commerce sites, Web-enabled applications and to create interactive web pages including secure access to the web site, database interactivity, generate dynamic web pages and maintain client session data (i.e. cookies). Pass/No Pass Option.

112 • CLIENT, SERVER AND WEB MANAGEMENT
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: GDES 046
Acceptable for credit: California State University
The goal of this course is to develop skills and understanding in designing e-Commerce websites. This is a course that goes beyond "formatting" web pages with HyperText Markup Language (HTML). This course extends web page "functionality" with interactivity, multimedia, security, and database capability using prior knowledge of a scripting language (HTML, JavaScript, etc.). Topics include design principles, examples of scripts (JavaScript, ASP, ActiveX, VBScript, Servlets, JSP, Perl or CGI) and discussion of security (SET, SSL etc.). Pass/No Pass Option.

113 • DATABASE FOR THE WEB
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: GDES 046
Acceptable for credit: California State University
This is a course that goes beyond mere “desktop” database management. Participants explore dynamic web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. Students learn web-enabled databases concepts, relational database principles, Structured Query Language (SQL) and Hyper Text Markup Language (HTML). Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

141 • MICROSOFT OS ESSENTIALS LAB
Total Lab 54 hours
Advisory: CIS 054B
Corequisite: CIT 041
Acceptable for credit: California State University
The goal of this lab course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 Networks. Pass/No Pass Option.

143 • MICROSOFT SERVER LAB
Total Lab 54 hours
Prerequisite: CIT 041
Corequisite: CIT 043
Acceptable for credit: California State University
Students will install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create, file, print, and terminal servers. Pass/No Pass Option.

160 • NETWARE ADMINISTRATION LAB
Total Lab 54 hours
Advisory: CIS 054B
Corequisite: CIT 060
Acceptable for credit: California State University
This lab course provides students with the necessary knowledge and skills to perform fundamental network management tasks on a NetWare 5.1 network. Pass/No Pass Option.

162 • NETWARE ADMINISTRATION - ADVANCED LAB
Total Lab 54 hours
Prerequisite: CIT 060
Corequisite: CIT 062
Acceptable for credit: California State University
The lab course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. Pass/No Pass Option.

182 • DBA: ARCHITECTURE AND ADMINISTRATION LAB
Total Lab 54 hours
Prerequisite: CA 084A
Corequisite: CIT 082
Acceptable for credit: California State University
This lab course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. Pass/No Pass Option.

184 • DBA: BACKUP AND RECOVERY LAB
Total Lab 54 hours
Prerequisite: CIT 082
Corequisite: CIT 084
Acceptable for credit: California State University
This lab course introduces participants to the critical task of planning and implementing Oracle database backup and recovery strategies. Pass/No Pass Option.

186 • DBA: PERFORMANCE TUNING LAB
Total Lab 54 hours
Prerequisite: CIT 082
Corequisite: CIT 086
Acceptable for credit: California State University
This lab course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle8i Server. Pass/No Pass Option.

188 • DBA: NETWORK ADMINISTRATION LAB
Total Lab 54 hours
Prerequisite: CIT 082
Corequisite: CIT 088
Acceptable for credit: California State University
The Oracle 8i Networking lab course will enable students to identify networking business trends and security problems. Pass/No Pass Option.
COUNSELING (COUNS)

DIVISION: Student Support Services
DEPARTMENT: Counseling
DEAN: Daniel Sanidad
DIVISION CHAIR: Char Perlas
DEPT CHAIR: Char Perlas
PHONE: 408-855-5041
COUNSELING: 408-855-5030
WEBPAGE: www.missioncollege.org/depts/coun
EMAIL: char.perlas@wvm.edu

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

Student Learning Outcomes

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

Upon completion of Counseling courses, students will be able to:

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

Students utilizing Counseling programs and services will:

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

COUNSELING (COUNS)

000A • ORIENTATION 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; basic skills assessment information; registration procedures; an overview of general education requirements; and educational planning. This course may also be offered via distance learning. Pass/No Pass Only.

001 • COLLEGE SURVIVAL SKILLS 2.0 units
Total Lecture 36 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides the opportunity to learn self-management and study skills essential for success in college. It introduces the theory and application of effective learning and academic strategies, personal development and techniques of interpersonal communications. Pass/No Pass Option.

003 • STRATEGIES FOR PERSONAL AND PROFESSIONAL GROWTH 2.0 units
Total Lecture 36 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course covers practical and proven strategies for student success in college and in one's personal life. Students explore and practice strategies to set clear goals and make wise choices by using creative and critical thinking skills. Pass/No Pass Option.

005 • STRATEGIES FOR SUCCESS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

007 • UNIVERSITY TRANSFER PLANNING 1.0 unit
Total Lecture 18 hours
Acceptable for credit: University of California - pending, California State University
This course provides in-depth information and assistance with the transfer process to four-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. This course may also be offered via distance learning. Pass/No Pass Option.

010 • INTRODUCTION TO CRISIS INTERVENTION 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides training in basic crisis intervention skills and application of these skills to a wide range of issues, situations, and settings including domestic abuse, suicide, sexual assault, death, addiction, and posttraumatic stress. Pass/No Pass Option.

012 • CAREERS AND LIFE STYLES 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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. Life-styles 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. This course may also be offered via distance learning. Materials Fee. Pass/No Pass Option.

012A • CAREERS AND LIFE STYLES 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
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 will use self-assessment instruments to help them identify career options. Materials Fee. Pass/No Pass Option.

012A1 • CAREERS AND LIFE STYLES 0.5 units
Total Lecture 9 hours
This course covers a variety of career assessment inventories, participants will identify interests, abilities, skills, and career alternatives. An introduction to the Career/Transfer Center materials and their use will be given. Pass/No Pass Option.

012C • CAREER JOB SEARCH SKILLS 1.0 Unit
Total Lecture 18 hours
This course assists students in the area of job search skills. Students learn to market themselves using resume writing, networking and interviewing skills. Occupational and job growth trends are examined. Students learn to identify different types of skills and how they relate to job requirements. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

023 • BECOMING A MASTER STUDENT-ATHLETE  2.0 units
Total Lecture 36 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

040B, C • LEADERSHIP TRAINING  1.0, 1.5 units
Total Lecture 18.0, 27 hours
Acceptable for credit: California State University
Students will study and develop leadership skills for use within the college and the community in social and political organizations. The course provides exploration of values and goals. Students learn techniques in problem solving and critical thinking, theory of group processes, and parliamentary procedures. The Brown Act is also covered. The course is designed to train students to assume student leadership roles, and prepare students to participate effectively in campus organizations. This course is required of all student body officers and senators. Pass/No Pass Option.

051A • PERSONAL GROWTH-INCREASING SELF-ESTEEM  1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course assists students in increasing an awareness of themselves and others, identifying strengths and weaknesses in potential for personal growth, and enhancing self-esteem. It is designed to increase their ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are self-esteem, developing and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. Pass/No Pass Option.

055 • VALUING DIVERSITY  3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course addresses the complexities of interpersonal relationships among and between several cultures and ethnic groups within our society. Students examine cultural perceptions, while exploring self-concepts, values, beliefs, communication styles, religion, gender, ageism, and lifestyles in order to promote respect for differences and develop a sense of community. Pass/No Pass Option.

102 • SKILLS FOR SUCCESS  0.5 units
Total Lecture 9 hours
This course provides students in special programs (e.g. ACCESS, EOPS, CalWORKs, and MESA) workshops and activities that meet the goals of these programs. Topics vary by program and may include: study skills and transfer workshops, scholarship search and financial aid workshops, computer skills, university tours, and the development of an educational plan. May be repeated three times. This course may be offered via distance learning. Pass/No Pass Option.

145A • BEGINNING STUDY SKILLS  0.5 units
Total Lecture 9 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course is designed to improve students' study skills. Time management, note taking, preparation for exams and other study habits and techniques are covered. Pass/No Pass Option.

145B • BEGINNING STUDY SKILLS  1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
This course is designed to improve students' study skills. Time management, note taking, preparation for exams and other study habits and techniques will be covered. Pass/No Pass Option.

900 • ORIENTATION  0.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 9 hours
A mini course designed to acquaint the student with the intricacies of the college scene - both academic and social. Pass/No Pass Option.
ECONOMICS (ECON)

DIVISION: Liberal Studies
DEPARTMENT: Economics
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Tat Fong
PHONE: 408-855-5048
COUNSELING: 408-855-5530

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

Student Learning Outcomes:

The Economics Program at Mission College is designed to introduce students to the functioning of a market-oriented economic system. Students will be able to encapsulate the causes and effects of economic events, develop models for explaining commonly observed economic behaviors, and apply relevant economic concepts for making critical economic decisions. Upon completion of macroeconomics and microeconomics, students will also demonstrate the ability to articulate their views on economics and engage in debates on current economic issues.

Economics 1A - Principles of Macroeconomics

With a focus on society’s goal of achieving growth, equity, and economic stability, the study of Principles of Macroeconomics enables students to:

• evaluate the condition and performance of a macroeconomy using economic indicators such as gross domestic product, unemployment rate, and consumer price index;
• develop and apply macroeconomic models for economic forecasting and economic impact studies, including the effect of fiscal and monetary policies on aggregate output and employment; and
• discern the theoretical differences between Classical and Keynesian economics and, through this knowledge, articulate the role of government in a market economy with an objective view.

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

Economics 1B - Principles of Microeconomics

The study of Principles of Microeconomics focuses on the problem of scarcity and how markets, through the interaction of self-interested individuals, function to achieve efficient use of resources. Students will be able to:

• develop models that simulate the decision-making process of individual households and business firms and, from such framework, derive basic economic guidelines that can be applied to make critical decisions in a cutthroat economy that demands quick thinking;
• explain how the forces of demand and supply in competitive markets lead to efficient resource allocation and why the existence of pricing power in non-competitive markets is deemed undesirable; and
• articulate the philosophical basis of a market-oriented economic system and evaluate objectively the pros and cons of government rules and regulations in the market place.

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

Career Options:

• Accountant
• Attorney
• Arbitrator
• Business Conditions Forecaster
• Business Analyst
• Budget Analyst
• Commodity Price Forecaster

• Commodity Economist
• Development Economist
• Economic Forecaster
• Economic Analyst
• Industrial Relations Specialist
• Investment Analyst
• Labor Economist
• Macro Economist
• Manpower Economist
• Natural Resource Economist
• Operations Research Analyst
• Project Economist
• Research Economist

Highlights:

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

ECONOMICS (ECON)

001A • PRINCIPLES OF MACROECONOMICS 3.0 units
Total Lecture 54 hours
Advisory: MATH 000C. Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is an introduction to macroeconomic analysis. This includes the determinants of national output, income, employment and price level; business cycle; the evolution of economic thought; the structure of macro models; and the effect of fiscal and monetary policy. This course may be offered via distance learning. Grade Only.

001B • PRINCIPLES OF MICROECONOMICS 3.0 units
Total Lecture 54 hours
Advisory: MATH 000C. Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is an introduction to microeconomic analysis. This includes the study of resource allocation through a price system; consumer behavior; production decision; the outcome of competitive and non-competitive market structure; income distribution; and the effect of government intervention. This course may be offered via distance learning. Grade Only.
Engineering is the application of the theories and principles of science and math to solve practical technical problems. Engineers develop useful applications that will benefit humankind, such as inventing machines or designing a process to mass-produce a product. In addition to the design and development of new products and processes, engineers also work in testing, production, maintenance, marketing, and sales. Engineers are technical problem-solvers.

Student Learning Outcomes:

Students who complete the Engineering Program will:

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

Areas of Specialization:

• Aerospace Engineering
• Biological Engineering
• Chemical Engineering
• Civil & Environmental Engineering
• Electrical and Computing Engineering
• Industrial Engineering
• Materials Engineering
• Mechanical Engineering
• Nuclear Engineering
• Software Engineering

Other Areas:

• Process Design
• Instruction
• Patent Law
• Sales and Marketing
• Technical Management

Highlights:

• Professional, knowledgeable, and helpful instructors and staff.
• A complete engineering program which allows for easy transfer to many 4-year schools.
• Many courses have a computer component.
• Links to local industry.
• Many diverse students with industry experience.

Engineering - A.S. Degree

Complete 18 units from:

Engineering 003 ............ How Everyday Technology Works .......................... 4.0
Engineering 010 ............ Introduction to Engineering .......................................... 4.0
Engineering 023 ............ Mechanics - Statics .................................................. 3.0
Engineering 024 ............ Introduction to Circuit Analysis .................................... 3.0
Engineering 024L ........... Introduction to Circuit Analysis Laboratory .................. 1.0
Engineering 025 ............ Engineering Graphics and Design ............................... 4.0
Engineering 026 ............ Engineering Materials .................................................. 4.0
Engineering 030 ............ Introduction to Computing for Engineers ..................... 4.0
Physics 004A ............... Engineering Physics - Mechanics .............................. 5.0
Physics 004B ............... Engineering Physics - Electricity and Magnetism ............. 5.0
Physics 004C ............... Engineering Physics - Light and Heat .......................... 5.0
Physics 004D ............... Atomic Physics ............................................................. 2.0

Total Program A.S. Degree Requirements: .................................................... 18.0*

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

ENGINEERING (ENGR)

003 • HOW EVERYDAY TECHNOLOGY WORKS 4.0 units
Total Lecture 54 hours, Total Lab 54 hours

Advisory: MATH 903
Acceptable for credit: University of California, California State University

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

010 • INTRODUCTION TO ENGINEERING 4.0 units
Total Lecture 54 hours, Total Lab 54 hours

Advisory: MATH 903
Acceptable for credit: University of California, California State University

This course exposes students to the field of engineering and presents the skills necessary to succeed as engineers. The different branches of engineering and the nature of engineering work are explored. Design engineering and evaluation are addressed through multiple team-based design 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.

023 • MECHANICS - STATICS 3.0 units
Total Lecture 54 hours

Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: MATH 003B and PHYS 004A

Acceptable for credit: University of California, California State University

This course applies the principles of mechanics to evaluate the static equilibrium of engineering structures. Topics include the equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed loads, analysis of structures, internal forces in beams, method of virtual work, and friction. This course is primarily for engineering transfer students. This course may also be offered via distance learning. Grade Only.

024 • INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units
Total Lecture 54 hours

Advisory: MATH 004A
Prerequisite: MATH 003B and PHYS 004B

Acceptable for credit: University of California, California State University

This is an introductory course in the analysis of electrical circuits. The emphasis is on setting up equations arising from the applications of Kirchoff's laws, Ohm's law, and Thévenin's theorem, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, natural and complete responses, dependent sources, operational amplifiers, and analog signal applications. This course is primarily for engineering transfer students. Grade Only.

MISSION COLLEGE
024L • INTRODUCTION TO CIRCUIT ANALYSIS LAB  1.0 unit
Total Lab 54 hours
Advisory: MATH 003B, PHYS 004B
Corequisite: ENGR 024
Acceptable for credit: University of California, California State University

This course is an introduction to the basic instruments and experimental techniques used in electric circuit analysis, such as circuit simulation software. This course is primarily for engineering transfer students. Grade Only.

025 • ENGINEERING GRAPHICS AND DESIGN  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Acceptable for credit: University of California, California State University

This course develops graphical visualization and design skills by applying graphics based engineering methods. The course also teaches engineering design by applying the conceptual design process and integrating graphics into design projects. Graphics assignments develop sketching, manual drafting, and computer aided drafting (CAD) skills. This course is primarily for engineering transfer students. Grade Only.

026 • ENGINEERING MATERIALS  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Prerequisite: CHEM 001A, MATH 003B, PHYS 004A
Acceptable for credit: University of California, California State University

This course provides an introduction to the properties of engineering materials and their relation to the internal structure of materials. Mechanical, electrical, and optical properties of metals, ceramics, polymers, and semiconducting materials are addressed. A laboratory is included which uses experiments on campus and field trips to local industry. This course is primarily for engineering transfer students. Grade Only.

030 • INTRODUCTION TO COMPUTING FOR ENGINEERS  4.0 units
Total Lecture 54 hours, Total Lab 54 hours
Advisory: MATH 003A and CIS 002
Acceptable for credit: University of California, California State University

This course introduces engineering problem solving using computer programming. Computers are used to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. A disciplined approach to problem solving using an industry standard high level language such as C++ is presented. Topics include: problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. This course is primarily for engineering transfer students. Pass/No Pass Option.

051 • INTRODUCTION REMOTE SENSING  4.0 units
Total Lecture 54 hours, Total Lab 72 hours
Advisory: ENGR 050
Acceptable for credit: California State University

Remote sensing is the science and art of acquiring information of an object, area, or phenomenon without being in direct contact with that object, area, or phenomenon. This course will provide students with an overview of the field of remote sensing and present the ways in which remotely sensed data can be used in scientific investigations and resource management. Topics addressed will include the electromagnetic spectrum, sensor systems, image analysis, applications, and the integration with Geographic Information Systems (GIS). Pass/No Pass Option.

ENGLISH (ENGL)

DIVISION: Language Arts
DEPARTMENT: English
DEAN: Tim Karas
DIVISION CHAIR: Myo Myint
DEPT CHAIR: Margaret Junker
OFFICE: MT-18A
PHONE: 408-855-5229
COUNSELING: 408-855-5030

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

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

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

Some career options require more than two years of college study. Highlights:
• Composition courses designed for all levels of ability.
• Transfer level literature and creative writing courses that meet CSU & UC requirements.
• On-line courses in composition & workplace writing.
• Experienced, innovative faculty, dedicated to student success.

ENGLISH (ENGL)

Placement in any English class is based on a placement test for new students or a grade of C or better in a previous course for continuing students. Students needing to take a placement test should contact the Counseling Center, room E1-301.

001A • ENGLISH COMPOSITION  3.0 units
Total Lecture 54 hours
Advisory: READ 053, LIB 010
Prerequisite: ENGL 908 or qualifying score on the English Placement Assessment. (Prior completion of English 108A, an older version of English 908, with a minimum grade of CR may be substituted for this prerequisite course.)
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 1A fulfills the English requirement for the Associate Degree; this is a baccalaureate course. This course may also be offered via distance learning. Grade Only.
001B • ENGLISH COMPOSITION 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course continues emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. This course may be offered via distance learning. Grade Only.

001C • CLEAR THINKING IN WRITING 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
English 001C is an advanced composition course that emphasizes critical thinking, particularly in the reading and writing of arguments. Course content includes analytical reading skills and methods of analysis, principles of logic, techniques of reasoning and of style, and research skills. Grade Only.

006B • SURVEY OF WORLD LITERATURE 3.0 units
Total Lecture 54 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
World Literature is the study of representative works of world literature from the seventeenth century to the present. The course emphasizes the literary and cultural significance of selected great works of Western and non-Western literary traditions, including women's, minority, and ethnic literature from around the world. Pass/No Pass Option.

022 • AFRICAN AMERICAN LITERATURE 3.0 units
Total Lecture 54 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of African American literature during the periods of slavery, Reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz and the relationship between music and African American writing; the performance of literary texts on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influences of African American writing on American literature. May be repeated three times. Pass/No Pass Option.

024 • NATIVE AMERICAN LITERATURE 3.0 units
Total Lecture 54 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores the history and development of Native American literature from the pre-colonial oral and written traditions to late twentieth century writing. Students will examine traditional folklore and mythology from a diverse range of Native American literary traditions, eighteenth and nineteenth century autobiographies and novels, and poetry, novels and nonfiction essays from the more recent Native American writing Renaissance. Students will discuss issues such as: colonization and responses in literature, the translation of the oral tradition into written poetry and prose, the relationship between culture and literature, sacred texts, and identity formation in Native American autobiographies. Pass/No Pass Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

018 • ASIAN AMERICAN LITERATURE 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of Asian American literature from the nineteenth through the twenty-first centuries. Among the literary forms covered in this course are poetry, immigrant narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: Asian oral traditions; music, poetry and performance, racial categorization and mixed-race; the literatures of internment, gender and Asian American writing; first and second generation autobiographies; and the influences of Asian American writing on American literature. Pass/No Pass Option.

043 • CLASSICAL MYTHOLOGY 3.0 units
Total Lecture 54 hours
Prerequisite: ENGL 908
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.

044 • THE BIBLE AS LITERATURE 3.0 units
Total Lecture 54 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Pass/No Pass Option.

048 • INTRODUCTION TO SHAKESPEARE 3.0 units
Total Lecture 54 hours
Prerequisite: ENGL 900AB is a recommended co-requisite for students needing extra help with the writing requirements of ENGL 048.
Prerequisite: Eligibility for ENGLISH 001A, ENGL 108A
Acceptable for credit: University of California, California State University
This course is an analysis and discussion of a selection of Shakespeare's major plays and poems with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to develop knowledge, understanding, and appreciation of major genres, themes, characters, and poetic language. Pass/No Pass Option.

059 • WRITING IN THE WORKPLACE 3.0 units
Total Lecture 54 hours
Prerequisite: ENGL 905 or qualifying score on placement test
The concentration in this course is on writing short business document, such as emails, memos, letters, short reports, and resumes. This course may also be offered via distance learning. Pass/No Pass Option.

070 • CREATIVE WRITING 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

900 • WRITING SKILLS LAB (NON-ASSOCIATE DEGREE COURSE) 0.5 units
Total Lab 27 hours
English 900 is required for any student taking English 903 or 905. It is also advised for students wanting extra help in any English course. This course provides instruction designed to help students improve their writing by having them practice the steps of the writing process and apply writing strategies. Any student may enroll in the course. In order to receive credit, students must complete the required coursework. May be repeated three times. Pass/No Pass Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

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

Total Lecture 54 hours
Prerequisite: A qualifying score on English placement test
Corequisite: ENGL 900

This is a first level language skills course concentrating on sentence structure and grammar, punctuation, usage, spelling, vocabulary, and reading. This is not designed to be a course for students with English as a second language. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. A grade of "credit" qualifies the student for English 905. English 900 is a corequisite for this course.  

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

Total Lecture 54 hours
Prerequisite: ESL 970RW and ESL 970G ; or ENGL 903 or qualifying score on placement test, READ 961
Corequisites: READ 961, ENGL 900

Concentration is on the writing of basic expository paragraphs and essays having grammatically correct sentences and clear organization of ideas. There are no final letter grades for the course. The course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level class.  

908 • EFFECTIVE WRITING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units

Total Lab 54 hours
Prerequisite: ENGL 905 or qualifying score on placement test

Concentration is on the writing process, academic essays, and introduction to research skills. This course qualifies students for English 001A. This course may be offered via distance learning.  

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

Total Lecture 36 hours
Advisory: Eligibility for READ 053

This course reviews the application of grammar, usage and punctuation in writing assignments for students writing at the English 108A, 001A, 001B, and 001C levels. Students develop critical thinking, analytical and editing skills to apply concepts and rules of grammar, including appropriate parts of speech, phrases and clauses, punctuation, mechanics, commonly confused words, and  


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

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### English Course Progression

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

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

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

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

**ENGL 908**
- Effective Writing
- Non-transferable; Concentration on essays and introductory research.
- 3 units

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

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

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

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

* Counselor advice prior to section enrollment is recommended for proper transfer requirement.
ENGLISH AS A SECOND LANGUAGE (ESL)

DIVISION: Language Arts
DEPT: English As A Second Language
DEAN: Tim Karas
DIVISION CHAIR: Myo Myint
DEPT CHAIR: Kathy Henderson
PHONE: 408-855-5113
COUNSELING: 408-855-5030

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

• identify and use the grammatical elements of college-level standard English to write an essay using academic level vocabulary
• read a novel at the adult level and respond orally and in writing to fictional elements such as character, plot and theme
• write an outline for and answer detailed questions about academic lectures and news broadcasts and summarize lectures, literary and non-literary works orally and in writing
• participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion, add information, disagree, agree and summarize in both academic and professional settings on a variety of concrete and abstract topics
• and produce speech which is intelligible and accurately articulated.

Students will identify with aspects of American culture and values and will become increasingly acculturated to life in the United States. Students will gain confidence in communicating in English. Students will be assessed through written and oral quizzes and exams and graded in-class writing.

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

The Institute for International Studies (IIS) provides English language instruction for international students who want to increase their English proficiency in entry-level classes, in preparation for college-level work. The Institute also provides English as a Second Language classes for all students in specific areas such as vocabulary, reading, grammar, writing, speaking, pronunciation, listening, and study skills.

ENGLISH AS A SECOND LANGUAGE COURSE OFFERINGS

• It is very important to study both oral and written English so people can understand you when you speak as well as when you write. For this reason, in Levels 950, 960 and 970, students are encouraged to complete all three strands in that series before moving up to the next series. At levels 950, 960 and 970, reading and writing are combined into one 5-unit course, and grammar and listening/speaking are separate 3-unit courses.
• The ESL department has developed these courses to help you become proficient in English so you can compete successfully with native speakers in classes in your major field and at work.
• After taking the 970 level courses, students will move into English 905 without a placement test.

English as a Second Language - Certificate of Proficiency

Core courses: Units
ESL 970G ........Advanced Grammar Review And Editing ..................... 3.0
ESL 970LS ........Advanced Listening And Speaking .......................... 3.0
ESL 970RW ........Advanced Reading And Writing .......................... 5.0
Total Program Certificate Requirements ........................................... 11.0

ENGLISH AS A SECOND LANGUAGE (ESL)

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

900 • ESL COMPUTER LAB (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total Lab 27 hours
Corequisite: Concurrent enrollment in an English course or an ESL writing course. This lab provides students with the opportunity to use a Macintosh or PC computer to facilitate the writing process. Students will work independently on writing assignments for ESL classes, including paragraph exercises, essays, and business writing tasks. Topics range from introduction to word processing software to various strategies for brainstorming, drafting, revising, editing, proofreading, formatting, and layout. Pass/No Pass Only.

901, 902, 903, 904, 905, 906 • ESL SKILLS DEVELOPMENT LAB (NON-ASSOCIATE DEGREE COURSES) 0.5 unit each
Total Lab 27 hours
Prerequisite: This course is limited to non-native speakers of English who are taking ESL courses to improve English language skills.

This laboratory course facilitates skills development for ESL learners at any level. Students receive individualized assessment and self-paced instruction in English as a second language in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students are provided the opportunity to develop and improve their skills with print, audiotape, and videotape materials assigned by the ESL classroom or lab instructor. May be taken for a total of 3 units. Pass/No Pass Only.

9015 • ESL SKILLS DEVELOPMENT LAB 0.5 unit
Total Lab 27 hours
This open-entry/open-exit lab provides English as a Second Language learners at any level with the opportunity to develop their language skills. This lab is for students not currently enrolled in an ESL class. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Option.

9305 • SKILLS DEVELOPMENT LAB 0.5 unit
Total Lab 27 hours
This open-entry/open-exit lab provides English as a Second Language students at the 930 level with the opportunity to develop their language skills. This lab is for students not currently enrolled in an ESL class. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Only.

9405 • SKILLS DEVELOPMENT LAB 0.5 unit
Total Lab 27 hours
Advisory: Concurrent enrollment in ESL 940GW, ESL 940LS, and/or ESL 940RV
This open-entry/open-exit lab provides English as a Second Language students at the 940 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Only.

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950S • SKILLS DEVELOPMENT LAB
Total Lecture 27 hours
Advisory: Concurrent enrollment in ESL 950G, ESL 950LS, ESL 950RW and/or ESL 950PL
This open-entry/open-exit lab provides English as a Second Language students at the 950 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Only.

960S • SKILLS DEVELOPMENT LAB
Total Lab 27 hours
Advisory: Concurrent enrollment in ESL 960G, ESL 960LS, and/or ESL 960RW
This open-entry/open-exit lab provides English as a Second Language students at the 950 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, and video materials as well as software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Only.

970S • SKILLS DEVELOPMENT LAB
Total Lab 27 hours
This open-entry/open-exit lab provides English as a Second Language students at the 970 level with the opportunity to develop their language skills. Students receive individualized assessment and self-paced instruction in ESL in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students may use print, audio, video materials, and software and websites recommended by the ESL lab or classroom instructor. Pass/No Pass Only.

910 • FOUNDATIONS IN ESL
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 161.6 hours, Total Lab 27 hours
Prerequisite: Qualifying score on the ESL placement test
This course develops very basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for very low beginning level ESL students. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks will include completion of grammar exercises and in-class and out-of-class writing assignments of 50 words or less. This course includes 1-1/2 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

910LC • FOUNDATIONS IN LISTENING AND CULTURE
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
This is the first semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. This course may also be offered via telecourse. Pass/No Pass Option.

920 • BEGINNING ESL
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 162, Total Lab 91.8 hours
Prerequisite: ESL 910 or ESL placement test
This course develops basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for beginning level ESL students. It also provides preparation for placement into Level 930 ESL classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises, and in-class and out-of-class writing assignments of 100 words or less. Students develop dictionary skills using a monolingual English dictionary. This course includes 1-1/2 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

920CC • ENGLISH AS A SECOND LANGUAGE
FOR CHILD CARE
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
Advisory: ESL 910 or an appropriate score on the ESL Placement Test
This course develops basic level oral and written communication skills in standard English using content from the child care context. This course provides practice in listening, speaking, reading, and writing. Students study and practice basic grammatical components of English phrases and sentences frequently used for child care. Students practice vocabulary necessary for communication between children, parents, and child care providers. This course is intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a Second Language. Pass/No Pass Option.

920LC • BEGINNING LISTENING AND CULTURE
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
This is the second semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. Although strategies for speaking are included, the emphasis will be on developing skills in listening, reading and writing. Different aspects of American life will be included. This course may also be offered by telecourse. Pass/No Pass Option.

930CC-B • ESL FOR CHILDCARE PART II
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test
This high-beginning course develops oral and written communication skills in standard English within the context of child care and child rearing. Students practice the listening, speaking, reading, and writing skills useful for communicating with and about children at various stages of development. This course builds on concepts and skills presented in ESL 920CC. This course is intended for non-native speakers of English who are parents, grandparents, child care providers, preschool teachers, and students of Child Development. Pass/No Pass Option.

930GW • HIGH BEGINNING GRAMMAR AND WRITING
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours Total Lab 27 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test
This high-beginning course develops oral and written communication skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice writing and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

930LS • HIGH BEGINNING LISTENING AND SPEAKING
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours Total Lab 27 hours
Advisory: Concurrent enrollment in ESL 930GW and ESL 930RV
This high-beginning course develops oral and written communication skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice writing and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

930PL • BASIC PRONUNCIATION AND LISTENING
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
Prerequisite: ESL 920 or a qualifying score in the ESL Placement Test
This course develops basic level oral and written communication skills in standard English using content from the child care context. This course provides practice in listening, speaking, reading, and writing. Students study and practice basic grammatical components of English phrases and sentences frequently used for child care. Students practice vocabulary necessary for communication between children, parents, and child care providers. This course is intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a Second Language. Pass/No Pass Option.
ENGLISH AS A SECOND LANGUAGE

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

930RV • HIGH BEGINNING READING AND VOCABULARY (NON-ASSOCIATE DEGREE COURSE) 3.5 units
Total Lecture 54 hours, Total Lab 27 hours
Prerequisite: ESL 520 or a qualifying score on ESL placement test
Students receive guidance and extensive practice in reading and comprehending stories, articles, and dialogues written in simple English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes 1.5 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

940CC • ESL FOR STUDENTS OF CHILD DEVELOPMENT 3.0 units
Total Lecture 54 hours
Prerequisite: ESL 930GW, ESL 930LS and ESL 930RV, or an appropriate placement on the ESL Placement Test
This course develops the English language skills necessary for success in Child Development courses. The student will practice those tasks necessary for the listening, speaking, reading and writing assignments which are typically required in a CHD course. Pass/No Pass Option.

940GW • LOW INTERMEDIATE GRAMMAR AND WRITING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940RV
Prerequisite: ESL 930GW or a qualifying score on the ESL Placement Test
This course develops basic writing and grammar skills of standard written English. The focus is on the study and practice of simple and compound sentences including modified words with adjectives, adverbs, and noun phrases, past and future tenses, comparatives, prepositions, spelling and punctuation. This course may also be offered via distance learning. Pass/No Pass Option.

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.5 units
Total Lecture 54 hours, Total Lab 27 hours
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test
This course continues the development of listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions, of high-frequency vocabulary in context, and of main ideas and details in conversations and lectures. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. This course may also be offered via distance learning. Pass/No Pass Option.

940RV • LOW INTERMEDIATE READING AND VOCABULARY (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940GW
Prerequisite: ESL 930RV or a qualifying score on the ESL Placement Test
This class emphasizes vocabulary expansion and comprehension of short paragraphs. The focus is on word forms, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. This course may also be offered via distance learning. Pass/No Pass Option.

940WP • INTERMEDIATE ESL IN THE WORKPLACE (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Prerequisite: A qualifying score on ESL placement test
This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. This course may also be offered via distance learning. Pass/No PassOption.

950G • INTERMEDIATE GRAMMAR (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: ESL 940RV and ESL 940LS with a C or better
Prerequisite: ESL 940GW or a qualifying score on the ESL placement test
This course focuses on the necessary intermediate grammar skills to support the development of speaking, reading and writing skills. The main focus will be on compound and complex sentence development in both oral and written form. Topics to be addressed include adjective, adverb, and noun phrases and clauses, conditionals, infinitives, gerunds, sentence boundaries, punctuation, and the functions of parts-of-speech. This course may also be offered via distance learning. Pass/No Pass Option.

950LS • INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: Concurrent enrollment in ESL 950RW and ESL 950G
Prerequisite: ESL 940LS or a qualifying score on the ESL placement test
Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. This course may also be offered via distance learning. Pass/No Pass Option.

950PL • INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 units (NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test
Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogues, and paragraphs, and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, and linking, as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course includes 1-1/2 hours of laboratory work to facilitate skill development. This course may also be offered via distance learning. Pass/No Pass Option.

950RW • INTERMEDIATE READING AND WRITING (NON-ASSOCIATE DEGREE COURSE) 5.0 units
Total Lecture 90 hours
Advisory: Completion of ESL 940LS, ESL 950G and CA 010A with a C or better
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 940RV and ESL 940GW
This intermediate level course develops students’ writing fluency and reading skills through the study of a variety of fiction and nonfiction reading materials. Students will increase their ability to write effective, grammatically correct sentences and short compositions. Writing skills focus on using participial, gerund, and infinitive phrases and adverbial, adjectival and noun clauses in complex sentences to express ideas related to reading content. Reading skills focus on the acquisition and use of new vocabulary, the strategies to understand and interpret content, reading a novel and completing a library project. This course may also be offered via distance learning. Pass/No Pass Option.

960G • HIGH INTERMEDIATE GRAMMAR (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Prerequisite: ESL 950G or a qualifying score on the ESL placement test
This course for students at a high-intermediate level of ESL develops sentence variety in standard written English and accuracy in spoken English to support the refinement of speaking, reading and writing skills. Among elements the course focuses on are the study and practice of complex sentence structures, varied placement of sentence elements, participles, conditionals, and error correction. This course may also be offered via distance learning. Pass/No Pass Option.
ENGLISH AS A SECOND LANGUAGE

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

960LS • HIGH INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: Concurrent enrollment in ESL 960G and ESL 960RW.
Prerequisite: ESL 950LS or a qualifying score on the ESL placement test.
This high intermediate course continues to develop ESL students' oral communication skills in a variety of social, business, and/or academic situations. Students increase their knowledge of vocabulary, idiomatic expressions and communication strategies. Students use a variety of complex language functions. The course emphasis is on the development of oral fluency and the appropriate use of discussion strategies to exchange ideas in small and large group communication, including formal oral presentations. Pass/No Pass Option.

960RW • HIGH INTERMEDIATE READING AND WRITING 5.0 units
Total Lecture 54 hours
Advisory: Completion of CA 010A, ESL 950LS, and ESL 960G with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 950RW and ESL 960G.
This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students will develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students will also develop the ability to write cohesive, well-organized, grammatically correct paragraphs in a variety of rhetorical patterns about both concrete and abstract topics. This course may also be offered via distance learning. Pass/No Pass Option.

966 • APPLIED GRAMMAR AND EDITING (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Total Lecture 36 hours
Advisory: READ 961
Prerequisite: Eligibility for ENGL 905
In this course, students will edit non-native language errors in applied grammar, usage and punctuation using writing assignments from other courses. Grammar application includes sentence patterns and boundaries; punctuation; verb tenses; modals; conditionals; passive voice; articles; prepositional, adjectival and adverbial phrases; word order; word forms; word usage; and subject-verb-pronoun agreement. This course is designed for students at the English 905 level and above whose primary language is not English. This course may also be offered via distance learning. Pass/No Pass Option.

970AM • ACCENT MODIFICATION (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Prerequisite: ESL 960LS or a qualifying score on the ESL Placement Test
Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. This course may also be offered via distance learning. Pass/No Pass Option.

970G • ADVANCED GRAMMAR REVIEW AND EDITING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Advisory: Completion of CA 010A, ESL 960LS, and ESL 960RW with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a grade of C or better in ESL 960G
Students review English grammar and learn to edit grammatical, mechanical and word usage errors in their writing. This includes intensive review and editing of verb tenses; modals; conditionals; active and passive voice; articles and nouns; prepositional, adjectival and adverbial phrases; word forms; word usage; subject-verb-pronoun agreement; sentence parts; sentence patterns; sentence boundaries; and mechanics. This course may also be offered via distance learning. Pass/No Pass Option.
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

**English as a Second Language Course Sequence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 930CC A</td>
<td>ESL for Childcare Part I</td>
<td>3</td>
</tr>
<tr>
<td>ESL 940CC</td>
<td>ESL for Students of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ESL 930CC B</td>
<td>ESL for Childcare Part II</td>
<td>3</td>
</tr>
<tr>
<td>ESL 930PL</td>
<td>Basic Pronunciation and Listening</td>
<td>3</td>
</tr>
<tr>
<td>ESL 930LS</td>
<td>High Beginning Listening and Speaking</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 930GW</td>
<td>High Beginning Grammar and Writing</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 930RV</td>
<td>High Beginning Reading &amp; Vocabulary</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 940LS</td>
<td>Low Intermediate Listening and Speaking</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 940GW</td>
<td>Low Intermediate Grammar and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ESL 940RV</td>
<td>Low Intermediate Reading &amp; Vocabulary</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 950PL</td>
<td>Intermediate Pronunciation and Listening</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 950LS</td>
<td>Intermediate Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ESL 950G</td>
<td>Intermediate Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ESL 950RW</td>
<td>Intermediate Reading &amp; Writing</td>
<td>5</td>
</tr>
<tr>
<td>ESL 960PL</td>
<td>High Intermediate Pronunciation and Listening</td>
<td>3.5</td>
</tr>
<tr>
<td>ESL 960LS</td>
<td>High Intermediate Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ESL 960G</td>
<td>High Intermediate Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ESL 960RW</td>
<td>High Intermediate Reading &amp; Writing</td>
<td>5</td>
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<tr>
<td>ESL 970AM</td>
<td>Accent Modification</td>
<td>3</td>
</tr>
<tr>
<td>ESL 970LS</td>
<td>Advanced Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ESL 970G</td>
<td>Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ESL 970RW</td>
<td>Advanced Reading &amp; Writing</td>
<td>5</td>
</tr>
</tbody>
</table>

**Skills Development Lab**

- ESL 900-906: 0.5 unit each
FIRE PROTECTION TECHNOLOGY (FPT)

DIVISION: Applied Science
DEPARTMENT: Fire Protection Technology
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
DEPT CHAIR: Rod Pavao
PHONE: 408-855-5391
MAIN: 408-855-5374
INFO: 408-855-5375
COUNSELING: 408-855-5030

FIRE PROTECTION TECHNOLOGY

The fire service is one of the most dynamic employers in the country. This program is designed to provide the student with updated skills and knowledge necessary to complete and successfully apply for fire service careers.

The curriculum serves as an in-service program as well as a pre-employment program for students seeking employment or advancement in the profession of fire fighting and fire prevention technology.

Student Learning Outcomes:

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

Upon successful completion of courses in Fire Protection Technology students will be able to:

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

Career Options:

• Firefighter
• Plan Checker
• Firefighter I
• Firefighter II
• Inspector
• Fire Marshal
• Investigator
• Supervision
• Manager

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

Highlights:

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

FIRE PROTECTION TECHNOLOGY - AS Degree:

FPT 65-Emergency Medical Technician:

• To provide the knowledge and skills necessary to perform as an EMT at the scene of an incident or emergency.
• To provide the knowledge and skills necessary to become certified as an Emergency Medical Technician.

FIRE PROTECTION TECHNOLOGY - A.S. Degree:

Mission College classes that meet the educational requirements for a Firefighter I certification as defined by the office of the State Fire Marshal.

Educational Requirements for Firefighter I:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 051</td>
<td>Fire Protection Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 061</td>
<td>Fundamentals of Fire Suppression</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 052*</td>
<td>Fundamentals of Fire Behavior and Control</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 057</td>
<td>Rescue Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 060*</td>
<td>Wildland Fire Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician - I (EMT)</td>
<td>6.0</td>
</tr>
<tr>
<td>FPT 065C</td>
<td>Emergency Medical Technician - I</td>
<td>0.5</td>
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<tr>
<td>FPT 065L</td>
<td>Emergency Medical Technician - I Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>WHP 004D</td>
<td>Firefighter Physical Agility Training</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*May be completed collaboratively while serving in the internship

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

1. Six months as a paid full-time firefighter with a recognized fire agency.
2. Completion of a volunteer training program and sufficient hours in emergency response to satisfy the State Fire Marshal's requirements.
3. Completion of 1100 hours of volunteer firefighting through the Mission College Internship program.

FIRE PROTECTION TECHNOLOGY - A.S. Degree:

The Fire Technology program is designed to provide educational opportunities to persons who are seeking employment or advancement in public or private fire protection agencies as well as persons who are pursuing a four-year degree in Fire Administration or Fire Protection Engineering. The courses will not only prepare the student for an entry-level position in one of the several areas concerned with safeguarding and preserving human life and property against fire and disaster, but will also increase the student's potential for advancement.

Core Curriculum Courses (Required)

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

Plus 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 057</td>
<td>Rescue Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 058</td>
<td>Fire Apparatus and Equipment</td>
<td>2.0</td>
</tr>
<tr>
<td>FPT 059</td>
<td>Firefighting Tactics &amp; Strategy</td>
<td>2.0</td>
</tr>
<tr>
<td>WHP 004D</td>
<td>Fitness: Fire Agility Training</td>
<td>2.0</td>
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<tr>
<td>FPT 060</td>
<td>Wildland Fire Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 061</td>
<td>Fundamentals of Fire Suppression</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician - I</td>
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<tr>
<td>FPT 065C</td>
<td>EMT I</td>
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<tr>
<td>FPT 065L</td>
<td>EMT I Lab</td>
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<td>FPT 075</td>
<td>Emergency Response Training</td>
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<td>FPT 180</td>
<td>Emergency Medical Technician I Recertification</td>
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<tr>
<td>FPT 180A</td>
<td>EMT Recertification Part I (MCTV)</td>
<td>1.0</td>
</tr>
<tr>
<td>FPT 180B</td>
<td>EMT Recertification Part II (MCTV)</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: .......................... 31.0
Emergency Medical Technician - I - Certification
FPT 65, FPT 65C and FPT 65L meet the educational requirements for certification as an EMT-I as specified in the regulations of the State of California Emergency Medical Services. Eligibility for this core course requires successful completion of CPR for the Professional Rescuer available through the American Red Cross, Healthcare Provider CPR through the American Heart Association or Mission College. Students must show proof of CPR certification in the first two weeks of their EMT class.

FIRE PROTECTION TECHNOLOGY (FPT)

051 • FIRE PROTECTION ORGANIZATION 3.0 units
Total Lecture 54 hours
Advisory: MATH 903
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 strategy and tactics. Pass/No Pass Option.

052 • FIRE BEHAVIOR AND COMBUSTION 3.0 units
Total Lecture 54 hours
Advisory: MATH 903
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.

053 • FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 units
Total Lecture 54 hours
Advisory: FPT 052 and MATH 903
Acceptable for credit: California State University
Portable fire extinguishing equipment including inspection and maintenance procedures; fundamentals of design and operation of various types of sprinkler systems; fundamentals of design and operation of special hazard protection systems and associated fire detection and signaling systems; water supply requirements for standpipe, sprinkler and other fire protection systems. Pass/No Pass Option.

054 • BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 units
Total Lecture 54 hours
Advisory: FPT 051 and MATH 903
Acceptable for credit: California State University
Theory and fundamentals of fire protection; fire protection laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; water requirements for fire protection; public and private fire protection systems; fire protection requirements for buildings, special occupancies and open areas. Pass/No Pass Option.

055 • FIRE PREVENTION TECHNOLOGY 3.0 units
Total Lecture 54 hours
Advisory: FPT 051 and MATH 903
Acceptable for credit: California State University
Organization and function of fire prevention; fire and life safety inspections; utilization of the Uniform Fire Code and related standards in determining requirements for fire safety; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention; firefighter’s responsibility in determining the cause of fire. Required for application to the Fire Technology Internship Program. Pass/No Pass Option.

056 • HAZARDOUS MATERIALS TECHNOLOGY 3.0 units
Total Lecture 54 hours
Advisory: FPT 052 and MATH 903
Acceptable for credit: California State University
This course provides an in-depth study of materials presenting special problems in fire fighting operations; laws and standards involved in the storage and handling of hazardous chemicals and substances; the identification of hazardous materials; and the handling procedures and practices for emergencies involving corrosive water reactive, toxic, explosive and radio-active materials. Pass/No Pass Option.

057 • RESCUE PRACTICES 3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: FPT 051
Acceptable for credit: California State University
This course is a lecture and lab class in technical and manipulative skill training in rescue procedures, including patient examination and medical interventions; poison and environmental emergencies; multiple casualties and triage; performing manual lifts and carries; low angle and confined space rescue; hazardous materials awareness and decontamination procedures; improvising and providing transportation; extrication procedures. Materials Fee. Pass/No Pass Option.

060 • WILDLAND FIRE TECHNOLOGY 3.0 units
Total Lecture 27 hours, Total Lab 81 hours
Acceptable for credit: California State University
This course focuses on the organizational skills necessary for wildland fire protection. The minimum safety equipment required for the field evolutions consists of an OSHA approved helmet with chin strap, impact goggles and leather gloves. Materials Fee. Pass/No Pass Option.

061 • FUNDAMENTALS OF FIRE SUPPRESSION 3.0 units
Total Lecture 27 hours, Total Lab 81 hours
Advisory: WHP 004D
Acceptable for credit: California State University
Manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and hitches; identification, actuation and employment of portable fire service extinguishers; donning and testing of protective breathing apparatus; basic hose evolutions; laying multiple lines; operating hose lines above and below street level; fire service ladder evolutions; basic salvage and overhaul techniques. Safety equipment required. Uniform required. Materials Fee. Pass/No Pass Option.

065 • EMERGENCY MEDICAL TECHNICIAN I THEORY 6.0 units
Total Lecture 108 hours
Prerequisite: AH 011, or American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065L and FPT 065C
Acceptable for credit: California State University
This EMT-I training program is designed to prepare individuals to render 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 on October 10, 2004. Students must also successfully complete FPT 065L and FPT 065C concurrently with FPT 065 to be eligible for certification. Materials Fee. Grade Only.

065C • EMERGENCY MEDICAL TECHNICIAN I 0.5 units
Total Lab 27 hours,
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065, FPT 065L or FPT 190
The purpose of this EMT-I training course is to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician – I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. This course allows the student to experience “hands-on” skills while caring for patients under the supervision of a preceptor. The student will need to show proof of a current T.B. skin test (<6 months ago), either immunizations for or blood tests for the following: rubella, rubella/varicella, Hepatitis B, tetanus. Students may retake this course to gain an expanded educational experience. Students enrolled in this class must attend an orientation and scheduling meeting. Students must successfully complete concurrently FPT 065 and FPT 065L to be eligible for certification. If an EMT-I Course Completion Certificate was previously awarded by Mission College this course can be taken alone. May be repeated three times. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

065L • EMERGENCY MEDICAL TECHNICIAN LAB  1.5 units
Total Lab 81 hours
Advisory: MATH 903
Prerequisite: AH 011 American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065 and FPT 065C
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the skills laboratory requirements at the mandated instructor: student ratio of 1:10 for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. May be repeated two times. Materials Fee. Pass/No Pass Option.

073 • FIRE GROUND HYDRAULICS  2.0 units
Total Lecture 36 hours
Prerequisite: Firefighter 1 Certification requirements or equivalent. Acceptable for credit: California State University
Principles of hydraulics; hydraulic measurements; engine and hose appliance calculations; calculate discharge and velocity of flow; determine engine and nozzle pressures in field situations. Pass/No Pass Option.

180 • EMT I - REFRESHER  2.0 units
Total Lecture 36 hours
Advisory: MATH 903
Prerequisite: AH 011 American Heart Association BLS for the Healthcare Provider or equivalent.
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the refresher course requirements for recertification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. May be repeated three times. Materials Fee. Pass/No Pass Option.

FOREIGN LANGUAGES

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

DIVISION: Liberal Studies
DEPARTMENT: Foreign Languages
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Dr. Monica Rivas
PHONE: 408-855-5282
COUNSELING: 408-855-5030

Mission College offers courses in Arabic, Chinese, French, Italian, Japanese, Latin, Portuguese, Russian, Spanish and Vietnamese. Emphasis is placed on practical application of the language for effective communication.

Student Learning Outcomes:
The Foreign Language Department offers courses in Arabic, Chinese, French, Italian, Japanese, Latin, Portuguese, Russian, Spanish, and Vietnamese. Emphasis is placed on practical application of the language for effective communication.

Learning Outcomes:
Upon completion of a Foreign Language program, students at Mission College will be able to communicate at the respective level on common daily topics, and to recognize the significance of major historic and cultural topics. Within the context of the vocabulary and structures presented in each course, students will be able to:
- Demonstrate comprehension by responding appropriately to written and spoken expressions of the target language according to the level of study;
- Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language;
- Express ideas clearly and accurately in writing according to the level of study;
- Develop and demonstrate ability to value diverse cultural aspects and global awareness;
- Customize the mode of communication appropriate to the specific audience.

Students will demonstrate their progress and mastery through oral and written tests, quizzes, and projects.

Career Options:
- Airlines/Travel
- Bilingual Education
- Banking
- Consular/Junior Foreign Service
- Foreign Language Teacher
- Import & Export
- Intelligence/Military Service
- International Business
- Police Work
- Social Service
- Social Security Officer
- Teacher’s Aide
- Tourism
- Translator/Interpreter
- Real Estate
- RS/State Franchise Tax Board

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

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

<table>
<thead>
<tr>
<th>ARABIC (ARAB)</th>
<th>050A • Beginning Conversational Arabic and Culture</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 54 hours</td>
<td>Acceptable for credit: California State University</td>
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</tr>
<tr>
<td>This course is designed for students without previous experience, desiring a basic, practical conversational approach to learning a language. This course emphasizes conversational skills and vocabulary building with basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Arab and Arabic-language speaking countries customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>CHINESE (CHIN)</th>
<th>050A • Basic Conversational Chinese (Mandarin) and Culture</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 54 hours</td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td>This is a continuation of ARAB 050A and is designed to improve students' practical conversational and language skills, to increase their vocabulary and knowledge of basic grammar rules, and to add to their knowledge of the culture and traditions of Arabic-speaking countries. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Option.</td>
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<table>
<thead>
<tr>
<th>ARABIC (ARAB)</th>
<th>050B • Beginning Conversational Arabic and Culture</th>
<th>3.0 units</th>
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<tbody>
<tr>
<td><strong>Total Lecture:</strong> 54 hours</td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td>This course is a continuation of ARAB 050A and is designed to improve students' practical conversational and language skills, to increase their vocabulary and knowledge of basic grammar rules, and to add to their knowledge of the culture and traditions of Arabic-speaking countries. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Option.</td>
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<table>
<thead>
<tr>
<th>CHINESE (CHIN)</th>
<th>050B • Basic Conversational Chinese (Mandarin) and Culture</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 54 hours</td>
<td>Advisory: CHIN 050A</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: California State University</td>
<td>This course is a continuation of Chinese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. They will add to the knowledge and understanding of customs and traditions in Chinese-speaking cultures. A variety of audio-visual materials will be used in the presentation of the course. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>FRENCH (FRNCH)</th>
<th>001 • First Semester French (Elementary Level)</th>
<th>5.0 units</th>
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<tbody>
<tr>
<td><strong>Total Lecture:</strong> 90 hours</td>
<td>Corequisite: FRNCH 001</td>
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<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td>The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>FRENCH (FRNCH)</th>
<th>005 • Fifth Semester French (Advanced Level)</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 90 hours</td>
<td>Prerequisite: FRNCH 004 or its equivalent</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td>FRNCH 005 is a continuation of FRNCH 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>FRENCH (FRNCH)</th>
<th>002 • Second Semester French (Elementary Level)</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 90 hours</td>
<td>Prerequisite: FRNCH 001 or its equivalent (2 years of high school French)</td>
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</tr>
<tr>
<td>Corequisite: FRNCH 002L</td>
<td>This is a laboratory course, offered in the Foreign Language Center or online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is required for students enrolled in FRNCH 001, and is designed to further enhance class material. FRNCH 001L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<th>FRENCH (FRNCH)</th>
<th>004 • Fourth Semester French (Intermediate Level)</th>
<th>5.0 units</th>
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<tbody>
<tr>
<td><strong>Total Lecture:</strong> 90 hours</td>
<td>Prerequisite: FRNCH 003 or its equivalent</td>
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<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td>FRNCH 004 is a continuation of FRNCH 003. The students continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>FRENCH (FRNCH)</th>
<th>005 • Fifth Semester French (Advanced Level)</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lecture:</strong> 90 hours</td>
<td>Prerequisite: FRNCH 004 or its equivalent</td>
<td></td>
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<tr>
<td>Acceptable for credit: University of California, California State University</td>
<td>FRNCH 005 is a continuation of FRNCH 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.</td>
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<tr>
<th>FRENCH (FRNCH)</th>
<th>001L • French Laboratory</th>
<th>0.5 Unit</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Lab 27 hours</strong></td>
<td>Advisory: Concurrent enrollment in FRNCH 001 is advisable. Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>This is a laboratory course, offered in the Foreign Language Center or online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is required for students enrolled in FRNCH 001, and is designed to further enhance class material. FRNCH 001L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.</td>
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<thead>
<tr>
<th>CHINESE (CHIN)</th>
<th>002L • French Laboratory</th>
<th>0.5 Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Lab 27 hours</strong></td>
<td>Advisory: FRNCH 002 Concurrent enrollment in FRNCH 002 is advisable. Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>This is a laboratory course, offered in the Foreign Language Center or online. Students review the cultures of French-speaking countries through films, current publications, and Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is required for students enrolled in FRNCH 001, and is designed to further enhance class material. FRNCH 002L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.</td>
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</table>
### FOREIGN LANGUAGES

**006 • SIXTH SEMESTER FRENCH (ADVANCED LEVEL)** 5.0 units  
Total Lecture 90 hours  
Prerequisite: FRNCH 005 or its equivalent  
Acceptable for credit: University of California, California State University  
FRNCH 006 is a continuation of FRNCH 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.

### 042 • FRENCH CULTURAL EXPERIENCE 3.0 units  
Total Lecture 54 hours  
Acceptable for credit: California State University  
French 42 is a two-part course consisting of preparation for and including a study tour of France. In the orientation part of the course, students learn the fundamentals of French pronunciation and receive an introduction to the French language, geography, and culture. Students will research contemporary customs and the locations to be visited. On-location instruction will include lectures on French history and art and French language practice. Pass/No Pass Option.

### 050A • BASIC CONVERSATIONAL FRENCH AND CULTURE 3.0 units  
Total Lecture 54 hours  
Acceptable for credit: California State University  
Designed for those desiring a basic, practical conversational approach to learning a language. Emphasis is on conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Pass/No Pass Option.

### 050B • BASIC CONVERSATIONAL FRENCH AND CULTURE 3.0 units  
Total Lecture 54 hours  
Acceptable for credit: California State University  
This course is a continuation of French 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option.

### 051A • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE 3.0 units  
Total Lecture 54 hours  
Advisory: FRNCH 050A  
Acceptable for credit: California State University  
Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Pass/No Pass Option.

### 051B • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE 3.0 units  
Total Lecture 54 hours  
Advisory: FRNCH 051A  
Acceptable for credit: California State University  
This course is a continuation of French 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option.

### 058A • FRENCH IMMERSSION RETREAT 3.0 units  
Total Lecture: 36 hours, Total Lab 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Prequisite: FRNCH 001A or demonstrate appropriate competency  
Acceptable for credit: California State University  
French 058A is designed to give students the opportunity to be in a French-speaking environment for a prolonged period of time, (i.e. Friday pm through Sunday pm) at an off-campus site that has appropriate facilities. Students are required to speak only French during this extended period. Students pay Mission College tuition and fees as well as an additional fee to cover food, lodging, and other expenses. Each student must successfully complete a series of out-of-class assignments appropriate to his/her level of knowledge prior to the immersion weekend and a post-weekend assignment. There will be a mandatory Saturday or weekday-evening meeting early in the semester prior to the immersion weekend and a post immersion weekend meeting. This course may be offered via distance learning. Pass/No Pass Option.

### 062 • INTRODUCTION TO THE CULTURE OF FRANCE 2.0 units  
Total Lecture: 36 hours  
Acceptable for credit: California State University  
A multi-disciplinary introduction to the culture of France (taught in English). Topics include the regions of France, French food and wines, a brief introduction to the French language, Paris, French art, the French character, and business customs. Of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Pass/No Pass Option.

### ITALIAN (ITAL)

### 001 • FIRST SEMESTER ITALIAN 5.0 Units  
Total Lecture 90 hours  
Corequisite: ITAL 001L  
Acceptable for credit: University of California, California State University  
Students acquire the basic skills for communication in Italian: listening, speaking, reading, and writing. Students are exposed to a general overview of Italian civilization and culture. This course may be offered via distance learning. Pass/No Pass Option.

### 001L • ITALIAN LABORATORY 0.5 unit  
Total Lab 27 hours  
Acceptable for credit: California State University  
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Italy through a variety of media. The student will be exposed to the Italian culture through films, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in Italian 001, and is designed to further enhance course material. Italian 001L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated once for credit. Pass/No Pass Option.

### 002 • SECOND SEMESTER ITALIAN 5.0 Units  
Total Lecture 90 hours  
Prequisite: ITAL 001  
Corequisite: ITAL 002L  
Acceptable for credit: California State University  
ITAL 002 is a continuation of ITAL 001. The student acquires additional skills for communication in Italian: listening, speaking, reading, and writing. The student is exposed to a general overview of Italian civilization and culture. Pass/No Pass Option.
002L • ITALIAN LABORATORY  
0.5 Unit
Total Lab 27 hours
Acceptable for credit: California State University

This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to reinforce grammar skills and present the culture of Italy through a variety of media. The student will be exposed to the Italian culture through DVDs, current publications, Internet research and listening activities. Students may also use language computer programs to improve skills and reinforce grammar knowledge. This course is a requirement for students enrolled in ITAL 002, and is designed to further enhance course material. ITAL 002L may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option.

050A • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE  
3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University

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

050B • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE  
3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University

This course is a continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation and culture in a variety of audio-visual materials and simulated situations. Pass/No Pass Option.

051A • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE  
3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University

Advisory: ITAL 050A

Students will enhance their ability to express themselves orally in Italian. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Italian while furthering their knowledge of the customs and culture of Italy. Pass/No Pass Option.

051B • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE  
3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University

This course is a continuation of Italian 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Italian grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option.

JAPANESE (JPNS)

001 • JAPANESE 1  
5.0 units
Total Lecture 90 hours
Acceptable for credit: University of California, California State University

The student will learn the fundamentals of Japanese grammar, pronunciation, and two written syllabary systems, Hiragana and Katakana, and be able to converse on a limited scale on topics of everyday importance. He/she will be able to understand spoken and written (primarily Romanized) Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to the basics of Japanese culture. Pass/No Pass Option.

002 • SECOND SEMESTER JAPANESE  
5.0 units
Total Lecture 90 hours
Prerequisite: JPNS 001 or its equivalent (2 years of high school Japanese)
Corequisite: JPNS 002L
Acceptable for credit: University of California, California State University

Japanese 002 is a continuation of Japanese 001. The student will acquire the basic skills for communication in Japanese: listening, speaking, reading, and writing. Student will be exposed to a general overview of Japanese civilization and culture. Pass/No Pass Option.

003A • INTERMEDIATE JAPANESE 1  
3.0 units
Total Lecture 54 hours
Prerequisite: JPNS 001A and JPNS 002 or equivalent
Acceptable for credit: University of California, California State University

Japanese 003A is a continuation of Japanese 002 and is the first in the series of four, 3-credit, second-year Japanese language courses. The student will continue to develop proficiency in Japanese oral and written language skills through the study of new vocabulary and idioms, more advanced grammar structures; and mastery of the Japanese written scripts, including new Kanji characters. Course activities will emphasize self-expression in speaking and writing on topics of everyday importance to demonstrate understanding of newly learned language skills and historical/cultural topics. Pass/No Pass Option.

003B • INTERMEDIATE JAPANESE 1  
3.0 units
Total Lecture 54 hours
Prerequisite: JPNS 003A or its equivalent (3 years of high school Japanese)
Acceptable for credit: University of California, California State University

Japanese 003B is a continuation of Japanese 003A and is the second in the series of four, 3-credit, second-year Japanese language courses. The student will continue to develop proficiency in Japanese oral and written language skills through the study of new vocabulary and idioms; more advanced grammar structures; and mastery of the Japanese written scripts, including new Kanji characters. Course activities will emphasize self-expression in speaking and writing on topics of everyday importance to demonstrate understanding of newly learned language skills and historical/cultural topics. Pass/No Pass Option.

004A • INTERMEDIATE JAPANESE 002  
3.0 units
Total Lecture 54 hours
Prerequisite: ENGL 001A and READ 053
Acceptable for credit: University of California - pending, California State University

This is the second-half of a second year level course in the Japanese language program. This course emphasizes the development of advanced skills in listening, speaking, reading and writing. Students learn about culture, history, and geography of Japan as well. Pass/No Pass Option.
## FOREIGN LANGUAGES

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

### JAPANESE LAB

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>011A</td>
<td>JAPANESE LAB</td>
<td>0.5</td>
<td>27 lab</td>
<td>This is a separate lab course, offered by arrangement at the student's convenience, which aims to present the culture of Japan through a variety of media. Students will review the customs and culture of Japan through slides, filmsstrips, audio and videotapes, films, books, and current publications. Students may also use the Japanese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides an excellent supplement to Japanese 1A. It may be taken independently, however, by student's not enrolled in a foreign language course as many cultural materials have texts in both English and Japanese. May be repeated one time for credit. Pass/No Pass Option.</td>
</tr>
<tr>
<td>011B</td>
<td>JAPANESE LAB</td>
<td>0.5</td>
<td>27 lab</td>
<td>This course is a continuation of Japanese 1A, although Japanese 1A is not a prerequisite. The student will expand his/her knowledge of the culture or language of Japan through further use of slides, filmsstrips, audio and video tapes, films, books, and current publications. Tapes and programs providing Japanese language and pronunciation drills are also available. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 1B. Like Japanese 1A, it may be taken independently by students not studying Japanese who are interested in travel or expanding their knowledge of the culture and customs of Japan. May be repeated one time for credit. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

### BEGINNING CONVERSATIONAL JAPANESE AND CULTURE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>050A</td>
<td>BEGINNING CONVERSATIONAL JAPANESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics on everyday life in Japan today (food, customs and traditions, the family, etc.) will be presented through lectures, reading assignments and videos. Pass/No Pass Option.</td>
</tr>
<tr>
<td>050B</td>
<td>BEGINNING CONVERSATIONAL JAPANESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>A continuation of Japanese 1A, although Japanese 1A is not a prerequisite. The student will expand his/her knowledge of the culture or language of Japan through further use of slides, filmsstrips, audio and video tapes, films, books, and current publications. Tapes and programs providing Japanese language and pronunciation drills are also available. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 1B. Like Japanese 1A, it may be taken independently by students not studying Japanese who are interested in travel or expanding their knowledge of the culture and customs of Japan. May be repeated one time for credit. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

### SECOND YEAR JAPANESE LANGUAGE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>099W</td>
<td>SECOND YEAR JAPANESE LANGUAGE</td>
<td>3.0</td>
<td>(Experimental Course)</td>
<td>Intermediate Japanese is designed for the Japanese Language student who has successfully completed a one-year course mastering basic Japanese reading, writing, and speaking skills. The student will continue to develop intermediate-level language skills by learning new vocabulary, Kanji (Chinese pictographs), sentence structures, idioms, and cultural factors affecting oral and written communication. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

### LATIN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>ELEMENTARY LATIN</td>
<td>3.0</td>
<td>54 lecture</td>
<td>This course is designed for students without previous experience and provides an introduction to basic vocabulary, grammar, and idiomatic sentence structure of classic Latin and development of reading and translation skills. This course will create a better understanding of English word formation, history, literature, mythology and philosophy of the Roman world. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

### PORTUGUESE (PORTG)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>049A</td>
<td>PORTUGESE FOR THE PORTUGUESE-SPEAKING</td>
<td>3.0</td>
<td>54 lecture</td>
<td>Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. The living conditions, modern culture, and traditions of Portugal and Brazil will also be introduced. Pass/No Pass Option.</td>
</tr>
<tr>
<td>050A</td>
<td>BASIC CONVERSATIONAL PORTUGUESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>This course is designed for those whose first language is Portuguese. Emphasis is on more comparison between Azorean, Peninsular, and Brazilian Portuguese. Included will be additional study of the accomplishments of the Portuguese in the United States, some translations from Portuguese to English and readings in Portuguese and Brazilian literature. Pass/No Pass Option.</td>
</tr>
<tr>
<td>050B</td>
<td>BASIC CONVERSATIONAL PORTUGUESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>A continuation of Portuguese 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.</td>
</tr>
<tr>
<td>051A</td>
<td>INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>This course is a continuation of Portuguese 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.</td>
</tr>
<tr>
<td>051B</td>
<td>INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE</td>
<td>3.0</td>
<td>54 lecture</td>
<td>This course is a continuation of PORTG 51A. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include instruction in various aspects of Portuguese and Brazilian traditions and culture. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>
FOREIGN LANGUAGES

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

RUSSIAN (RUSS)

040 • BEGINNING CONVERSATIONAL RUSSIAN AND CULTURE 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
Designed for students without previous experience, desiring a basic, practical conversational approach to learning a language, this course emphasizes conversational skills and vocabulary building with a basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Russian customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. Pass/No Pass Option.

SPANISH (SPAN)

001 • FIRST SEMESTER SPANISH (ELEMENTARY SPANISH) 5.0 units
Total Lecture 90 hours
Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
The student acquires the basic skills for communication in Spanish: listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. Pass/No Pass Option.

001L • FIRST SEMESTER SPANISH LABORATORY 0.5 unit
Total Lab 27 hours
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about the cultures of Spanish-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in SPAN 001, or may be taken independently by students who are not enrolled in a foreign language course. May be repeated one time. This course may be offered via distance learning. Pass/No Pass Option.

002 • SECOND SEMESTER SPANISH (ELEMENTARY LEVEL) 5.0 units
Total Lecture 90 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: SPAN 001
Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
SPAN 002 is a continuation of SPAN 001. The student continues to develop basic skills for communication in Spanish: Listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. Pass/No Pass Option.

002L • SECOND SEMESTER SPANISH LABORATORY 0.5 Unit
Total Lab 27 hours
Advisory: SPAN 002
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about the cultures of Spanish-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in SPAN 002, or may be taken independently by students who are not enrolled in a foreign language course. May be repeated 1 time. This course may be offered via distance learning. Pass/No Pass Option.

003 • THIRD SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
Total Lecture 90 hours
Prerequisite: SPAN 002 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 003 is a continuation of SPAN 002. Students will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary building exercises, culturally authentic dialogues, readings, and multimedia studies in Hispanic civilization, traditions, customs, and values. Pass/No Pass Option.

004 • FOURTH SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
Total Lecture 90 hours
Prerequisite: SPAN 003 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 004 is a continuation of SPAN 003. The student will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Hispanic civilization. Pass/No Pass Option.

005 • FIFTH SEMESTER SPANISH (ADVANCED LEVEL) 5.0 units
Total Lecture 90 hours
Prerequisite: SPAN 004 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 005 is a continuation of SPAN 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.

006 • SIXTH SEMESTER SPANISH (ADVANCED LEVEL) 5.0 units
Total Lecture 90 hours
Prerequisite: SPAN 005 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 006 is a continuation of SPAN 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Pass/No Pass Option.

049A • SPANISH FOR NATIVE SPEAKERS 3.0 Units
Total Lecture 54 hours
Advisory: This course is designed for the Native Spanish speaker and is taught in Spanish. Eligibility for ENGL 001A and READ 053.
Acceptable for credit: California State University
SPAN 049A is taught in Spanish and is intended for Spanish speaking individuals who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Latino culture. Pass/No Pass Option.

050A • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 Units
Total Lecture 54 hours
Prerequisite: SPAN 004 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 050A is a continuation of SPAN 004. The student 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. Pass/No Pass Option.

050B • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Total Lecture 54 hours
Advisory: SPAN 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Hispanic countries will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.

051A • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Total Lecture 54 hours
Advisory: SPAN 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Pass/No Pass Option.
FOREIGN LANGUAGES

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

051B • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units
Total Lecture 54 hours
Advisory: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Spanish 51A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Pass/No Pass Option.

052A • BASIC MEDICAL SPANISH 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course provides students with instruction in Spanish language medical terminology which may be needed by hospital, police, and/or fire personnel. It is designed for those desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. A variety of audio-visual aids will be used in the presentation of this course. Pass/No Pass Option.

VIETNAMESE (VIET)

001 • FIRST SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units
Total Lecture 90 hours
Advisory: Eligibility for ENGL 001A and READ 053
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 all of the six tones of this language with an acceptable level of accuracy. The course emphasizes listening, speaking, reading, and writing. Pass/No Pass Option.

001L • VIETNAMESE LABORATORY 0.5 unit
Total Lab 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Vietnam through a variety of media. The student reviews the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides a supplement to Vietnamese 002. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Pass/No Pass Option.

002 • SECOND SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units
Total Lecture 90 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: VIET 001
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. Pass/No Pass Option.

002L • VIETNAMESE LABORATORY 0.5 unit
Total Lab 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of Vietnam through a variety of media. The student reviews the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides a supplement to Vietnamese 002. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Pass/No Pass Option.

049A • VIETNAMESE FOR THE VIETNAMESE-SPEAKING 3.0 units
Total Lecture 54 hours
Prerequisite: VIET 049A
Acceptable for credit: University of California, California State University
This course is designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. This course will be taught primarily in Vietnamese Grade Only.

049B • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course presents a comparison between the Vietnamese spoken in the U.S. and that spoken by Vietnamese. Emphasis is on study of Vietnamese culture, society, and history. This course will also include the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course will be taught primarily in Vietnamese. Pass/No Pass Option.

050A • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

050B • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is a continuation of Vietnamese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Vietnam will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

GEOGRAPHY (GEOG)

DIVISION: Liberal Studies
DEPARTMENT: Geography
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Wenxian Xu
PHONE: 408-855-5273
COUNSELING: 408-855-5530

The study of Geography investigates the spatial variation in natural and human phenomena such as climate, landforms, vegetation, cultural diversity, and resource utilization. Geographers use this understanding to explain the character of regions; to ascertain the ways in which humans, historical and contemporary, have utilized and shaped the earth's surface; and to predict future patterns and interactions between humans and the natural environment. The Mission program is particularly concerned with (a) the Pacific Rim; (b) the non-industrial world and (c) the physical and cultural diversity of California, and their mutual interactions in an era of increasing mental limitations.

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

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

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

GEOGRAPHY (GEOG)

001 • INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. Pass/No Pass Option.

002 • INTRODUCTION TO CULTURAL GEOGRAPHY 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and exploration of changes and/or lack of changes made on the earth’s surface by human cultures. Pass/No Pass Option.
Global Studies is an interdisciplinary approach to increasing knowledge and understanding of modern global society and events. An understanding of the world’s social, political, economic and natural systems, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as global citizens.

Student Learning Outcomes:

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

Through the subject matter and activities presented in each course, graduates from the Global Studies program will be able to:

• Analyze major global challenges superseding the diverse traditions, values and practices in existence
• Identify varying worldviews on the same issues and occurrences
• Differentiate multiple perspectives affecting behaviors and decisions
• Explain how/why the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
• Describe core civic values which generate socially responsible behavior at both local and global levels
• Explain the interconnectedness of global decisions and events
• Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts

Student ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

Highlights:

• Study abroad, international internships and service learning opportunities
• Faculty with international living experience and an interdisciplinary approach to learning and teaching
• Innovative courses
• Core courses fulfill general education requirements and are CSU and UC transferable.

Academic Preparation and Career Options:

Global Studies is designed to help students comprehend diverse global perspectives and values so that they will be better prepared to deal with the problems and issues facing the human race. Although it is a fairly new concentration of study, more and more colleges and universities are establishing departments and making global literacy a mandatory requirement for an undergraduate degree. Being globally literate and competent allows students flexibility in deciding career opportunities in many areas, some of which include:

• Administration
• Communications
• Counseling
• Design
• Diplomacy
• Economics
• Education
• Entertainment
• Environmentalism
• International News
• Foreign Service
• Future Studies
• Global Technologies
• Human Rights
• Import/Export
• International Business
• International Law
• International Marketing
• Management
• Negotiations
• Peace Studies
• Politics
• Public Policy
• Social Justice
• Social Services
• Theater
• Tourism
• Trade
• World Health

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

Global Studies and Academic Requirements:

For transfer students to the University of California and California State University:

The following two Global Studies courses meet the Area 4 - Social and Behavior Sciences requirement for the University of California, Social Sciences requirement for California State University, and the Social and Behavioral Sciences/Series 2 requirement for the A.A. degree:

• GLOBL 1/SOC SC 1 - Global Perspectives
• GLOBL 2/SOC SC 2 - Global Issues
Global Studies - Certificate of Achievement

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

Core Curriculum Course (Required)  
GLOBL/SOC SC 001 Global Perspectives ........................................... 3.0
GLOBL/SOC SC 002 Global issues .................................................................. 3.0

Foreign Language  
BIOASC 025 Environmental Biology .......................................................... 3.0
BUS 010 Global Business ............................................................................... 3.0

People and Culture – Choose one:  
ANTHR 003 Cultural Anthropology ........................................................... 3.0
GEOG 002 Cultural Geology ........................................................................ 3.0
COMM 012 Intercultural Communication .................................................... 3.0

History and Humanities-choose one:  
HIST 004B History of Western Civilization ................................................ 3.0
HIST 033 Women’s Issues Past and Present ................................................ 3.0
HUMAN 001B Human Values in and from the Arts ..................................... 3.0
ENGL 006B World Literature ........................................................................ 3.0

Politics – Choose one:  
POLIT 002 Comparative Political System .................................................. 3.0
POLIT 004 International Relations ............................................................... 3.0

Plus 3 units from the following:  
ANTHR 003 Cultural Anthropology ........................................................... 3.0
ART 001AB Survey of Western Art .............................................................. 3.0 each
ART 001C Survey of Asian, African, Native American and Oceanic Art ....... 3.0
BIOASC 030 Rainforest Ecology .................................................................. 3.0
COMM 012 Intercultural Communication .................................................... 3.0
ECON 001AB Principles of Macroeconomics ............................................ 3.0 each
ENGL 006AB World Literature ..................................................................... 3.0 each
ENGL 043 Classical Mythology ..................................................................... 3.0

Foreign Language  
GEOG 001 Physical Geography .................................................................. 3.0
GEOG 002 Cultural Geography ................................................................... 3.0
GLOBL/SOC SC 003 Intro to Peace Studies .................................................. 3.0
GLOBL/SOC SC 004 The Developing World ................................................ 3.0

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

HIST 006 The Middle East ........................................................................... 3.0
HIST 018 Introduction to Latin America History ........................................ 3.0
HIST 030 History of South Asia .................................................................... 3.0
HIST 033 Women’s Issues Past & Present .................................................... 3.0
HUMAN 001AB Human Values in and from the Arts ................................ 3.0 each
HUMAN 016A Hispanic Roots and Culture .................................................. 3.0
HUMAN 018 African American Culture & Humanities ............................... 3.0
HUMAN 020 Asian Roots and Culture .......................................................... 3.0
MGMT 116 Global Management .................................................................. 3.0

MKT 060 International Marketing ................................................................. 3.0
MKT 062 Global Exporting and Importing ................................................... 3.0
MKT 066 Global Finance Strategies ............................................................... 3.0
MKT 068 Global Distributors and Agents ..................................................... 3.0
MKT 070 Global Marketing Research ............................................................ 3.0
MKT 072 Marketing Ethics ............................................................................ 3.0
MKT 074 Global Purchasing .......................................................................... 3.0

MKT 082 Global Advertising ......................................................................... 3.0
MKT 088 How to Sell Your Products and Services in Mexico ................. 3.0

PHIL 003 Introduction to Problems in Ethics ............................................... 3.0
PHIL 004 Patterns in Comparative Religions ............................................... 3.0
PHIL 005 Intro. to Political and Social Philosophy ....................................... 3.0
PHIL 008 Intro. To Asian Philosophy ............................................................. 3.0

POLIT 002 Comparative Government .......................................................... 3.0
POLIT 004 International Relations ................................................................. 3.0

SOC 040 Marriage Customs and Sexual Behavior: A Global Perspective ... 3.0

WORKEX 301-304 Occupational Cooperative Work Experience Education ........................................................................ 3.0

WORKEX 301G-303G General Work Experience Education ...................... 3.0

Total Program Certificate Requirements ................................................................................................. 29.0-30.0

Global Studies - Associate in Arts

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

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

Core Curriculum Course (Required)  
GLOBL/SOC SC 001 Global Perspectives ................................................. 3.0
GLOBL/SOC SC 002 Global issues ................................................................. 3.0

Foreign Language  
BIOASC 025 Environmental Biology .......................................................... 3.0
BUS 010 Global Business ............................................................................... 3.0

People and Culture – Choose one:  
ANTHR 003 Cultural Anthropology ........................................................... 3.0
GEOG 002 Cultural Geology ........................................................................ 3.0
COMM 012 Intercultural Communication .................................................... 3.0

History and Humanities-choose one:  
HIST 004B History of Western Civilization ................................................ 3.0
HIST 033 Women’s Issues Past and Present ................................................ 3.0
HUMAN 001B Human Values in and from the Arts ..................................... 3.0
ENGL 006B World Literature ........................................................................ 3.0

Politics – Choose one:  
POLIT 002 Comparative Political System .................................................. 3.0
POLIT 004 International Relations ................................................................. 3.0

Plus 9 units from the following:  
ANTHR 003 Cultural Anthropology ........................................................... 3.0
ART 001AB Survey of Western Art .............................................................. 3.0 each
ART 001C Survey of Asian, African, Native American and Oceanic Art ....... 3.0
BIOASC 030 Rainforest Ecology .................................................................. 3.0
COMM 012 Intercultural Communication .................................................... 3.0
ECON 001A Principles of Macroeconomics .............................................. 3.0
each
ENGL 006AB World Literature ..................................................................... 3.0
each
ENGL 043 Classical Mythology ..................................................................... 3.0

Foreign Language  
GEOG 001 Physical Geography .................................................................. 3.0
GEOG 002 Cultural Geography ................................................................... 3.0
GLOBL/SOC SC 003 Intro to Peace Studies .................................................. 3.0
GLOBL/SOC SC 004 The Developing World ................................................ 3.0

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

HIST 006 The Middle East ........................................................................... 3.0
HIST 018 Introduction to Latin America History ........................................ 3.0
HIST 030 History of South Asia .................................................................... 3.0
HIST 033 Women’s Issues Past & Present .................................................... 3.0
HUMAN 001AB Human Values in and from the Arts ................................ 3.0 each
HUMAN 016A Hispanic Roots and Culture .................................................. 3.0
HUMAN 018 African American Culture & Humanities ............................... 3.0
HUMAN 020 Asian Roots and Culture .......................................................... 3.0
MGMT 116 Global Management .................................................................. 3.0

MKT 060 International Marketing ................................................................. 3.0
MKT 062 Global Exporting and Importing ................................................... 3.0
MKT 066 Global Finance Strategies ............................................................... 3.0
MKT 068 Global Distributors and Agents ..................................................... 3.0
MKT 070 Global Marketing Research ............................................................ 3.0
MKT 072 Marketing Ethics ............................................................................ 3.0
MKT 074 Global Purchasing .......................................................................... 3.0

MKT 082 Global Advertising ......................................................................... 3.0
MKT 088 How to Sell Your Products and Services in Mexico ................. 3.0

PHIL 003 Introduction to Problems in Ethics ............................................... 3.0
PHIL 004 Patterns in Comparative Religions ............................................... 3.0
PHIL 005 Intro. to Political and Social Philosophy ....................................... 3.0
PHIL 008 Intro. To Asian Philosophy ............................................................. 3.0

POLIT 002 Comparative Government .......................................................... 3.0
POLIT 004 International Relations ................................................................. 3.0

SOC 040 Marriage Customs and Sexual Behavior: A Global Perspective ... 3.0

WORKEX 301-304 Occupational Cooperative Work Experience Education ........................................................................ 3.0

WORKEX 301G-303G General Work Experience Education ...................... 3.0

Total Program Certificate Requirements ................................................................................................. 29.0-30.0
001 • GLOBAL PERSPECTIVES 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course introduces the student to the study of global systems and their interdependence. The class discusses the origins and growth of cultural values and technological, political, economic and environmental systems. The students compare and contrast basic world views inherent in these systems as they impact themselves and others as global citizens. This course is also listed as SOCS 001. This course may also be offered via distance learning. Pass/No Pass Option.

002 • GLOBAL ISSUES 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the origins, current dilemmas, and future trends of major issues confronting the global community, such as energy and resource depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence and international inequality. This course is also listed as SOCS 002. This course may also be offered via distance learning. Pass/No Pass Option.

003 • INTRODUCTION TO PEACE STUDIES 3.0 units
Total Lecture: 54 hours
Advisory: GLOBL 001 or GLOBL 002
Acceptable for credit: University of California, California State University
Peace Studies introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered via distance learning. Pass/No Pass Option.

004 • THE DEVELOPING WORLD 3.0 units
Total Lecture: 54 hours
Advisory: GLOBL 001 or GLOBL 002
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the various aspects of development among third world nations. It includes a historical analysis of the underdeveloped regions of the world, as well as a current analysis of issues such as the development of infrastructure, political stability and instability, the development, acquisition and use of new technologies, resolving ethnic conflicts, managing environmental problems, and establishing new roles in a global economy. This course may also be offered via distance learning. Pass/No Pass Option.

005 • GLOBAL FOCUS 3.0 units
Total Lecture: 54 hours
Advisory: GLOBL 001 or GLOBL 002, and 1 yr. of study of foreign language of target country
Acceptable for credit: University of California, California State University
Students in this class study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the U.S. with those of at least one other country. Part of the course concentrates on discovering and defining what it means to be “American.” Students then undergo intensive immersion in a foreign culture to learn about similarities and differences in perspectives, values, beliefs, systems, and behaviors. In so doing, students develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Option.

006 • THE GLOBAL ECONOMY 3.0 units
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 053, GLOBL 001 or GLOBL 002 or SOCS 001 or SOCS 002
Acceptable for credit: University of California, California State University
This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe are presented to expand insight into the increasing economic interdependence of nations. This course may also be offered by via distance learning. Pass/No Pass Option.

092E • SPECIAL PROJECTS IN ENVIRONMENTAL STUDIES 2.0 units
Total Arranged Lab: 96 hours
Advisory: BIOSCI 025, Eligibility for ENGL 001A and READ 053.
In this hands-on course, student groups carry out research projects that address global problems by applying local solutions. Research is under the guidance of a faculty member and may include topics such as vermiculture, sustainable aquaponics, habitat enhancement, or burrowing owl conservation. Topics are determined in consultation with the instructor and the members of the student’s team and are different each semester. This course is also listed as BIOSCI 092E. Pass/No Pass Option.
The Graphic Arts industry is one of the most exciting and challenging industries in the world today due to technological changes that occur in the industry daily. Mission College offers the only Graphic Arts curriculum in the South Bay Area that includes all aspects of the industry from an introduction to the field to the completion of a printed project. We offer classes in the latest software programs used to design and produce one color to full color work. Our curriculum includes a digital pre-press component using the latest version of industry accepted software.

Mission College’s Graphic Arts Technology courses are transferable to 4-year colleges such as Cal Poly in San Luis Obispo. The program offers students career opportunities in high energy fields that are driven by creative challenges, fascinating technology and a desire to do quality work.

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

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

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

The pace and volume of content distribution continues to accelerate. This increasing demand for information and communication promises to keep the graphic arts field expanding with a wealth of job, career, and creative opportunities, both in the print field as well as on the web. Opportunities range from electronic page layout, illustration, visual asset production for the web, print production, image manipulation, and presswork. Continual advances in technology contribute to new and unexplored avenues for the creative arts.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 061</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 065</td>
<td>Advanced Adobe InDesign: Portfolio</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
<tr>
<td>GRART 050</td>
<td>Exploring Careers in Graphic Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075</td>
<td>Printing Graphic Files on the Press</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 24.0 units

**Graphic Arts - Certificate of Achievement**

The pace and volume of content distribution continues to accelerate. This increasing demand for information and communication promises to keep the graphic arts field expanding with a wealth of job, career, and creative opportunities, both in the print field as well as on the web. Opportunities range from electronic page layout, illustration, visual asset production for the web, print production, image manipulation, and presswork. Continual advances in technology contribute to new and unexplored avenues for the creative arts.

**Core Curriculum Courses (Required)**

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<th>Course Code</th>
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<tbody>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Adobe InDesign</td>
<td>3.0</td>
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<tr>
<td>GRART 064</td>
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<td>GRART 065</td>
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<td>GRART 066</td>
<td>Advanced Adobe InDesign: Portfolio</td>
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</tr>
<tr>
<td>CA 046D</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 21.0 units
GRAPHIC DESIGN & MULTIMEDIA

065 • DESKTOP COLOR • SEPARATIONS AND PROOFING  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: GRART 064
Prerequisite: GRART 063 and MATH 093
Acceptable for credit: California State University
In this course the student will learn how to create color documents using Pantone ® colors, separate colors on the computer, and proof them using in-house color proofing methods and materials. Process color photography and its use in industry will be discussed. Students may use a combination of photo re-touching, page-layout, and illustration software. May be repeated one time. Pass/No Pass Option.

066 • ADVANCED ADOBE ILLUSTRATOR  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: GRART 062 and MATH 093
Acceptable for credit: California State University
This is an advanced level course using Adobe Illustrator software. Designed for the student who wishes to continue with techniques and methods beyond the GRART 062 beginning course, students will produce a variety of sophisticated illustrations. Emphasis will be on technique as well as methodology for creating effects found in a wide array of print publications. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

067 • ADVANCED ADOBE INDESIGN: PORTFOLIO  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: GRART 062 and GRART 064
Prerequisite: GRART 063
Acceptable for credit: California State University
This is an advanced level course for graphics students wishing to enhance their page layout skills. Students will produce a variety of printed pieces to be included into a portfolio suitable for presentation during career interviews. Projects will be based on actual pieces produced for clients by industry professionals and will emphasize production techniques used by professionals to enhance skill level. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

068 • ADVANCED ADOBE PHOTOSHOP  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: GRART 064
Acceptable for credit: California State University
This is an advanced level course using Adobe Photoshop software. This course is designed for those who have completed the GRART 064 course or have sufficient experience to produce advanced level work. The course will include a wide variety of enhancements and manipulation of photographic images such as: advanced color enhancement and color replacement, color matching, advanced photo montage images, advanced photo repair and restoration, working with spot and process color, and creating duotones, tritones and quadtones. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

070 • WEB PRODUCTION • PDF PUBLISHING (Formerly GRART 099C)  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: GRART 063
Advisory: GDES 045
Acceptable for credit: California State University
This is an advanced level course that focuses on web production, PDF publishing and prelighting files for print publication. Students will learn how to problem solve a variety of issues: using type, using color, selecting the appropriate file format, distilling files, publishing across platforms, preparing files for a variety of electronic and print venues. May be repeated one time. Pass/No Pass Option.

075 • PRINTING GRAPHIC FILES ON THE PRESS  3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: GRART 093
Acceptable for credit: California State University
This is a beginning level course in preparing graphics files and running them on a commercial printing press. Students will perform all steps in prepress to prepare a file for printing on the press including creating film separations, image assembly, off-press proofing, and platemaking. Files created by students are run on printing presses in the graphic arts lab. Students may work on either Mac OS or Windows platforms. May be repeated one time. Pass/No Pass Option.

GRAPHIC DESIGN & MULTIMEDIA (GDES)
DIVISION: Business and Technology
DEPARTMENT: Graphic Design & Multimedia
DEAN: Mina Jahan
DIVISION CHAIR: Curtis Pembroke
DEPT CHAIR: Mark Garrett
PHONE: 408-855-5293
COUNSELING: 408-855-5030

This award winning Graphic Design and Multimedia program is designed to provide the training for entry level design positions in corporate design and marketing communication departments or advertising agencies, and design offices specializing in corporate identity work, Web design, multimedia design, packaging or tradeshow exhibit design.

The course work of the Graphic Design and Multimedia department at Mission College combines traditional art and computer generated design techniques with a strong emphasis on creative, visual problem solving skills. The program includes a portfolio and professional career preparation courses that deal with specific business issues relevant for designers, illustrators and fine artists alike. The department also offers courses in web page design and animation.

The students of the program have won 65 graphic design awards in design competitions at the state, national and international levels. The faculty of Mission College, with decades of industry experience, is committed to provide the most current design information available from a contemporary international perspective.

Student Learning Outcomes:
- The student will develop an understanding of the principles of visual communication, and will apply effective and appropriate creative problem solving skills to both printed and interactive design work using up to date technology and software products. The student will develop a portfolio (electronic or traditional) representing the skills acquired in the program.

Career Options:
- Salaries vary widely in this occupation. Experience, talent, education, and the size and location of the firm are all factors influencing the salaries. Surveys indicate that annual salaries range from $20,000 to well over $50,000. According to figures published by the California Projections of Employment by the Labor Market Information Division the projected growth (1990-2005) is 41%.

Digital Illustration - Certificate of Achievement
This interdisciplinary certificate program provides the basic skills for students interested in the field of digital illustration. Graduates of the program might seek employment as book, magazine or newspaper illustrators, create illustrative work for training and promotion in a corporate environment, or create digital illustrations for multimedia projects. Please note that many illustrators work on a contract or freelance basis.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 031B</td>
<td>Intermediate Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
<td></td>
</tr>
<tr>
<td>ART 031B</td>
<td>Intermediate Drawing</td>
<td></td>
</tr>
</tbody>
</table>

This interdisciplinary certificate program is designed to provide the training for entry level design positions in corporate design and marketing communication departments or advertising agencies, and design offices specializing in corporate identity work, Web design, multimedia design, packaging or tradeshow exhibit design.
Pre-Graphic Design & Multimedia Courses

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 034B</td>
<td>Advanced Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>Advanced Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037</td>
<td>Intermediate Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 039A</td>
<td>Introduction to Computer Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 050</td>
<td>Graphic Design Presentation and Illustration Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 17.0

Creative Arts Entrepreneurship - Certificate of Achievement

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

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 054A</td>
<td>The Business Plan</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 021</td>
<td>Salesmanship for Creative Professionals</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 022</td>
<td>Self Promotion for Creative Professionals</td>
<td>1.5</td>
</tr>
<tr>
<td>GDES 023</td>
<td>Money and the Creative Professional</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 025</td>
<td>Copyrights for Creative Professionals</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 026</td>
<td>The Business of Creativity</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select 7.5 units from the list of elective courses to complete a minimum of 16 units for the certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td>Principles of e-Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 013</td>
<td>Creativity and Visual Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 029</td>
<td>Careers in Visual Communication</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Designing Websites for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GGMT 010</td>
<td>Negotiation Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>GGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 034</td>
<td>Networking for Success</td>
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</tr>
<tr>
<td>MKT 035</td>
<td>Developing Customer Surveys</td>
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</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>0.0</td>
</tr>
<tr>
<td>MKT 056B</td>
<td>Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 059</td>
<td>Effective Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084B</td>
<td>E-Mail Marketing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0

E-Commerce - Certificate of Achievement

This is an interdisciplinary certificate program. The students will develop an understanding of the similarities and differences between traditional and electronic commerce along with the required technology infrastructure. Revenue models on the Web will be examined with a focus on how to create an effective commercial Web presence including the design and application of effective interfaces and information architecture. Web marketing strategies including product-based, customer-based and business to business will be covered. Web auctions, portals and virtual communities will also be covered. Payment systems along with legal and tax issues will be examined. This certificate program will prepare both design and business students to work more successfully in a Web based e-commerce environment.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Intro to Business Computing</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td>e-Business</td>
<td>4.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design with Dreamweaver &amp; CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Design for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Portfolio &amp; Professional Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select a minimum of two additional course as electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 113</td>
<td>Database Programming for the Web</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 074</td>
<td>Digital Video Production with final Cut Pro</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068</td>
<td>Global Distributors &amp; Agents</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 82</td>
<td>Global Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 083</td>
<td>Digital Audio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 28.0

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog. For additional information, please visit the Mission College website at: http://www.missioncollege.org.

Graphic Design - A.S. Degree and Certificate of Achievement

This award winning program 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 principals to provide the basic skills necessary to enter this growing, professional field. Opportunities exist in advertising, corporate communication, retail businesses, and publishing among others. Typical careers areas include: graphic design, illustration, package design, marketing communication, display design, typography and page layout, brand identity, logo design, photo editing and web page design among others.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>Basic Design - Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035</td>
<td>Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Adobe InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 067</td>
<td>Advanced Adobe InDesign: Portfolio</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 084</td>
<td>Introduction to Adobe Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>User Experience &amp; Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design-Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055B</td>
<td>Advanced Topics in Graphic Design-The Agency</td>
<td>3.0</td>
</tr>
</tbody>
</table>
GDES 085 .........Professional Portfolio and Design ................. 2.0

Plus additional course(s) required from the following to bring your total to a minimum of 33 units: ........................................ 2.0

ART 031A .........Beginning Drawing ..................................... 3.0
GDES 011 .........The History of Modern Design ..................... 3.0
GDES 037 .........Intermediate Computer Graphic Design .......... 3.0
GDES 046 .........Intermediate Web Design with Dreamweaver and CSS ...... 3.0
GDES 047 .........Web Animation ........................................... 3.0
GDES 080 .........Packaging Design ....................................... 3.0
GDES 074 .........Digital Video Production with Final Cut Pro ......... 3.0
GDES 081 .........Motion Graphics with After Effects ................ 3.0
GDES 073 .........Digital Photography ..................................... 3.0
GDES 039A .........Introduction to Computer Animation ............. 3.0
GDES 013 .........Creativity and Visual Communication ............. 3.0
GRART 068 .........Advanced Adobe Photoshop ....................... 3.0
ART 033B .........Basic Design: Three-Dimensional .................. 3.0
ART 034A .........Introduction to Digital Art ........................... 3.0
GRART 050 .........Exploring Careers in Graphic Arts ............... 3.0
GDES 029 .........Careers in Visual Communication ................... 2.0

Total Units ........................................................................... 33.0

Marketing Communication - Certificate of Achievement

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

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

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

Total Program Certificate Requirements: ................................ 27.0

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog. For additional information, please visit the Mission College website at: http://www.missioncollege.org.

Multimedia - Certificate of Achievement

Multimedia, in its most basic form, can be thought of as applications that bring together multiple types of media (text, illustrations, photos, sounds, voice) in an interactive manner. The potential for our students is great. Multimedia is visual, and designers are needed to organize the information effectively, to guide the reader through the information, and to create a distinct overall business image. This is an interdisciplinary program created to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of communication. This program prepares students to enter the multimedia design field as entry level presentation designers, interactive kiosk designers, graphic designers, content developers, e-book designers or interactive game designers and developers. Other opportunities might include the design of interactive marketing presentations, interactive learning products, scientific visualizations, architectural renderings and walk-throughs, content management, etc. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication, along with a working knowledge of appropriate software packages used in multimedia content development.

Core Curriculum Courses (Required) .........Units
GDES 035 .........Introduction to Computer Graphic Design .......... 3.0

Plus additional course(s) required from the following to bring your total to a minimum of 25 units: .........Units
GDES 037 .........Intermediate Computer Graphic Design ............ 3.0
GRART 064 .........Introduction to Adobe Photoshop ................ 3.0
GDES 070 .........User Experience & Multimedia Design ............ 3.0
GDES 045 .........Web Page Design with XHTML ..................... 3.0
GDES 047 .........Web Animation ........................................... 3.0
CA 046D .........Introduction to Microsoft PowerPoint ............... 3.0
MUSIC 081 .........Digital Music Production I .......................... 3.0
GDES 074 .........Digital Video Production with Final Cut Pro ......... 3.0

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

Web Design - Certificate of Achievement

This program is intended to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. The program will prepare students to enter the web design field as entry level web designers, graphic 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, design and illustration of electronic multimedia and books, design of interactive marketing presentations, or the design of interactive learning products. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication along with a working knowledge of appropriate software packages used in web design and content development, which is a specialized aspect of multimedia design.

Core Curriculum Courses (Required) .........Units
GDES 035 .........Introduction to Computer Graphic Design .......... 3.0
GRART 064 .........Introduction to Adobe Photoshop ................ 3.0

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

Video Game Art and Design - Certificate of Proficiency

Video game designers are a core member of video game development teams. They design and track the game development efforts to be held to the standards laid out in the overall design documents. Game designers act as the bridge and communicator between the diverse departments that build video games, such as programming, art, technical arts, audio, and marketing.

Core Courses .........Units
GDES 043A .........Digital Character Animation ....................... 3.0
CIS 043 .........Software Development With Java .................... 4.0

Select one (1) from the following: .........Units
ART 031A .........Beginning Drawing .................................... 3.0
ART 033A .........Basic Design: Two-Dimensional .................... 3.0
ART 034A .........Introduction to Digital Art ............................ 3.0

Select one (1) pair from the following to total six units: .........Units
GDES 039A .........Introduction to Computer Animation .............. 3.0
GDES 039B .........Intermediate Computer Animation ............... 3.0

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

Web Design - Certificate of Achievement

This program is intended to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. The program will prepare students to enter the web design field as entry level web designers, graphic 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, design and illustration of electronic multimedia and books, design of interactive marketing presentations, or the design of interactive learning products. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication along with a working knowledge of appropriate software packages used in web design and content development, which is a specialized aspect of multimedia design.

Core Curriculum Courses (Required) .........Units
GDES 035 .........Introduction to Computer Graphic Design .......... 3.0
GRART 064 .........Introduction to Adobe Photoshop ................ 3.0

Total Program Certificate Requirements: ................................ 16.0
### Graphic Design & Multimedia

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design with Dreamweaver</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>User Experience &amp; Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

### Plus additional course(s) required from the following to bring your total to a minimum of 24 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 062</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design-Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 037</td>
<td>Intermediate Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture and Interface</td>
<td>2.0</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 037A</td>
<td>Introduction to Computer Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 043A</td>
<td>Introduction to Java Programming</td>
<td>1.0</td>
</tr>
<tr>
<td>GDES 074</td>
<td>Digital Video Production with Final Cut Pro</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 084</td>
<td>Internet Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 048</td>
<td>Intermediate Web Animation</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 24.0

### Webmaster - Certificate of Achievement

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

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 045</td>
<td>Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design with Dreamweaver</td>
<td>3.0</td>
</tr>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 048</td>
<td>Intermediate Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Internet for Business Users</td>
<td>4.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Design for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography &amp; Quicktime VR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture &amp; Interface Design</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>Introduction to Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>Advanced Photoshop</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 083</td>
<td>Digital Audio</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>Introduction to the UNIX Operating System</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 15</td>
<td>Career Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 12</td>
<td>Networking Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 41</td>
<td>Microsoft Professional 2000</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 25.0

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### 011 • THE HISTORY OF MODERN DESIGN

- **Units:** 3.0
- **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 will develop an understanding of the evolution and role of the Modern Movement in society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students will be introduced to outstanding Twentieth Century design figures and their work. This course may also be offered via distance learning. Pass/No Pass Option.

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### 013 • CREATIVITY AND VISUAL COMMUNICATION

- **Units:** 3.0
- **Total Lecture:** 54 hours

Acceptable for credit: University of California, California State University

This survey course focuses on the changes that took place in the past 75 years in visual communication both conceptually and technologically. The seminar will include the examination of what makes a message effective and memorable, along with the study of cultural differences and comparisons between universal message solutions. The seminar will examine the historical framework of the study of creative human potential and examine the work of some of the major researchers. Participants will identify, discuss and compare the many different theories including the definitions, stages of creativity, the creative process, and creative personality studies. In depth examination of the creative process and its application to the field of visual communication will be discussed along with teaching and learning techniques of creative problem-solving. The course will examine the effects of technology on visual communication, including the effective use of Web and new media techniques. This course may also be offered via distance learning. Pass/No Pass Option.

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### 021 • SALESMANSHIP FOR CREATIVE PROFESSIONALS

- **Units:** 1.0
- **Total Lecture:** 18 hours

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

### 022 • SELF PROMOTION FOR CREATIVE PROFESSIONALS

- **Units:** 1.5
- **Total Lecture:** 18 hours, Total Lab: 27 hours

In this short course the students learn principles and techniques of self-promotion with a special emphasis on the needs of creative professionals. This course is useful for freelancers, independent visual artists of all types, as well as musicians and writers. This course may also be offered via distance learning. Pass/No Pass Option.

### 023 • MONEY AND THE CREATIVE PROFESSIONAL

- **Units:** 1.0
- **Total Lecture:** 18 hours

This course is designed to provide basic financial information for creative professionals or students interested in freelance work or setting up a studio. This course is useful for artists working in the areas of fine art, the many forms of design, photography, film, music, advertising and writing. This course may also be offered via distance learning. Pass/No Pass Option.

### 025 • COPYRIGHTS FOR CREATIVE PROFESSIONALS

- **Units:** 1.0
- **Total Lecture:** 18 hours

This introductory course focuses on the U.S. copyrights given to creative individuals who produce visual, musical or literary works of art. Students develop an understanding of their legal rights including the sale, protection and licensing of creative work. This course may also be offered via distance learning. Pass/No Pass Option.

### 026 • THE BUSINESS OF CREATIVITY

- **Units:** 1.0
- **Total Lecture:** 18 hours

This introductory course identifies basic business structures and develops the necessary skill sets that will make creative professionals effective entrepreneurs. This course may also be offered via distance learning. Pass/No Pass Option.
### 029 • CAREERS IN VISUAL COMMUNICATION
- **2.0 units**
- **Total Lecture:** 18 hours, **Total Lab:** 54 hours
- Acceptable for credit: California State University

Introduction to a variety of professional experiences in visual communications. Lectures, guest speakers, field trips, etc., will serve to expose the student to a sampling of the Architectural Design, Photography, Film, Fine Arts, Technical Illustration, Architectural Display, Packaging, Animation, Graphics, and Television. Pass/No Pass Option.

### 034 • ANIMATION FOR SCIENTIFIC SIMULATION
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: GDES 037, ART 034A, GDES 047, MATH 0008, Eligibility for ENGL 001A and READ 053.

This course introduces the student to the collaborative process of developing visual animation to represent scientific and engineering data in a computer generated 3D environment. Pass/No Pass Option.

### 035 • INTRODUCTION TO COMPUTER GRAPHIC DESIGN
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: ART 033A

This course introduces the student to the history, the roles and application of computer graphics in visual communication. Practical design projects will examine the interaction of form and message, with emphasis on fundamentals of several applicable painting and illustration software packages. This course may also be offered via distance learning. Pass/No Pass Option.

### 036 • FORENSIC ANIMATION
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: GDES 039A or GDES 039B

Acceptable for credit: California State University

This course introduces the student to the role of animation principles of animation technologies and their applications in cyberspace will be explored. The student will develop an understanding of form and message, with emphasis on fundamental theory (e.g. the elements, principles, and attributes of typographical design). Students will explore both traditional and computer-assisted techniques. Pass/No Pass Option.

### 038 • DIGITAL CHARACTER ANIMATION
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: ART 034A, GDES 039A, GDES 039B

This introductory course in character animation using character animation software. Students learn to create animated characters and learn basic animation principles. Students also learn to model 3D characters, walk cycles, character rigging, UV texture mapping and 3D lighting. Students develop an understanding of historical and contemporary trends in computer generated character animation. Pass/No Pass Option.

### 040 • APPLIED TYPOGRAPHY
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: ART 033A

Acceptable for credit: California State University

This introductory course focuses on the creative design skills required to create effective web page designs using XHTML, CSS and a variety of software packages. The basic principles of type, color, illustration and layout are explored. The students develop an understanding of the Internet and the World Wide Web in a series of hands on exercises. This course may also be offered via distance learning. Pass/No Pass Option.

### 044 • INTERMEDIATE WEB DESIGN WITH DREAMWEAVER AND CSS
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: GDES 045, Eligibility for ENGL 001A and READ 053

Acceptable for credit: California State University

This intermediate level course focuses both on the creative design and the appropriate software skills required to create effective web page designs using a variety of software packages, including Adobe Dreamweaver. This course provides an intermediate level content continuation of the GDES 045 Web Page Design course. Advanced design principles of type, color, illustration and layout are explored along with CSS, Javascript and other relevant technologies. A basic understanding of computer system operation is required. This course may be repeated one time. Pass/No Pass Option.

### 047 • WEB ANIMATION
- **3.0 units**
- **Total Lecture:** 36 hours, **Total Lab:** 54 hours
- Advisory: GDES 045

Acceptable for credit: California State University

This introductory course focuses on the creative design skills required to create effective web page animation using a variety of software packages. The basic principles of animation technologies and their applications in cyberspace will be explored. The student will develop an understanding of the role of animation on the Internet and the World Wide Web in a series of hands on exercises. A basic understanding of computer system operation is assumed. May be repeated one time. Pass/No Pass Option.
040 • DREAMWEAVER, JQUERY, WORDPRESS AND CMS  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Advisory: CA 088A, GDES 046. Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This advanced web design and development class uses Dreamweaver and content management systems such as WordPress and Drupal to build dynamic websites. PHP and MySQL are also utilized. This course may be offered via distance learning. Pass/No Pass Option.

050 • GRAPHIC DESIGN PRESENTATION AND ILLUSTRATION TECHNIQUES  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Advisory: ART 033A, ART 034A and ART 034A
Acceptable for credit: California State University
This course will introduce the students to a variety of illustration techniques using traditional techniques such as pen and ink, colored pencils, watercolor, mixed media, etc. along with computer generated visual solutions using a variety of software packages. The course will also deal with presentation skills and shortcuts for graphics designers. May be repeated one time. Pass/No Pass Option.

055A • GRAPHIC DESIGN - IMAGE AND PROMOTION  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Advisory: ART 033A, ART 034A and GDES 050
Acceptable for credit: California State University
This course is designed to increase the student’s awareness of the various skills needed in the graphic design area, with an emphasis on promotion, including print, web, direct mail and public relations. The course will include exploration of creative ideas in logo types, concept and layout work, package design, corporate identity etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving. This course may also be offered via distance learning. Pass/No Pass Option.

055B • ADVANCED TOPICS IN GRAPHIC DESIGN - THE AGENCY  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Prerequisite: GDES 055A
Acceptable for credit: California State University
This course will increase the student’s skills and awareness required in the field of graphic design. The students, with the active involvement and supervision of faculty will work on actual projects responding to actual design needs with a special emphasis on non-religious, non-profit organizations in our community. Pass/No Pass Option.

060 • PAGE LAYOUT AND TYPOGRAPHY  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Advisory: GDES 035, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course is on developing an understanding of the basic principles of page layout and typography along with a working knowledge of appropriate software such as Adobe InDesign, and creating artwork for inclusion in a portfolio. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. Pass/No Pass Option.

070 • INTRODUCTION TO MULTIMEDIA DESIGN  3.0 units
Total Lecture: 36.0 hours, Total Lecture 54 hours
Acceptable for credit: University of California, California State University
In this course students are introduced to the field of multimedia through demonstrations of graphic, web, video and audio software as well as the fundamental issues concerning designers in the development of highly sophisticated interactive experiences. Students demonstrate their knowledge of the software and multimedia Principles through a series of hands-on exercises and projects. This course may be offered via distance learning. Pass/No Pass Option.

071 • INTERMEDIATE MULTIMEDIA DESIGN  3.0 units
Total Lecture: 36 hours, Total Lecture 54 hours
Advisory: ART 033A or ART 034A, GDES 046, GDES 074, or GDES 075
Acceptable for credit: California State University
This is an intermediate level course focusing on developing creative design skills that are required to conceptualize and model an interactive experience. The course will cover intermediate level principles of organizing information effectively and creating visually compelling interfaces. Principles involved in the production of interactive DVD’s and CD-ROM’s, video, web sites, and other media will be addressed. Pass/No Pass Option.

072 • INFORMATION ARCHITECTURE & INTERFACE DESIGN  2.0 units
Total Lecture: 27 hours, Total Lab 27 hours
Acceptable for credit: California State University
This introductory course focuses on creating information architectures for web sites or intranets. The student will develop an understanding of the role of information architects, information organization schemes, navigation and labeling systems. The students will also learn and apply fundamental techniques of communication-oriented visual design as those relate to visual interface design. A basic understanding of computer system operation is required. Pass/No Pass Option.

073 • DIGITAL PHOTOGRAPHY  3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: GART064 or ART034A
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 design 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. Students develop an understanding of creative image development in a series of hands on exercises. A basic understanding of Adobe Photoshop and computer system operation is required. Students must have access to a digital camera. This course may be offered via distance learning. Pass/No Pass Option.

074 • DIGITAL VIDEO PRODUCTION WITH FINAL CUT PRO  3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: ART033A, ART034A, GDES070
Acceptable for credit: California State University
This introductory multimedia course focuses on the use of video equipment and software. The students develop an understanding of video production and post-production in a series of hands on exercises focusing on design related topics. Camera operation, video production techniques, special effects, the basic principles of motion graphics, and video editing with Final Cut Pro are explored. A basic understanding of computer system operation is required. Pass/No Pass Option.

077 • DESIGN OF TECHNICAL PUBLICATIONS, TRAINING MATERIALS, AND VISUALS  3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Prerequisite: ENGL 001A
Acceptable for credit: California State University
An introductory course for students interested in the principles and use of design and formatting as they relate to technical documentation. Emphasis is placed on skills required to present technical information creatively, and the ability to design appropriate visuals for a given audience, purpose and set of data. Topics addressed will include principles of page layout, typography, and the design of visuals used in technical publications and presentations. There is strong emphasis on creative problem solving using traditional techniques and computer generated solutions. Pass/No Pass Option.

080 • PACKAGING DESIGN  3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: ART 033A and GDES 060
Acceptable for credit: California State University
This course will introduce the student to the basic graphic and structural skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and glass will be examined and design samples created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging will be discussed. Pass/No Pass Option.

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
081 • MOTION GRAPHICS WITH AFTER EFFECTS 3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: GDES060 and GDES070
Acceptable for credit: California State University

This course focuses on the planning and methodology to design graphics for video and film. The students develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. The focus is on creative visual communication using appropriate and effective motion graphics. The students develop skill in the use of After Effects, as well as other appropriate motion graphics software. The students also examine and evaluate a number of case studies. Pass/No Pass Option.

082 • GAME DESIGN AND ARCHITECTURE 3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: CA 011, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This introductory course focuses on the planning and methodology of game design. The students will develop an understanding of the conceptual game development process and, game architecture. The students will also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. This course may be offered via distance learning. Pass/No Pass Option.

082B • INTERMEDIATE GAME DESIGN 3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: GDES 039B, GDES 082, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This intermediate course focuses on teamwork in designing and building prototype video games. Student teams take initial game ideas and transform them into industry standard design documents. Student teams construct playable prototype examples, based on the game concept documentation. Pass/No Pass Option.

083 • DESIGNING WEBSITES FOR E-COMMERCE 3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: GDES 045, and GDES 046 or GDES 047
Acceptable for credit: California State University

This course focuses on the planning and methodology of e-commerce Web site design. The students will develop an understanding of the strategic interaction of the business and design processes. Focus will be on creating elements of brand identity for a small business on the Web. The course also includes in-depth examination and comparison of corporate identity, branding and emotional branding in both the old and new economies. The students will also examine and evaluate a number of case studies. This course may also be offered via distance learning. Pass/No Pass Option.

085 • PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 2.0 units
Total Lecture: 18 hours, Total Lab 54 hours
Advisory: GDES 055A and GDES 060
Acceptable for credit: California State University

This course will introduce students to the basic principles of professional portfolio preparation and freelance design work. The student will prepare the necessary materials, such as logos, business cards, stationery, direct mail pieces, etc., to present a professional image. The course will include portfolio evaluation, sales techniques and procedures to set up a successful design office. Pass/No Pass Option.

087 • TRADESHOW EXHIBIT DESIGN 3.0 units
Total Lecture: 36 hours, Total Lab 54 hours
Advisory: GDES 055A and ART 034A
Acceptable for credit: California State University

This course will introduce students to the principles of successful exhibit design. The student will learn how to set design objectives and deal with space design, colors, materials and promotional strategies using both traditional and 3D computer generated methods. The course has a strong emphasis on creative problem solving. Pass/No Pass Option.

939AS • SUPPLEMENTAL LAB 1.0 unit
Total Lab 54 hours
Corequisite: GDES 039A

This is a course to provide supplemental instruction for GDES 039A, Introduction to Animation Using Maya. Pass/No Pass Only

HEALTH EDUCATION (H.ED)

002 • HEALTH AND LIFESTYLE 3.0 units
(2 A,B,C,D,E,F • HEALTH & LIFESTYLE) (0.5 unit each)
Total Lecture: 54 hours, 9 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University

This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in class are: understanding behavior and change, cardiovascular health, fitness, nutrition and weight control, stress, drug and alcohol abuse, self-care and the use of the health care system. NOTE: This course may also be taken in modules. Pass/No Pass Option.

004 • STANDARD FIRST AID 0.5 unit
Total Lecture: 9 hours
Acceptable for credit: University of California, California State University

The American Red Cross Workplace Standard First-Aid course is a first aid and cardiopulmonary resuscitation (CPR/AED) training program to prepare individuals to respond to injuries and sudden illness that may arise in the workplace. This course covers the use of AED’s (automated external defibrillators) and has scenarios to facilitate discussion of appropriate care in first aid emergencies. Participants will receive American Red Cross certificates in Adult CPR/AED and First-Aid. May be repeated two times. Materials Fee. Pass/No Pass Option.

009 • DRUG ABUSE AND HUMAN DISEASE 2.0 units
Total Lecture: 36.8 hours
Advisory: MATH 900
Acceptable for credit: California State University

Drug Abuse and Human Disease is a course designed to develop knowledge, attitudes and behavior patterns that contribute to a better understanding of: 1) the use and misuse of drugs, alcohol and tobacco in our society; and 2) people as they relate to their environment in the areas of disease, mental health, population and environmental health. Pass/No Pass Option.
HEALTH OCCUPATIONS

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
PHONE: 408-855-5397
Information: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5300

Mission College offers several areas of study resulting in certificates, degrees, or licensure in the field of Health Occupations. These include Nursing Assistant (NA), Home Health Aide (HHA), Community Health Worker, Psychiatric Technician (PT), Vocational Nursing (VN), and Registered Nursing (RN) programs. Each program is unique with its own required prerequisites, course work, labs, and clinical studies.

Health Occupations programs include both theoretical instruction on campus and clinical experience in local hospitals and clinics. Students enrolled in clinical programs are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from a Health Occupations program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior, or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the faculty and the Program Director or Department Chair.

Clinical Facility Requirements:

Affiliation agreements with clinical facilities regulated by The Joint Commission require that Mission College Health Occupations students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include a recent physical examination, disease specific immunity, negative TB status, negative urine screening, and a negative criminal background clearance or fingerprinting clearance. Requirements are subject to change as specified by the clinical facility.

All students enrolled in Health Occupations courses requiring patient care contact in a facility must provide evidence of meeting these requirements prior to the first clinical experience. Students will be excluded from the clinical site until all required materials have been received in the department.

Policies and procedures for the physical examination, disease specific immunity, negative TB status, urine screening, and criminal background check and/or fingerprinting will be provided at the orientation. The student shall be responsible for paying any associated costs of program requirements, with the exception of fingerprinting for the Nursing Assistant student. California regulations the Nursing Assistant student from paying for required fingerprinting.

Performance Standards:

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Performance Standards adopted by the Health Occupations Department include the following:

Must be able to:

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift 50 pounds;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed to bed, bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling patients toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature;
- visually read calibrated scales,
- perform close and distinct visual activities involving persons and paper work;
- visually discriminate depth and color perception;
- identify and distinguish odors;
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds;
- learn to perform mathematical calculation with 100% accuracy for medication preparation and administration in a timely manner;
- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- comprehend verbal and written directions, making correct notations and responding as directed;
- make proper and timely decisions under stressful and emergency situations.

Student Learning Outcomes:

Upon successful completion of programs in the Health Occupations Department students will:

1. Demonstrate skills required for entry level practice.
2. Demonstrate the use of theoretical and clinical skills during the performance of patient care to prepare for employment.
3. Successfully pass the courses required to meet eligibility requirements for licensure and/or certification examination.

HEALTH OCCUPATIONS PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician, the Board of Registered Nursing, and the California Department of Public Health, acceptance into the Vocational Nursing, Psychiatric Technician, Registered Nursing, and Nursing Assistance programs will be dependent on the following:

Nursing Assistant Program:

- Attendance at an information session (Dates will be posted in Online)
- Completion of the College Placement examination (Assesses English, reading, and math)
- Submission of an application for the CNA program by the specified deadline (Applications are available online at www.missioncollege.org/depts/health/index.html/nursing)
- It is recommended that students have completed AH 003 prior to applying for this program.

Psychiatric Technician:

- Attendance at an information session (Dates will be posted in Online)
- Completion of the College Placement examination (Assesses eligibility in English 1A, Math 903 and Reading proficiency)
- Submission of an application for the PT program by the specified deadline (Applications are available online at www.missioncollege.org/depts/health/index.html/nursing)
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

Vocational Nursing:
- Attendance at an information session (Dates will be posted in Online)
- Satisfactory score on the Test of Essential Academic Skills (TEAS).
- Submission of an application for the VN program by the specified deadline (Applications are available online at www.missioncollege.org/depts/health/index.html/nursing)
- Satisfactory completion of prerequisites: BIOSC 022, ENGL 001A
- It is recommended that students have completed AH 003, NS 040, PSYC H 012, VN 057 prior to applying for this program.

Licensed Vocational Nursing to Registered Nursing Program:
- Proof of active LVN license (copy)
- Minimum cumulative GPA of 2.5 for all college coursework.
- Satisfactory score on the Test of Essential Academic Skills (TEAS)
- Completion of the LVN to RN course prerequisites.

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

For further information on individual programs please refer to the area of study.

Areas Of Study:
- Allied Health
- Community Health Worker
- Health Education
- Psychiatric Technician
- Registered Nursing
- Vocational Nurse

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

Student Learning Outcomes:
Students in the History Program will acquire the necessary analytical skills and tools to understand the historical past of many different cultures and societies. Students will learn to study and think critically about different races, ethnic groups, political systems, religions, cultural assumptions, and experiences of the past. Students can also meet the general education and lower division course requirements in History for associate degree and/or transfer to four-year institutions. Upon completion of the program, students will:
- Demonstrate the ability to identify major historical issues;
- Identify the main participants in historical events of the culture under study;
- Analyze major historical events either verbally or in writing;
- Define and be able to compare and contract key historical issues and cultural assumptions; and,
- Become familiar with values of different cultures and societies and learn to appreciate them.

Students will demonstrate their knowledge of history through quizzes, research projects, group discussions, and written tests.

Career Options:
- Administrator
- Business Consultant
- Historian
- Museum Curator
- Archivist
- Research Analyst
- Government Service
- Writer
- State Park Historian
- Librarian
- Pre-Law/Lawyer
- Teacher

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

Highlights:
- Faculty includes widely traveled scholars, authors and active historians.
- Courses also fulfill general education and global education requirements.
### HISTORY (HIST)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Acceptable for credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>004A</td>
<td>HISTORY OF WESTERN CIVILIZATION</td>
<td>3.0</td>
<td>A survey of Western civilization from prehistoric times to 1600. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>004B</td>
<td>HISTORY OF WESTERN CIVILIZATION</td>
<td>3.0</td>
<td>A survey of Western civilization from 1600 to the present. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>017A, B</td>
<td>UNITED STATES HISTORY</td>
<td>3.0</td>
<td>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, industrialization and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. History 017B is a survey of the political, economic, social and cultural history of the United States from 1870 to the present. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt’s New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. This course may also be offered via distance learning. Grade Only.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>020</td>
<td>HISTORY AND GEOGRAPHY OF CALIFORNIA</td>
<td>3.0</td>
<td>This course examines California geographic regions, the Native Americans of California, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>031</td>
<td>HISTORY OF EAST ASIA</td>
<td>3.0</td>
<td>This course is a survey of the history of China, Japan, Korea, Vietnam and related countries in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region. Pass/No Pass Option.</td>
<td>University of California, California State University</td>
</tr>
</tbody>
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### HOSPITALITY MANAGEMENT

<table>
<thead>
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<tbody>
<tr>
<td>004A HM</td>
<td>Hotel and Motel Management - HM</td>
<td>3.0</td>
<td>The hospitality industry is in the business of providing food, lodging, and related services to people who are away from home. Clearly, there is job security within an industry which provides services for people who travel for business and/or pleasure. This industry provides a fun, flexible, and dynamic working environment. With good people in high demand, salaries are increasing faster than other industries. Courses explore the principles of management and supervision, safety and sanitation and fundamentals of food preparation techniques. Our industry partners, who assist in providing work experiences, are looking for more than just student help, but the leaders and futures of their operations. A career in the hospitality industry can take you across the state or across the globe. Student Learning Outcomes: Students who complete the Hospitality Management Program will: • Direct a diverse staff in meeting established operational objectives • Define the concept of “service” and train others to meet and exceed guest expectations, in any hospitality industry environment • Train workers in the proper and safe use of standard food service equipment • Ensure that a food service establishment is operating within current safety and sanitation codes, train workers in proper safety and sanitation procedures • Read, create and analyze accounting statements as they apply to hospitality operations; identify costing standards and communicate profit objectives in common industry language • Describe and analyze the interrelationships between menu development, food purchasing, cost control, and be able to make profitable operational decisions based upon that understanding • Perform necessary food and labor calculations; profit and loss statement development and analysis; periodic and perpetual inventory summaries and calculations • Describe the main departments within a full service Hotel and their functions, and describe how each department works together to ensure the overall objective is met Student will be assessed through a combination of performance evaluations, written assignments, and written tests and quizzes. Career Options: • Travel Planning • Chef • Restaurant Manager • Front Desk Supervisor • Hotel Management • Conference Centers • Cruise Lines • Health Care • Food Service • Convention Planning • Meeting Planning • Attractions (Disney) Some career options require more than two years of college study. Highlights: • Professional staff with diverse background in industry. • Curriculum input from advisors currently in the industry. • 14,500 sq ft. facility with two fully equipped kitchens. • Two hands on operations classes open to the public. • Currently under reconstruction. Facility renovation and expansion. • Support Services of Job Placement Center.</td>
</tr>
<tr>
<td>004A INFDS</td>
<td>Institutional Foods - INFDS</td>
<td>3.0</td>
<td>This course explores the principles of management and supervision, safety and sanitation and fundamentals of food preparation techniques. Our industry partners, who assist in providing work experiences, are looking for more than just student help, but the leaders and futures of their operations.</td>
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</table>

### Additional Information

- **DIVISION:** Applied Science
- **DEPARTMENT:** Hospitality Management
- **DEAN:** Danny Nguyen
- **DIVISION CHAIR:** Janice Morgan
- **DEPT CHAIR:** W. Haze Dennis
- **PHONE:** 408-855-5250
- **COUNSELING:** 408-855-5030

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

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

- Industry sponsored Work Experience environments.
- Job placement directly through program directors office.

### Hospitality Management - A.S. Degree

The focus of the Hospitality Management program is to provide marketable skills that enable our students to compete successfully and immediately upon graduation. We are part of the "service" industry under the umbrella of travel and tourism, recreation and leisure management, food and restaurant service and, of course, lodging.

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
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<tr>
<td>FDRST 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 051</td>
<td>Basic Food Preparation</td>
<td>5.0</td>
</tr>
<tr>
<td>INFDS 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 055</td>
<td>Procurement for Foodservice Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 075</td>
<td>Menu Planning</td>
<td>2.0</td>
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<tr>
<td>FDRST 075A</td>
<td>Hospitality Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 058</td>
<td>Food, Beverage and Labor Costs Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience.</td>
<td>5.0</td>
</tr>
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</table>

**Optional Recommended Courses (not included in 45 unit core)**

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</tr>
<tr>
<td>FDRST 058</td>
<td>Food, Beverage and Labor Costs Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience.</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### Optional Recommended Courses (not included in 45 unit core)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 051</td>
<td>Basic Food Preparation</td>
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<tr>
<td>INFDS 050</td>
<td>Sanitation and Safety</td>
<td>2.0</td>
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<tr>
<td>FDRST 055</td>
<td>Procurement for Foodservice Operations</td>
<td>3.0</td>
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<td>FDRST 075</td>
<td>Menu Planning</td>
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<td>FDRST 075A</td>
<td>Hospitality Management</td>
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<tr>
<td>FDRST 058</td>
<td>Food, Beverage and Labor Costs Management</td>
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</tr>
<tr>
<td>FDRST 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience.</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### Total Program Certificate Requirements: 45.0 units

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**FOOD SERVICE & RESTAURANT MANAGEMENT**

FDRST 050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY 2.0 units

Students learn about the scope of the Hospitality and Tourism Industry. This course is designed to prepare students for careers in hospitality management. Lectures by industry leaders, field trips, and audio-visual materials are highlights of this course. Information about the Hospitality Management Program is explained. This course may be offered via distance learning, Grade Only.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 050A</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.0</td>
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<tr>
<td>FDRST 051</td>
<td>Basic Food Preparation</td>
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<td>Sanitation and Safety</td>
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</tr>
<tr>
<td>FDRST 055</td>
<td>Procurement for Foodservice Operations</td>
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<td>FDRST 075</td>
<td>Menu Planning</td>
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<tr>
<td>FDRST 075A</td>
<td>Hospitality Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 058</td>
<td>Food, Beverage and Labor Costs Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FDRST 076</td>
<td>Sales and Marketing in the Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience.</td>
<td>5.0</td>
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</table>

**Total Program Certificate Requirements: 45.0 units**
HOSPITALITY MANAGEMENT

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

053 • RESTAURANT OPERATIONS 5.0 units
Total Lecture 27 hours, Total Lab 18.8 hours
Advisory: FDRST 055
Prerequisite: FDRST 052, FDRST 059
Corequisite: FDRST 107S
Acceptable for credit: California State University
The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day’s and/or live on-site or off-site catering events. The emphasis is on management, planning, food preparation, service, and evaluation. Cost accounting, purchasing, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required. Pass/No Pass Option.

054 • HOTEL AND RESTAURANT ACCOUNTING 3.0 units
Total Lecture 54 hours
Advisory: MATH 903
Acceptable for credit: California State University
A systematic study of the basic principles of accounting as they apply to the Hospitality Industry. Grade Only.

055 • FOOD PURCHASING 3.0 units
Total Lecture 54 hours
Advisory: FDRST 051, Eligibility for ENGL 001A and READ 053.
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 way’s in which value is added throughout the distribution channel. Definition of, and focus on - “control points” within the purchasing process are main themes. Current trends, e-purchasing, current product information, distributor and operator ethics are also covered. Pass/No Pass Option

056 • FOOD, BEVERAGE AND LABOR COST CONTROLS 3.0 units
Total Lecture 54 hours
Advisory: FDRST 051, Eligibility for ENGL 001A and READ 053.
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. Grade Only.

059 • HOSPITALITY SUPERVISION AND LEADERSHIP 4.0 units
Total Lecture 72 hours
Advisory: MATH 900, FDRST 050A
Acceptable for credit: California State University
The course approaches hospitality supervision from two different perspectives. The first is the overall theory of management including an industry overview, traditional management theories and general systems thinking; and secondly, from the perspective of managing operational control functions. Grade Only.

060A • FOOD SERVICE FACILITIES PLANNING 3.0 units
Total Lecture 54 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade Only.

070A • PROFESSIONAL TABLE SERVICE 2.0 units
Total Lecture 36 hours
Prerequisite: MATH 903
This course covers table settings, dining room service, customer relations, food and beverage service, serving techniques and set ups. Demonstrations will be presented. Grade Only.

072 • INTERMEDIATE CUISINE 3.0 units
Total Lecture 36 hours; Total Lab 54 hours
Advisory: FDRST 051, Eligibility for ENGL 001A and READ 053
This is a continuation of Basic Food Preparation FDRST 51. 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.

073 • FUNDAMENTALS OF BAKING AND CONFECTIONERY 2.0 units
Total Lecture 18 hours, Total Lecture 54 hours
This course will introduce baking and confectionery work. The student will have an opportunity to observe baking and decorating demonstrations and participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged; check schedule of classes for exact amount. Materials Fee. Grade Only.

074 • INTERMEDIATE BAKING AND CONFECTIONERY 2.0 units
Total Lecture 18 hours, Total Lecture 54 hours
Advisory: FDRST 073 and MATH 903
A continuation of FDRST 73 with emphasis on advanced techniques of baking skills and confectionery design. Uniform required. A fee is charged; check schedule of classes for exact amount. Materials Fee. Grade Only.

075 • MENU PLANNING 2.0 units
Total Lecture 36 hours
Acceptable for credit: California State University
This course covers the principles of menu planning for commercial, institutional, and industrial food service operations. Since the menu is the controlling document that affects every area of operation in the food service facility, all aspects of planning and execution will be visited. This is a certificate course sponsored by the National Restaurant Association Educational Foundation. Grade Only.

076 • SALES AND MARKETING IN THE HOSPITALITY INDUSTRY 3.0 units
Total Lecture 54 hours
Advisory: MATH 900, Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University
This course provides students with the knowledge and practical experiences to understand and develop short term and strategic operating marketing plans for food and lodging segments of the industry. Marketing is emphasized as a management philosophy that guides the design and delivery of guest services. This course may be offered via distance learning. Grade Only.

079 • INTRODUCTION TO WINE AND FOOD PAIRING 3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Advisory: FDRST 051 and FDRST 078
Prerequisite: Students must be 21 years of age or older. Valid proof of age must be provided at first class meeting.
This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students will produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work will be examined from a chemical interaction perspective. How to market wines with various menus will also be covered. Materials Fee. Pass/No Pass Option.

081 • INTRODUCTION TO WINES AND SPIRITS OF THE WORLD 2.0 units
Total Lecture 36 hours
Advisory: Eligibility for ENGL 001A and READ 053
This is a two hour lab per week per day. Students will learn the basics of wine and spirits starting with the history, production, and preparation of wine and spirits; examination of the sensory attributes; wine and spirits service; food and wine pairing; and the responsibility to promote the sale of wine and spirits. The students will also learn professional tasting techniques. This course will allow entry-level knowledge and understanding of the wine and spirits industry. Grade Only.

2011-2013 MISSION COLLEGE 127
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>085</td>
<td>Sustainable Operations for Hospitality Industry</td>
<td>2.0</td>
<td>This course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well.</td>
</tr>
<tr>
<td>090</td>
<td>Healthy Cuisine</td>
<td>2.0</td>
<td>This course introduces the student to the history of beer, distilled spirits and wine. The course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well.</td>
</tr>
<tr>
<td>105</td>
<td>Catering Management and Operations</td>
<td>3.0</td>
<td>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 material fee and uniform requirements apply. May be repeated 2 times. Materials Fee. Pass/No Pass Option.</td>
</tr>
<tr>
<td>106S</td>
<td>Introductory Catering Operations Practicum</td>
<td>0.5</td>
<td>This course is required as a supplement to instruction in FDSRT 051 Basic Food Preparation and FDRST 072 Intermediate Cuisine. The purpose of this class is to increase students’ skills, speed, and competence in hands-on food production. May be repeated 2 times. Pass/No Pass Option.</td>
</tr>
<tr>
<td>107S</td>
<td>Banquet and Catering Operations</td>
<td>0.5</td>
<td>This course is a required supplement for students enrolled in FDRST 052, Quantity Foods Operation, FDRST 053, Restaurant Operation, and FDRST 105, Catering Management and Operations. Students must fulfill 24-30 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and follow-up. May be repeated 2 times. Pass/No Pass Option.</td>
</tr>
<tr>
<td>900</td>
<td>Chocolate Creations (Non-Associate Degree Course)</td>
<td>2.0</td>
<td>This course provides the student with the history of chocolate and the manufacture of chocolate confections. Tempering of chocolate and production of ganaches will be presented. Students will prepare such items as truffles, chocolate rolls, marzipan, ganaches, couvertures, chocolate tulips and other designs. Uniform required. A fee is charged; check schedule of classes for exact amount. Materials Fee. Grade Only.</td>
</tr>
<tr>
<td>901</td>
<td>Wine and Spirits of the World (Non-Associate Degree Course)</td>
<td>2.0</td>
<td>Total Lecture 36 hours This course introduces the student to the history of beer, distilled spirits and wine. The course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well. Materials Fee. Pass/No Pass Option.</td>
</tr>
<tr>
<td>951</td>
<td>Workplace Sanitation (Non-Associate Degree Course)</td>
<td>0.5</td>
<td>Total Lecture 9 hours This course is an intensive one day session designed to certify food-service workers in safe and sanitary food handling. Topics include personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illnesses caused by food contamination, dish washing, storage and refrigeration sanitation of kitchen equipment, cleansing materials, garbage and refuse disposal, safety precautions and training for accident prevention. This course is sponsored by the National Restaurant Association’s Education Foundation. The certification exam is administered at the end of the session. May be repeated one time. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>
The Humanities department offers a selection of courses that examine a variety of world cultures. We have classes on Hispanic, African-American and Asian cultures as well as courses surveying Western cultural traditions and values. Most of our classes are interdisciplinary in nature and introduce students to the integration of history, art, music, literature, theater, film, philosophy and religion. Students in Humanities classes often take field trips to museums, concerts or theater performances. We provide a liberal education for the well-rounded individual.

Student Learning Outcomes:

- Humanities students learn to think critically, creatively and independently, and appreciate the diversity of world cultures.
- Humanities education enables student to pursue various career paths:
  - Education/Teaching
  - Government
  - Publishing/Journalism
  - Museum/Gallery Professional
  - Law
  - Social Work
  - Art Administration
  - Librarian/Archivist
- Non-credit: Field trips to locations pertaining to the various arts.
- Opportunities for study abroad

HUMANITIES (HUMAN)

001A • HUMAN VALUES IN AND FROM THE ARTS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

001B • HUMAN VALUES IN AND FROM THE ARTS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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.

007 • INTERNATIONAL FILMS 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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 (POLIT 007). Pass/No Pass Option.

013 • CREATIVITY AND VISUAL COMMUNICATION 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course may also be offered via distance learning. Pass/No Pass Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course introduces critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures are viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Co-listed as ENGL 015). Pass/No Pass Option.

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 will be placed on understanding today’s Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature and music will be examined. Pass/No Pass Option.

018 • AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is designed to provide the student with an overview of the humanities through the culture and life experiences of African-Americans. Content focuses on significant themes such as literary expression, folklore and vernacular, visual arts, music, dance, theatre, religion, and philosophical thought. An examination of the historic, economic, and social forces that have inspired creativity among African-American writers, artists, philosophers and orators is conducted. Pass/No Pass Option.

020 • ASIAN ROOTS AND CULTURE 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course provides an introduction and overview to the lands, peoples, languages and cultures of Asia beginning with the prehistoric times and continuing to the present. Emphasis will be placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy, religion, and music will be examined. Pass/No Pass Option.

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.

030 • CULTURAL STUDIES 3.0 units
Total Lecture 54 hours
Acceptable for credit: (University of California -pending), California State University
This course exposes students to the cultures and civilizations of different countries around the world. Through field trips to foreign countries, students learn about the art, music, language, customs, food, and daily life of people in other cultures. Students practice language skills acquired in foreign language courses. This course may be repeated three times. Pass/No Pass Option.
INTERDISCIPLINARY STUDIES

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

INTERDISCIPLINARY STUDIES (IS)

DIVISION: Language Arts
DEAN: Tim Karas
DIVISION CHAIR: Myo Myint
COORDINATOR: Amelia Akers-Martin
PHONE: 408-855-5092
COUNSELING: 408-855-5030

Liberal Arts - Associate in Arts

The Liberal Arts AA is designed for students who wish to pursue a broad knowledge of liberal arts and sciences coupled with additional studies in an "Area of Emphasis." This degree is an ideal choice for students planning to transfer to the California State University or University of California because they can satisfy their general education requirements and focus on transferable coursework that relates to their majors and individual interests.

- Choose either option A or B or C for the General Education pattern related to your educational goal.
  A. Associate of Arts/Associate of Science General Education
  B. California State University General Education Breadth
  C. Intersegmental General Education Transfer Curriculum (IGETC)

- Complete a minimum of 18 units in one Area of Emphasis from those outlined below.

(Note: Where appropriate, courses in the area of emphasis may also be counted in a GE area. Elective courses may be necessary to total 60 overall units required).

- Complete necessary Mission College Graduation and Proficiency requirements
- All classes listed below transfer to CSU. Most of the classes also transfer to UC. Refer to www.assist.org for transfer details.

General Education: Patterns A, B or C

- 24-39 units
  Area of Emphasis
  - 18 units
  Electives
  - 3-18 units

Total Units for AA Degree
- 60 units

AREAS OF EMPHASIS:

- Minimum of 18 units required from one Area of Emphasis listed below.
- Courses selected can be used to also fulfill GE areas.

ARTS & HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Select a minimum of 18 units from the following list, including at least two disciplines:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
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<tr>
<td>ART 001B</td>
<td>Survey of Western Art II</td>
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<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
<td>3.0</td>
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<td>ART 004</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 007</td>
<td>Survey of Asian Art</td>
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<tr>
<td>ART 011</td>
<td>The History of Modern Design</td>
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<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
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<tr>
<td>ART 033C</td>
<td>Basic Design: Color</td>
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<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
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<tr>
<td>ART 035A</td>
<td>Life Drawing</td>
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<tr>
<td>CHIN 050A</td>
<td>Conversational Chinese/Mandarin</td>
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<td>CHIN 050B</td>
<td>Conversational Chinese/Mandarin</td>
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<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural</td>
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<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
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<tr>
<td>ENGL 006B</td>
<td>Survey of World Literature</td>
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<td>ENGL 007A</td>
<td>American Literature</td>
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<td>ENGL 007B</td>
<td>American Literature</td>
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<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis</td>
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<tr>
<td>ENGL 018</td>
<td>Asian American Literature</td>
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<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
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<td>ENGL 044</td>
<td>The Bible As Literature</td>
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<td>ENGL 045</td>
<td>Popular Fiction in America</td>
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<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
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<tr>
<td>ENGL 049</td>
<td>Modern Fiction</td>
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<td>ENGL 070</td>
<td>Creative Writing</td>
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<tr>
<td>FRNCH 001</td>
<td>First Semester French (Elementary Level)</td>
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<td>FRNCH 001L</td>
<td>French Laboratory</td>
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<td>FRNCH 002</td>
<td>Second Semester French</td>
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<td>FRNCH 002L</td>
<td>French Laboratory</td>
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<td>FRNCH 003</td>
<td>Third Semester French</td>
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<td>FRNCH 004</td>
<td>Fourth Semester French</td>
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<tr>
<td>FRNCH 005</td>
<td>Fifth Semester French</td>
<td>5.0</td>
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<tr>
<td>FRNCH 006</td>
<td>Sixth Semester French</td>
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<tr>
<td>FRNCH 050A</td>
<td>Basic Conversational French and Culture</td>
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<tr>
<td>FRNCH 050B</td>
<td>Basic Conversational French and Culture</td>
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<tr>
<td>FRNCH 051A</td>
<td>Conversational French and Culture</td>
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<td>FRNCH 051B</td>
<td>Conversational French and Culture</td>
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<td>FRNCH 062</td>
<td>Introduction to French Culture</td>
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<tr>
<td>GDES 011</td>
<td>The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 013</td>
<td>Creativity and Visual Communication</td>
<td>3.0</td>
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<tr>
<td>HUMAN 001A</td>
<td>Human Values in and From the Arts</td>
<td>3.0</td>
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<tr>
<td>HUMAN 001B</td>
<td>Human Values in and From the Arts</td>
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<td>HUMAN 007</td>
<td>International Films</td>
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<tr>
<td>HUMAN 013</td>
<td>Creativity and Visual Communication</td>
<td>3.0</td>
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<td>HUMAN 015</td>
<td>Introduction to Film Analysis</td>
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<tr>
<td>HUMAN 016A</td>
<td>Human Values in and From the Arts</td>
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</tr>
<tr>
<td>HUMAN 018</td>
<td>African-American Culture and Humanities</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 020</td>
<td>Asian Roots and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 022</td>
<td>Introduction to Islam</td>
<td>3.0</td>
</tr>
</tbody>
</table>
COMMUNICATION IN THE ENGLISH LANGUAGE & CRITICAL THINKING

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

Select a minimum of 18 units from the following list, including at least two disciplines:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020</td>
<td>Argumentation and Debate</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 0018</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Clear Thinking in Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 002</td>
<td>Introduction to Logic</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PORTG 049A</td>
<td>Beginning Conversational Portuguese</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 002L</td>
<td>Second Semester Spanish Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>SPAN 03</td>
<td>Third Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 04</td>
<td>Fourth Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 06</td>
<td>Sixth Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 09B</td>
<td>Spanish for Native Speakers</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 05AO</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 05B</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 001A</td>
<td>Intermediate Conversational Spanish and</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 01B</td>
<td>Intermediate Conversational Spanish and</td>
<td>3.0</td>
</tr>
<tr>
<td>VIET 001</td>
<td>First Semester Vietnamese</td>
<td>5.0</td>
</tr>
<tr>
<td>VIET 001L</td>
<td>Vietnamese Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>VIET 002L</td>
<td>Second Semester Vietnamese</td>
<td>5.0</td>
</tr>
<tr>
<td>VIET 049A</td>
<td>Vietnamese for the Vietnamese-Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>VIET 049B</td>
<td>Vietnamese Language and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>VIET 05AO</td>
<td>Basic Conversational Vietnamese and</td>
<td>3.0</td>
</tr>
<tr>
<td>VIET 05BO</td>
<td>Basic Conversational Vietnamese and</td>
<td>3.0</td>
</tr>
<tr>
<td>WHP 040</td>
<td>Dance Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 005</td>
<td>Global Focus</td>
<td>3.0</td>
</tr>
<tr>
<td>ITAL 002</td>
<td>Second Semester Italian</td>
<td>5.0</td>
</tr>
<tr>
<td>JPNS 004A</td>
<td>Intermediate Japanese 02</td>
<td>3.0</td>
</tr>
</tbody>
</table>

BETWEEN ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
NATURAL SCIENCE & MATHEMATICS

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence of reasoning skills beyond the level of intermediate algebra. Students will receive tutorial assistance from tutors in areas of identified academic need and will register in the tutoring course. Corequisite: Enrollment in the course for which a student receives tutoring. Total Lab 54 hours

Select a minimum of 18 units from the following list, including at least one course in mathematics and one course in science:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001L</td>
<td>Physical Anthropology Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BIOSC 001A</td>
<td>General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007</td>
<td>Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 008</td>
<td>Exploring Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>Marine Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>Tropical Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 047</td>
<td>Human Anatomy</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 048</td>
<td>Human Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry II</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry II</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030B</td>
<td>Fundamentals of Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 003</td>
<td>How Everyday Technology Works</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 000D</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 000G</td>
<td>Mathematics for the Liberal Arts Student</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 001</td>
<td>Pre-Calculus Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 002</td>
<td>Pre-Calculus Algebra and Trigonometry</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003A</td>
<td>Analytic Geometry and Calculus I</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004B</td>
<td>Differential Equations</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004C</td>
<td>Linear Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 019</td>
<td>Discrete Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>General Physics - Mechanics, Thermodynamics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 002B</td>
<td>General Physics - Electricity, Magnetism and Optics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>Engineering Physics-Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics-Electricity and Magnetism</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics-Light and Heat</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Engineering Physics-Atomic</td>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>ASTRO 003</td>
<td>Astronomy with Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 041</td>
<td>Principles of Evolution and Animal Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 042</td>
<td>Principles of Plant Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 043</td>
<td>Principles of Cell and Molecular Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>60.0</td>
</tr>
</tbody>
</table>

INTERDISCIPLINARY STUDIES (IS)

010A • TUTOR TRAINING 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit California State University

This is a self-paced course to provide students with techniques and strategies for effective academic peer tutoring in a community college setting. This course also emphasizes skills in communication, problem solving, structuring learning experience and handling challenging situations. May be repeated one time. Pass/No Pass Only.

947 • SUPERVISED TUTORING (NON-ASSOCIATE DEGREE COURSE) No credit
Total Lab 54 hours
Corequisite: Enrollment in the course for which a student receives tutoring
This 0 unit, open entry/open exit course provides learning assistance in the form of tutoring. Students will be assigned to tutoring by an instructor or counselor based on an identified learning need and will register in the tutoring course. Under direction of a certificated supervisor in the tutor lab, students will receive tutorial assistance from tutors in areas of identified academic need and in appropriate study skills to develop their ability to learn independently and become more successful students. A variety of other delivery systems may also be prescribed which include workshops, texts, audiovisual materials, computer software, and self-paced modules.
949 • COLLEGE STUDY SKILLS 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053.
This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored include time management, notetaking, preparation for and taking of examinations, textbook study strategies, distance learning study strategies, developing academic vocabulary, principles of research for writing college papers, and using campus support systems effectively. Second-language learners may also explore academic strategies for non-native English speakers. The emphasis is on mastering and applying the skills needed to analyze the demands of courses to facilitate successful studying and independent learning. May be repeated three times. This course may be offered via distance learning. Pass/No Pass Option.

950 • ACADEMIC ACHIEVEMENT  No credit
Corequisite: Students must be enrolled in a Mission College or Community Education course.
This open entry/open exit course is designed for students who need to build academic skills from co-curricular courses in order to be successful. The course instructor meets individually with students to determine areas of need and develop a study plan for each student. The purpose of the course is to enhance skills in one or more areas, including learning strategies, writing, reading, oral/aural skills, logic and computational skills for science and engineering, and/or study skills. May be repeated six times.

960 • ACADEMIC STRATEGIES 0.5 - 1.0 units
Total Lab 27.2 - 54 hours
This open entry/open exit course consists of faculty-student individualized instruction and is designed for students who want to build academic skills from co-curricular courses in order to be successful. The course instructor meets individually with students to determine areas of need and develop a study plan for each student. The purpose of the course is to enhance skills in one or more areas, including learning strategies, writing, reading, oral/aural skills, logic and computational skills for science and engineering, and study skills. Students meet regularly with the course instructor and complete lab hours in the learning assistance center. May be repeated three times. Pass/No Pass Option.

LEARNING SERVICES (LS)
DIVISION: Student Support Services
DEAN: Daniel Sanidad
DIVISION CHAIR: Char Perlas
PHONE: 408-855-5085
TTY: 408-727-9243
http://www.missioncollege.org/depts/disc/
The Disability Instructional Support Center (DISC) offers support classes under Learning Services for students with disabilities, such as vision, deafness, orthopedic, health impairments, speech/communication, and/or learning disabilities. The program provides support not only to the student, but also to the college. Contact the DISC office at (408)855-5085 or TTY (408) 727-9243 for additional information.

Student Learning Outcomes
Upon completion of the Learning Services courses, students with disabilities will:
• Describe the compensating strategies that relate to their disability
• Demonstrate the use of the appropriate assistive technology that applies to their needs

Students will be assessed through written tests, quizzes, projects, and demonstrations.

LEARNING SERVICES (LS)

900 • SPEECH/LANGUAGE DEVELOPMENT: ASSESSMENT (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total Lecture 9 hours
This course is designed to assess levels of speech/language ability and to identify those areas of disability requiring specialized instruction. Skills assessed may include speech production, language comprehension, and verbal expression. A Student Education Contract (SEC) will be written to include evaluation results, goals for the improvement of speech/language skills, and recommendations for compensating strategies and techniques. Pass/No Pass Only.

901 • ASSESSMENT FOR LEARNING DISABILITIES (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total Lecture 9 hours
This course is designed to assess those students who suspect that they may be eligible for support services through the Disability Instructional Support Center (DISC) due to a learning disability. Once their eligibility is determined, a Student Educational Contract (SEC) is developed which addresses the specific needs of the student. May be repeated two times. Pass/No Pass Only.

902 • ASSISTIVE TECHNOLOGY ASSESSMENT (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total Lecture 9 hours
This course provides a means for evaluating the abilities, limitations and skills of students with disabilities, in conjunction with individual academic or vocational goals, for the purpose of selecting appropriate adaptations for computer access. Assistive technology options include programs and devices such as screen readers, screen enlargement, speech recognition, word prediction, and others. May be repeated two times. Pass/No Pass Only.
### Learning Services

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>903</td>
<td>Assistive Technology Skills</td>
<td>0.5 unit</td>
<td>This course is designed for students who have completed LS 902 (Assistive Technology Assessment). This course provides the student with a means to continue learning adaptive software applications after completion of LS 902. May be repeated two times. Pass/No Pass Only.</td>
</tr>
</tbody>
</table>
| 904         | Orientation to Learning Services (Formerly LS 099G)      | No Credit   | This course provides students with disabilities with an overview of Mission College and detailed information about the Disability Instructional Support Center (DISC), the services, and courses available through the Center. DISC courses consist of incorporating instruction in compensating strategy techniques within specific content such as spelling, word process, and basic mathematics. Services for mainstream classes are identified and the process for accessing these services is explained. |}

### 940 • Learning Strategies for Expressive Language (Non-Associate Degree Course) 3.0 units

This course is designed to accommodate the educational needs of students with expressive language disabilities. It stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, and essay development using multisensory techniques. May be repeated two times. Pass/No Pass Option.

### 941 • Learning Strategies (Non-Associate Degree Course) 3.0 units

This is an introductory course designed to accommodate the educational needs of students with disabilities. It stresses the practical application of learning strategies. Topics include auditory, visual, kinesthetic, and memory processing. The practical application of strategies within each modality is examined. May be repeated two times. Pass/No Pass Option.

### 942 • Math Strategies for the Disabled (Formerly LS 937) (Non-Associate Degree Course) 3.0 units

This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, decimals, and percents. Students will be introduced to techniques that focus on developing compensating strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises will be stressed in order to assist in the understanding and mastery of these basic concepts. May be repeated one time. Pass/No Pass Option.

### 943 • Adapted Computer Basics and Word Processing (Formerly LS 99B) (Non-Associate Degree Course) 3.0 units

This class is designed to introduce students with perceptual, physical, communication, or learning disabilities to concepts and terminology relevant to the basic operation of computers and word processing applications through the use of assistive technology and/or compensating strategies. Students successfully completing the objectives of this course will possess introductory information regarding computers, basic word processing skills, familiarity with related vocabulary and a functional knowledge of recommended assistive technology options and compensating strategies as related to word processing. May be repeated three times. Pass/No Pass Option.

### 944 • Phonics & Spelling Strategies for Disabled Students (Non-Associate Degree Course) 3.0 units

This course is an introduction to phonics and spelling for students with disabilities who have had difficulty mastering these concepts. Students will be introduced to compensating strategies for visual processing difficulties, short and long-term memory problems, and auditory processing and fluid reasoning difficulties. Specific strategy instruction, in addition to oral and written exercises, will be stressed to assist in the mastery of these basic concepts. May be repeated one time. Pass/No Pass Option.

### 950 • Disabled Students Lab (Non-Associate Degree Course) 1.0 unit

This course is designed to give students with learning and physical disabilities an opportunity to practice compensatory skills needed for mainstream classes. Emphasis will be on using assistive technology such as screen and text readers, specialized typing, work prediction, and basic skills software programs under the guidance of a disabilities specialist. May be repeated two times. Pass/No Pass Only.

### 951 • Disabled Instructional Support Center Skills Lab (Non-Associate Degree Course) 1.0 unit

This course is designed for students who have taken LS 950 or already have training in assistive technology. This course is designed to give students with learning and physical disabilities an opportunity to train and practice compensatory skills needed for mainstream classes. Emphasis will be on newer versions of assistive technology. May be repeated three times. Pass/No Pass Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

LIBRARY SKILLS (LIB)

DIVISION: Language Arts
DEAN: Tim Karas
DIVISION CHAIR: Myo Myint
DEPT CHAIR: Elaine Wong
PHONE: 408-855-5162
http://www.missioncollege.org/lib/librarycourses.html

The Library is designed to help students succeed in their college classes. The courses provide students with the opportunities to develop and strengthen their research skills and learn the core concepts of information retrieval. Students will practice finding, analyzing, organizing and presenting information.

Student Learning Outcomes:
Upon completion of the library courses, students will have acquired the necessary skills to find, evaluate, and use information effectively in a variety of contexts for academic success, lifelong learning and enrichment.

Students will learn to:
• Locate, evaluate, and use information in print, non-print, and electronic format.
• Properly cite sources according to established formats such as APA and MLA.
• Explain the legal and ethical aspects of research, including copyright and plagiarism.

Outcomes will be assessed by a series of embedded class assignments, exams, problem-solving exercises and activities.

Highlights:
• LIB 010 fulfills Information Competency Graduation Proficiency requirement.
• LIB 010 fulfills General Education Area E requirement.

LIBRARY SKILLS (LIB)

006 • USING THE INTERNET FOR RESEARCH 1.0 unit
Total Lecture 18 hours
Advisory: CA 070
Acceptable for credit: California State University
This course provides an introduction to finding information on the Internet, including advanced searching techniques. The course also provides instruction in using Internet tools and compares these tools to other information resources available in the library. Students will practice planning, executing, evaluating, and documenting successful searches. Some familiarity with computers recommended. Course may also be offered online. Pass/No Pass Option.

010 • INFORMATION COMPETENCY 1.0 unit
Total Lecture 18 hours
Advisory: CA 070, Eligibility for ENGL 001A and READ 053
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 informational resources including print, media, electronic formats and the World Wide Web. This course may be offered via distance learning. Pass/No Pass Option.

920 • INFORMATION COMPETENCY WORKSHOP No Credit
Total Lab 9 hours
This non-credit course consists of a series of workshops addressing specific areas of Information Competency. The workshops will help students gain proficiency in all aspects of Information Competency including Research Strategies and Using Reference Materials, Searching Online Catalog, Locating Journal and Newspaper Articles, Using the Internet, and Legal Aspects of Information: Citing Sources, Plagiarism, Copyright. Students may attend all or part of the offered workshops. This course may be repeated 3 times No Grade.

930 • LIBRARY SEMINARS No Credit
Total Lab 9 hours
These seminars cover a wide range of topics and students are introduced to various topics and resources found in a 21st century library, including, but not limited to, print, media, electronic formats and the World Wide Web. Activities may include discussions, debates, reading, writing, collaborative learning, presentations and guest speakers. No Grade.
Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem-solving and computational skills necessary for success in any field of study.

Student Learning Outcomes:
The Mathematics Department at Mission College offers courses at three levels: basic skills, associate’s degree, and transfer. Students completing mathematics courses will be able to:

- Solve problems using mathematical terminology, symbols, operations, and techniques according to the course content and level of study;
- Apply technology including calculators and computers to mathematical problems;
- Improve computational and problem-solving skills;
- Construct mathematical models of “real life” problems and draw conclusions from these models;
- Formulate and test mathematical conjectures;
- Adapt general mathematical techniques to course-specific problems;
- Display logical thought process; and value mathematical ways of thinking.

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

Career Options:
- Actuary
- Auditor
- Casualty Rater
- Demographer
- Epidemiologist
- Management Scientist
- Operations Researcher
- Surveyor
- Appraiser
- Biometrician
- Controller
- Econometrician
- Financial Analyst
- Public Opinion Analyst
- Systems Analyst
- Assessor
- Budget Analyst
- Computer Programmer
- Engineering Analyst
- Investment Analyst
- Urban Planner
- Teacher

Highlight:
- A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and videos in the teaching of mathematics.
- A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
- A math learning center providing free tutoring and alternative modes of instruction and support for students.
- A technology-mediated alternative for students in arithmetic and algebra.
- Comprehensive department site on the college webpage with updated schedule information and details of courses and faculty.

Math Achievement Pathway to Success
Join an existing learning community for success. Enroll in Math 903M/903MX in Fall and CM/CMX in Spring on Monday through Thursday from 9:20 am–11:25 am.

The MAPS program offers students a team approach to success in elementary and intermediate algebra. This program is designed for students who had difficulty in their math course in the past.

What are the benefits?
- 3 additional hours per week,
- course textbook/supplementary texts included,
- dedicated MAPS tutors and instructors provide a cooperative approach to learning which is coordinated with the Math Learning Center,
- working in groups and being part of a class with a clear goal of being successful in mathematics,
- gain confidence in you math ability.

For information and application, contact 408.855.5090 or maps@wvm.edu

Mathematics - Associate in Science
Mission College offers an Associate in Science degree in Mathematics to students who successfully complete 28 or more units of course work as outlined below.

Core Curriculum Courses (Required) ................................................. Units
MATH 003A  Analytic Geometry and Calculus I ................................. 5.0
MATH 003B  Analytic Geometry and Calculus II ............................... 5.0
MATH 004A  Intermediate Calculus ................................................ 4.0
MATH 004B  Differential Equations ................................................. 4.0
MATH 004C  Linear Algebra ........................................................... 4.0
MATH 010  Elementary Statistics .................................................... 4.0

Select one course from the following: Units
BIO/SCI 010  Introduction to Biology .............................................. 4.0
PHYS 002A  General Physics - Mechanics and Thermodynamics ......... 5.0
ASTRO 001  Astronomy ............................................................... 3.0
CHEM 001A  General Chemistry I .................................................. 5.0

Plus one of the following: Units
MATH 019  Discrete Mathematics .................................................. 4.0
CIS 037A  Introduction to C Programming .................................... 4.0
CIS 002  Visual Basic.NET .......................................................... 4.0
CIS 043  Software Development With Java .................................... 4.0

Total Units ................................................................. 28.0 -31.0

* Or a more advanced course in that department

Note: Many math courses will require internet access as well as purchase and use of math computer software.

MATHEMATICS (MATH)

000B  PLANE GEOMETRY ......................................................... 4.0 units
Total Lecture 72 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: MATH 003 or MATH 003M or successful placement into the course based on the Mission College Mathematics Placement Exam.

This course introduces geometric and deductive mathematical reasoning in preparation for precalculus. The student studies and demonstrates knowledge and understanding of the basic concepts of plane geometry, emphasizing deductive reasoning and including lines, planes, angles, triangles and spheres, congruence, similarity, parallelism and perpendicularity, length, areas and volumes. This course is designed for the student who has had no previous instruction in geometry or who has had difficulty with geometry. Pass/No Pass Option.

000C  INTERMEDIATE ALGEBRA ............................................... 5.0 units
Total Lecture 90 hours
Advisory: Eligibility for ENGL 001A and READ 053, MATH 000B
Prerequisite: MATH 003 or MATH 003M or successful placement into the course based on the Mission College Mathematics Placement Exam.

The student studies and demonstrates knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems. This course may also be offered via distance learning. Pass/No Pass Option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Advisory Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>000CMX</td>
<td>INTERMEDIATE ALGEBRA (MAPS)</td>
<td>3.0</td>
<td>54</td>
<td>MATH 000CMX</td>
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<tr>
<td>003A</td>
<td>ANALYTIC GEOMETRY AND CALCULUS I</td>
<td>5.0</td>
<td>90</td>
<td>MATH 003A</td>
</tr>
<tr>
<td>003B</td>
<td>ANALYTIC GEOMETRY AND CALCULUS II</td>
<td>5.0</td>
<td>90</td>
<td>MATH 003B</td>
</tr>
<tr>
<td>000G</td>
<td>MATHEMATICS FOR THE LIBERAL ARTS STUDENT</td>
<td>4.0</td>
<td>72</td>
<td>MATH 000B</td>
</tr>
<tr>
<td>001</td>
<td>PRE-CALCULUS ALGEBRA</td>
<td>3.0</td>
<td>54</td>
<td>MATH 000B</td>
</tr>
<tr>
<td>002</td>
<td>PRE-CALCULUS ALGEBRA AND TRIGONOMETRY</td>
<td>5.0</td>
<td>90</td>
<td>MATH 000B</td>
</tr>
<tr>
<td>000C</td>
<td>PRE-CALCULUS ALGEBRA AND TRIGONOMETRY</td>
<td>5.0</td>
<td>90</td>
<td>MATH 000C</td>
</tr>
<tr>
<td>000CM</td>
<td>INTERMEDIATE ALGEBRA (MAPS)</td>
<td>5.0</td>
<td>90</td>
<td>MATH 000CM</td>
</tr>
<tr>
<td>000CP</td>
<td>PREP TRIG/BUS MATH</td>
<td>2.0</td>
<td>36</td>
<td>MATH 000C</td>
</tr>
<tr>
<td>000D</td>
<td>TRIGONOMETRY</td>
<td>3.0</td>
<td>54</td>
<td>MATH 000D</td>
</tr>
</tbody>
</table>

**Notes:**
- UC credit is limited if MATH 003A also taken.
- Acceptable for credit: University of California, California State University
- NOTE: Completion of MATH 3A, 3B and 4A is equivalent to San Jose State University sequences of MATH 29, 30, 31 and 32, although the order of topics presented is different. Students are advised to take all courses in the sequence at one college.

**Advisory:** MATH 000B, Eligibility for ENGL 001A and READ 053

**Prerequisites:**
- MATH 000B
- MATH 000C
- MATH 000CM
- MATH 000D
- MATH 003A
- MATH 003B
- MATH 003C
- MATH 003D
- MATH 003E

**Acceptable for credit:**
- University of California, California State University
- California State University
- University of California (4 units only)
### Mathematics

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>004A • I</td>
<td>Intermediate Calculus</td>
<td>4.0</td>
<td>72</td>
<td>MATH 003B</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>004B • D</td>
<td>Differential Equations</td>
<td>4.0</td>
<td>72</td>
<td>MATH 003B</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>004C • L</td>
<td>Linear Algebra</td>
<td>4.0</td>
<td>72</td>
<td>MATH 004A, Eligibility for ENGL 001A and READ 053</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>008 • F</td>
<td>Finite Mathematics</td>
<td>3.0</td>
<td>54</td>
<td>MATH 004C or MATH 000CM</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>010 • E</td>
<td>Elementary Statistics</td>
<td>4.0</td>
<td>72</td>
<td>MATH 008, Eligibility for ENGL 001A and READ 053</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>012 • CBF</td>
<td>Calculus for Business and Social Sciences</td>
<td>4.0</td>
<td>72</td>
<td>MATH 008, Eligibility for ENGL 001A and READ 053</td>
<td>University of California, California State University</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>014 • M</td>
<td>Mathematics for Elementary School Teachers</td>
<td>3.0</td>
<td></td>
<td>University of California, California State University</td>
<td>Enroll in MATH 000B</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>019 • DM</td>
<td>Discrete Mathematics</td>
<td>4.0</td>
<td>72</td>
<td>MATH 001 or successful placement into the course based on the Mission College Mathematics Placement Exam.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
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<tr>
<td>900 • AF</td>
<td>Arithmetic Functions (Non-Associate Degree Course)</td>
<td>3.0</td>
<td>54</td>
<td>MATH 000 or higher or satisfactory score on an appropriate Mathematics Placement Test.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
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<tr>
<td>901 • AR</td>
<td>Arithmetic Review (Non-Associate Degree Course)</td>
<td>1.5</td>
<td>27</td>
<td>MATH 000 or higher or satisfactory score on an appropriate Mathematics Placement Test.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>901A • A</td>
<td>Arithmetic Review (Sign Numbers) (Non-Associate Degree Course)</td>
<td>0.5</td>
<td>9</td>
<td>MATH 000 or higher or satisfactory score on an appropriate Mathematics Placement Test.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>901B • A</td>
<td>Arithmetic Review (Fractions) (Non-Associate Degree Course)</td>
<td>0.5</td>
<td>9</td>
<td>MATH 000 or higher or satisfactory score on an appropriate Mathematics Placement Test.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>901C • A</td>
<td>Arithmetic Review (Decimals) (Non-Associate Degree Course)</td>
<td>0.5</td>
<td>9</td>
<td>MATH 000 or higher or satisfactory score on an appropriate Mathematics Placement Test.</td>
<td>Eligibility for ENGL 001A and READ 053.</td>
<td>Pass/No Pass Option.</td>
</tr>
</tbody>
</table>
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 053.

Mathematics Map

Courses with Prerequisites

MATH 900
Arithmetic Functions
(no prerequisite)

MATH 902
Pre-Algebra

MATH 903
Elementary Algebra

MATH C/CM
Intermediate Algebra

MATH 904
Preparation for Intermediate Algebra
(Review Course)

MATH 905
Review of Intermediate Algebra
(Review Course)

Advisory: MATH B
MATH D
Trigonometry

Advisory: MATH B
MATH 1
Pre-Calculus Algebra

Advisory: MATH B
MATH 2
Pre-Calculus Algebra and Trigonometry

Advisory: ENGL 108A
MATH 8
Finite Mathematics

Advisory: MATH 8
MATH 10
Elementary Statistics

Advisory: MATH 8
MATH 12
Calculus for Business and Social Sciences

Advisory: MATH B
MATH 14
Mathematics for Elementary School Teachers

Advisory: MATH B
MATH G
Mathematics for the Liberal Arts Student

Advisory: MATH B
MATH 3A
Analytic Geometry and Calculus I

Advisory: MATH B
MATH 3B
Analytic Geometry and Calculus II

Advisory: MATH 4A
MATH 4B
Differential Equations

Advisory: MATH 4A
MATH 4C
Linear Algebra

Advisory: MATH 1
MATH 19
Discrete Mathematics

Prerequisite Example:
Math 900 → Math 902 means course content in Math 900 is a prerequisite for Math 902.

Alternate Prerequisite Assessment
Some course prerequisites may be waived with satisfactory scores on appropriate Math placement tests. Contact the Placement Office in Room E1-101 for more information.

2011-2013 MISSION COLLEGE 139
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

902 • PRE-ALGEBRA  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 54 hours
Advisory: MATH 901
Prerequisite: MATH 900 or successful placement into the course based on the Mission College Mathematics Placement Exam.

This course is designed for students who have a solid foundation in arithmetic skills but need to develop those skills further before taking Elementary Algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include a quick review and practice in fundamental arithmetic skills, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. This course may also be offered via distance learning. Pass/No Pass Option.

903 • ELEMENTARY ALGEBRA  5.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 90 hours
Prerequisite: MATH 902 or successful placement into the course based on the Mission College Mathematics Placement Exam.

The student studies and demonstrates knowledge and understanding of the basic operations and properties of real numbers, polynomials, rational and exponential expressions. Other topics include simplifying linear, rational and exponential expressions, solving linear equations and their applications, graphing linear equations, and factoring polynomials. Other topics may include additional operations with rational expressions, working with functions, solving systems of linear equations and inequalities, solving quadratic equations by factoring, and working with scientific notation. The course is designed for the student who has had no previous instruction in algebra, or for the student who needs a review of elementary algebra. This course may also be offered via distance learning. Pass/No Pass Option.

903M • ELEMENTARY ALGEBRA (MAPS)  5.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 90 hours
Prerequisite: MATH 902 or satisfactory score on an appropriate Mathematics Placement Test and an interview with the MAPS counselor.
Corequisite: MATH 903MX The Math 903MX is a lecture course that must be taken concurrently with Math 903M.

The students study and demonstrate knowledge and understanding of the basic operations and properties of real numbers, polynomials, rational and exponential expressions. Other topics include simplifying linear, rational and exponential expressions, solving linear equations and their applications, graphing linear equations, and factoring polynomials. Other topics may include additional operations with rational expressions, working with functions, solving systems of linear equations and inequalities, solving quadratic equations by factoring, and working with scientific notation. MATH 903M is the first course in the MAPS Algebra sequence that will prepare students to meet the math requirement for the associate degree. The 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. Pass/No Pass Option.

903MX • ELEMENTARY ALGEBRA MAPS EXTRA  3.0 units
Total Lecture 54 hours
Prerequisite: MATH 902 or satisfactory score on an appropriate Mathematics Placement Test and an interview with the MAPS counselor.
Corequisite: MATH 903M

This is a lecture course that is a co-requisite for MATH 903M. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities employed by the MAPS program. Pass/No Pass Only.

904 • PREPARATION FOR INTERMEDIATE ALGEBRA  1.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture 27 hours
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Exam or MATH 903M

The student prepares for Intermediate Algebra by an accelerated review of all the material from Elementary Algebra. The course concentrates on those areas of Algebra which require additional work, and is suitable for students who have passed an Elementary Algebra course. This course may be offered via distance learning. Pass/No Pass Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

MILITARY SCIENCE (MILSC)

SANTA CLARA UNIVERSITY: 408-554-4034 / 408-554-6836
ARMY R.O.T.C. (MILSC) & AEROSPACE STUDIES (ROTC)

Mission College students can enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.

MILITARY SCIENCE • AEROSPACE STUDIES
Pending Program Review
Pending Program Review
Pending Program Review

AEROSPACE STUDIES (ROTC)

001A • THE AIR FORCE TODAY
This course offers students an opportunity to learn about today’s Air Force, including way of life, job opportunities, and benefits. It also teaches communication skills needed for leadership. The class includes a hands-on leadership laboratory. Grade Only.

002A • THE AIR FORCE WAY
This course offers instruction on the development of air power from balloon through the jet age, employment of air power in peacetime missions and civic action programs. It also covers employment of air power from peacetime missions and civic action programs through the post-Vietnam era. Leadership case studies provide tangible context for learning Individual Creeds and Organizational Ethos. The class includes a hands-on leadership laboratory. Grade Only.

MILITARY SCIENCE (MILSC)

MILSC 001A • LEADERSHIP AND PERSONAL DEVELOPMENT

Introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership and officerhood. Students develop their own personal fitness program under the guidance of an Army master fitness trainer. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day weekend field exercise away from the University. Grade Only.

MILSC 001B • FOUNDATIONS IN LEADERSHIP L AND LL

Overviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback and using effective writing skills. Students explore dimensions of leadership, values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day weekend field training exercise away from the University. One evening military formal dinner. Grade Only.

MILSC 002A • INNOVATIVE LEADERSHIP

Explores the dimensions of creative and innovative leadership strategies and styles by studying historical cases and engaging in interactive exercises. Students practice aspects of personal motivation and team building within the context of planning, executing and assessing team exercises. Focus will be on the continued development of knowledge of leadership values and attributes through an understanding of organizational customs and courtesies. Leadership case studies provide tangible context for learning Individual Creeds and Organizational Ethos. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One evening military formal dinner. Grade Only.

MILSC 002B • LEADERSHIP IN CHANGING ENVIRONMENTS L AND LL

Examines the challenges of leading in complex contemporary operational environments. Dimensions of the cross-cultural complexities of leadership in a constantly changing world and their application to leadership tasks and situations. Case studies and importance of teamwork and tactics in real world settings. Review plans and orders that enable small units to complete assigned tasks. This includes The Military Decision Making Process and planning techniques used to develop orders and briefing both plans and decisions. Two 60-minute classes per week. Eight 3-hour leadership labs per semester. One four-day field training exercise away from the University. One evening military formal dinner. Grade Only.
The Mission College Music Department is structured around a traditional musical foundation augmented by computer assisted tutorial, composition and performance classes.

Specific areas of focus are piano, percussion, guitar, or vocal performance and Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Electronic Music. The experienced instructors create an environment that both fulfills General Education requirements and offers students exemplary preparation for the rigors of transfer into both university and vocational level programs.

Student Learning Outcomes:
Upon completion of the program, students will demonstrate:

- Basic proficiency in reading and writing of music notation and applying them to a specific musical instrument (i.e. piano, guitar, voice).
- Ability to identify elements of many types and styles of music, including historical periods, composers, performers, stylistic traits, cultural influences, and performance practices.
- Ability to perform in a musical ensemble (i.e. chorus, orchestra, contemporary/jazz ensemble and Brass Ensemble).
- Apply musical skills with knowledge of MIDI devices (i.e. keyboards, computers, software) to create a musical composition.
- Ability to use music recording studio equipment for use with live and videotaped performance.

Career Options:

- Conductor
- Private Teaching
- Music Criticism
- Piano Performance
- Guitar Performance
- Vocal Performance
- Studio Performer
- Instrumental Instructor
- Organist

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

Highlights:
- Interactive music instruction.
- State of the Art Digital Music Production Facility with 20 custom built creation stations PCs from Sweetwater Sound featuring ProTools software/hardware.
- Mission College Symphony, Chorus, Percussion Ensemble.
- Performances and audition opportunities for various community and industry positions.
- World Class guest artists every semester as part of the Mission College Performing Arts Series.

Digital Music - Certificate of Proficiency
As part of the continued growth in the Music Department, the following certificate in Digital Music has been created. With recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, such a course of study is of great interest to many students with backgrounds in music, music technology, and/or multimedia design. This curriculum provides students with hands-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization within other media. The certificate will help prepare students for career opportunities, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, and music/multimedia software design.

Music Certificate Requirements

- MUSIC 005 Fundamentals of Music 4.0 units
- MUSIC 016 History of Rock 3.0 units
- MUSIC 080 Introduction to MIDI 3.0 units
- MUSIC 081 Digital Music Production I 3.0 units
- MUSIC 083 Digital Music Production II 2.0 units

Total Core Units 14.0 units

Plus any one of the following courses:

- MUSIC 010 Music Appreciation 3.0 units
- DES 070 Intro to Multimedia Design 3.0 units
- GDES 075 Macromedia Director Studio 3.0 units
- HUMAN 001AorB Human Values In and From the Arts 3.0 units
- HUMAN 015 Intro to Film Analysis 3.0 units
- ART 001D Survey of 20th Century Art 3.0 units
- ART 034 Introduction to Digital Art 3.0 units

Total Program Certificate Requirements 17.0 units
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

005A • FUNDAMENTALS OF MUSIC LECTURE  
Total Lecture 54 hours  
Advisory: Recommend concurrent enrollment in MUSIC 090  
Acceptable for credit: University of California, California State University

A course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as an introduction to rhythm performance, sight singing, and techniques of listening to music. This course differs from MUSIC 5 in that there is no practice lab; MUSIC 5A is lecture only.  
Pass/No Pass Option.

006A • HARMONY AND MUSICIANSHIP I  
Total Lecture 72 hours  
Prerequisite: Music 005, 005A or equivalent experience  
Corequisite: Music 090  
Acceptable for credit: University of California, California State University

Harmony and Musicianship I is intended for music students who want to develop the essential musical knowledge and skills required as preparation for music majors, professional musicians, electronic musicians, and all musicians desiring to acquire greater musical understanding, skill, and creativity. Students study the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, instrumentation, orchestration, arrangement, form, and music production. Aural skills are gained through extensive ear-training, sight-singing, rhythmic dictation, performance, improvisation, and basic piano keyboard skills. Students will work both as a class and individually utilizing computer-assisted music instruction software.  
Pass/No Pass Option.

006B • HARMONY AND MUSICIANSHIP II  
Total Lecture 72 hours  
Prerequisite: Music 006A or equivalent experience  
Corequisite: Music 090  
Acceptable for credit: University of California, California State University

Harmony and Musicianship II is an intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.  
Pass/No Pass Option.

007A • HARMONY AND MUSICIANSHIP III  
Total Lecture 72 hours  
Prerequisite: Music 006B  
Corequisite: Music 090  
Acceptable for credit: University of California, California State University

Harmony and Musicianship III is an advanced-intermediate course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.  
Pass/No Pass Option.

007B • HARMONY AND MUSICIANSHIP IV  
Total Lecture 72 hours  
Prerequisite: Music 007A  
Corequisite: Music 090  
Acceptable for credit: University of California, California State University

Harmony and Musicianship IV is an advanced course in the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by advanced level ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.  
Pass/No Pass Option.

010 • MUSIC APPRECIATION  
Total Lecture 54 hours  
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090  
Acceptable for credit: University of California, California State University

Basic introductory course for the student without previous training in music. Development of enjoyment and appreciation through active and guided discussion and listening to such musical forms as symphony, opera, tone poem, sonata, and concerto, from the Middle Ages to the present. Pré-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present).  
Pass/No Pass Option.

015A, B, C, D • SONGWRITING  
Total Lecture 54 hours  
Advisory: Recommend concurrent enrollment in MUSIC 090  
Acceptable for credit: California State University

This course is designed as a follow-up to Fundamentals of MUSIC (MUSIC 5 or 5A), with the student applying skills developed in MUSIC 5 to the writing of song melodies, harmonization, and simple song arrangements. The student will also learn basic principles of lyrics writing.  
Pass/No Pass Option.

016 • HISTORY OF ROCK  
Total Lecture 54 hours  
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090  
Acceptable for credit: University of California, California State University

The course examines the history of Rock and Roll music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion.  
Pass/No Pass Option.

017 • MUSICS OF THE WORLD  
Total Lecture 54 hours  
Acceptable for credit: University of California, California State University

The course is a multimedia, multicultural humanities course which introduces students to music from a world music perspective. Course content is centered on videos, a supplemental textbook, and an extensive collection of recorded examples. Topics include the transformative power of music, music and memory, musical style, musical performance and improvisation, music as ritual, and music technology. This course may also be taught via distance learning.  
Pass/No Pass Option.

029 • KEYBOARD PROFICIENCY  
Total Lecture 18 hours  
Advisory: MUSIC 005 or equivalent experience  
Acceptable for credit: California State University

This course is intended for music majors and other interested musicians. Students will investigate the essential aspects of contemporary music theory using the piano keyboard. Areas of study include scales, modes, chords, chord progressions, bass lines, melody, chord voicing, with introductions to arranging, composition, and improvisation. For music majors, primary focus will be on developing the specific piano keyboard skills and understanding necessary for passing the Keyboard Proficiency Exam, which is a requirement of the A.A. Degree in Music. The course will also benefit transfer music majors by helping prepare them for a more successful undergraduate experience. Note: This course is not intended to replace the piano sequence and will not focus on the development of a complete piano technique.  
Pass/No Pass Option.

030A, B • BEGINNING PIANO  
Total Lecture 9 hours, Total Lab 27 hours  
Advisory for MUSIC 030B: MUSIC 030A or demonstrate proficiency skill  
Corequisite: MUSIC 090  
Acceptable for credit: University of California, California State University

For students with no previous training in piano. Studies in note reading, clefs, rhythmic notation, interpretive symbols, simple pieces at the piano, the course seeks to stimulate the intellect by a study of the history of the piano and piano music, including famous composers and performers of piano music, and by the development of skills in critical thinking as related to piano performance.  
Pass/No Pass Option.
### 031A, B • INTERMEDIATE PIANO
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory for MUSIC 031A: MUSIC 030B or demonstrate proficiency skill**
- **Advisory for MUSIC 031B: MUSIC 031A or demonstrate proficiency skill**
- **Corequisite: MUSIC 090**
- **Acceptable for credit: University of California, California State University**

This course is a continuation of Music 031A and is designed for those students who wish to continue their keyboard skills through working on music and exercises for students of a "high-intermediate" level. Students will continue to work on developing piano technique, increased interpretive skills, and an understanding of a broad range of music from many periods and styles. Students will continue to study the piano, its composers and performers. **Pass/No Pass Option.**

### 032A, B • BEGINNING VOICE
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Acceptable for credit: University of California, California State University**

A course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. **Pass/No Pass Option.**

### 033A, B • INTERMEDIATE VOICE
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Acceptable for credit: University of California, California State University**

A continuation of Music 32A. Designed for those who wish to improve their vocal singing skills through a continued study and development skills in vocal technique, interpretation, presentation (including critical analysis), history of singing and vocal music, and style in the works of various composers from different musical periods and cultures. Practice is provided with both live piano and recorded taped accompaniment. **Pass/No Pass Option.**

### 036A, B, C, D • BEGINNING GUITAR
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Acceptable for credit: University of California, California State University**

A beginning course in guitar. Emphasis on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. **Pass/No Pass Option.**

### 037A • GUITAR ENSEMBLE
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory: MUSIC 090**
- **Acceptable for credit: California State University**

This course focuses on the study and performance of guitar music from a Western European musical tradition. Emphasis will be placed on individual and group participation, and public performance. Attendance at all scheduled performances is required. No prior performance experience is required. **Pass/No Pass Option.**

### 039A, B, C, D • ADVANCED PIANO
- **Total Lecture 9 hours, Total Lab 27 hours**
- **Advisory for MUSIC 049A: MUSIC 049B or demonstrate proficiency skill**
- **Advisory for MUSIC 049B: MUSIC 049A**
- **Prerequisite for MUSIC 049A, B, C, D: MUSIC 039A, B, C, D or demonstrate proficiency skill**
- **Corequisite: MUSIC 090**
- **Prerequisite for MUSIC 039A, B, C, D: MUSIC 090**
- **Acceptable for credit: University of California, California State University**

This is an advanced course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. May be repeated three times. **Pass/No Pass Option.**

### 040A • PERCUSSION ENSEMBLE
- **Total Lab 54 hours**
- **Advisory: MUSIC 90**
- **Acceptable for credit: University of California, California State University**

A survey of advanced music for the piano and other keyboard instruments from the Baroque Period to 20th Century musical styles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Course is repeatable for credit. Students will be assigned new musical works each semester from the vast amount of piano repertoire that is available, allowing the student to continue development of his/her technical skills. May be repeated three times. **Pass/No Pass Option.**

### 041A, B, C, D • MIXED CHORUS
- **Total Lab 108 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Acceptable for credit: University of California, California State University**

A singing group of mixed voices open to those with or without previous experience in group singing. Part songs, motets, anthems, and other types of choral music, in a variety of styles, will be learned. Music reading may be covered as well as the basic elements of music. **Pass/No Pass Option.**

### 042A • VOCAL JAZZ ENSEMBLE
- **Total Lab 108 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Acceptable for credit: University of California, California State University**

A performance ensemble for students who wish to sing familiar jazz and pop tunes. Students learn contemporary singing styles, microphone technique, and improvisation skills. Students are required to participate in a minimum of two public performances and a recording session. May be repeated three times. **Pass/No Pass Option.**

### 048A • SYMPHONY ORCHESTRA
- **Total Lab 54 hours**
- **Advisory: Recommend concurrent enrollment in MUSIC 090**
- **Prerequisite: Demonstration of skill**
- **Acceptable for credit: University of California, California State University**

This is an advanced course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances required. New works of orchestral music are performed each semester. May be repeated three times. **Pass/No Pass Option.**

### 048B • SYMPHONY ORCHESTRA
- **Total Lab 54 hours**
- **Advisory: MUSIC 090**
- **Prerequisite: MUSIC 048A**
- **Acceptable for credit: University of California, California State University**

This is a continuation course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances required. New works of orchestral music are performed each semester. May be repeated three times. **Pass/No Pass Option.**
048C • SYMPHONY ORCHESTRA
Total Lab 54 hours
Advisory: MUSIC 090
Prerequisite: MUSIC 048B
Acceptable for credit: University of California, California State University
This is a course for the expert study and skilled performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Pass/No Pass Option.

048D • SYMPHONY ORCHESTRA
Total Lab 54 hours
Advisory: MUSIC 090
Prerequisite: MUSIC 048C
Acceptable for credit: University of California, California State University
This course is a hands-on survey of audio recording techniques using ProTools software and hardware. Specific subject areas include microphones, mic pre-amps, multi-track recording, vocal overdubs, and basic mixing. Students complete a series of projects designed to develop recording, editing and mixing skills. Pass/No Pass Option.

050 • MISSION STEELBAND
Total Lab 54 hours
Advisory: MUSIC 090, Eligibility for ENGL 001A and READ 053
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 steeldrums. Emphasis is placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. May be repeated three times. Pass/No Pass Option.

051 • JAZZ ENSEMBLE
Total Lecture 18 hours; Total Lab 54 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. Open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art-form within an accurate historical and contemporary framework. May be repeated three times. Pass/No Pass Option.

065A, B, C, D • DRUM AND BUGLE CORPS
Total Lecture 18 hours; Total Lab 54 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Prerequisite: Admission to this ensemble is by audition. Entering ensemble members need the ability to read, interpret and perform music and movement in field marching routine. Acceptable for credit: University of California, California State University
Students will be a part of a performing drum and bugle corps, marching in preconceived and free-form visual formations and routines, playing brass and percussion instruments, with accompanying visual units appropriate to the ensemble. Pass/No Pass Option.

066A • DRUM AND BUGLE CORPS II
Total Lecture 18 hours; Total Lab 54 hours
Advisory: MUSIC 090
Prerequisite: Audition for demonstration of skill
Acceptable for credit: University of California, California State University
Students will be part of an advanced level performing drum and bugle corps, marching in preconceived and free-form visual formations and routines of an advanced level, playing brass and percussion instruments with accompanying visual units appropriate to the ensemble. Admission is by audition only. May be repeated three times. Pass/No Pass Option.
NUTRITIONAL SCIENCE

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

NUTRITIONAL SCIENCE (NS)

DIVISION: Math and Science
DEPARTMENT: Nutritional Science
DEAN: Danny Nguyen
DIVISION CHAIR: Thais Winsome
DEPT CHAIR: Kelly Neary
PHONE: 408-855-5030
COUNSELING: 408-855-5588

Nutritional Science is a dynamic field of study with connections to food science, chemistry and biology. It is a discipline that investigates how nutrients are taken in by the body, broken down, and utilized. Through the study of nutrition, chronic diseases such as heart disease and cancer can be better understood and perhaps even prevented. In a larger context, nutritional science examines how the environment is connected with the nutritional status of populations. This is a discipline that crosses cultures and looks at the health implications of a variety of foods.

Student Learning Outcomes:
Students who successfully complete courses in the Nutrition Program will:
• describe the scientific basis for nutrition
• apply nutrition concepts to a regular and therapeutic diet.

Students will be assessed through written homework and exams and class presentations.

Career Options:
Most career options require more than two years of college study:
• Dietetic Technician(Registered)
• Dietetic Service Supervisor
• Food Manufacturing( test kitchens)
• Food Service Manager
• Food Service Inspector(R.D. advised)
• Hospital Dietetics( R.D. advised)
• Nutrition Counselor( R.D. advised)
• Nutrition Researcher
• Nutrition Educator( R.D. advised)
• Nursing Homes
• Private Practice Consultant(R.D. advised)
• Registered Dietitian ( R.D.)
• Sports Nutrition (R.D. advised)
• WIC counselor

Highlights:
• Professional staff concerned with helping students succeed and meet their educational goals.
• Computer-assisted learning.
• Distance learning offerings of some classes which provide flexibility to students.
• Demand for healthcare professionals

015 • HUMAN NUTRITION 3.0 units
Total Lecture 54 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University
This course is designed to teach basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and inter-relationships between nutrients in the body are examined. Current nutritional controversies are evaluated. Students develop and increase their analytical and evaluative skills by completing a nutritional self-study during the course. This course may be offered via distance learning. Pass/No Pass Option.

040 • DIET IN HEALTH AND DISEASE 2.0 units
Total Lecture 36 hours
Advisory: MATH 900
Acceptable for credit: California State University
This course is designed to provide a basic understanding of normal and clinical nutrition for individuals in the health care field. Stress is placed on defining and describing the therapeutic needs of the ill in terms of current dietetic principles. Pass/No Pass Option.

052 • NUTRITION FOR CHILDREN 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University
This course provides students with a basic understanding of scientific principles as they apply to nutrition for children. Emphasis is placed on the prenatal through school aged child. Nutrients and their affect on a child’s physical and mental development are discussed. This course analyzes cultural, environmental, physical and economic factors affecting nutritional status. Federal and State regulations for child feeding programs are included. Grade Only.
Philosophy, the original home of the sciences, is an attempt at comprehensive understanding. Among the perennial questions philosophy investigates are the nature of reality, human knowledge, the nature of mind, morality and the good life, etc. In this investigation, philosophy uses not only historical insights but also logical and conceptual methods.

Student Learning Outcomes:
The Philosophy Department at Mission College's central aim is to inculcate in students a rational outlook and an appreciation of the role of philosophy in human history. Upon completion of the Department's core courses, students will be able to:

1. analyze, research, and write a thesis defense paper;
2. construct and apply different types of argument in clarifying, defending, and refuting a philosophical position;
3. identify and evaluate both the connections between some concepts in epistemology, metaphysics, and ethics, and the implications these concepts entail for human existence;
4. test for validity quantificational and truth functional arguments, construct elementary formal proofs in truth functional logic, and reconstruct the logic of a scientific experiment; and
5. state and discuss the fundamental relations between different philosophical traditions and the world’s enduring civilizations (Western, East-Asian, and South-Asian).

Students will be assessed through written exercises, written exams, quizzes, oral presentations and papers.

Academic Preparation and Career Paths:
Undergraduate training in philosophy seeks to inculcate and develop higher-level cognitive abilities that are excellent preparation for graduate and professional study. In GRE exams, philosophy undergraduates, when compared with undergraduates from other disciplines, have consistently obtained the highest verbal scores.

Training in philosophy also enables students to pursue numerous career paths. Below are some career options open to philosophy students:

- Administrator
- Author/Lecturer
- Cryanalyst
- Editorial Assistant
- Essayist
- Foreign Service Officer
- Information Scientist
- Management
- News Editor
- Priest
- Rabbi
- Tour Guide
- Anthropologist
- Business
- Drama Critic
- Editorial Writer
- Foreign Correspondent
- High School Teacher
- Journalist
- Museum Curator
- Personnel Manager
- Psychologist
- Scientific Researcher
- Archivist
- COLUMNIST
- Editor
- Educator
- Lawyer
- Playwright
- Publisher
- Social Worker

Department Focus
As enrollment and funding increase, the Department plans to offer more courses. The focus of the Department is to provide students with rigorous preparation in ethics, critical thinking, and writing.

Philosophy and Academic Requirements:
For transfer students to the University of California and California State University

- The following IGETC-approved courses meet the Critical Thinking requirement under Area 1, English Communication:
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

004 • PATTERNS IN COMPARATIVE RELIGIONS 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by various religions to perennial problems of human life with emphasis upon the relevance of religious experience to contemporary existence. Pass/No Pass Option.

005 • INTRO TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course will introduce students to a critical study of some major social and political problems: What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? Pass/No Pass Option.

007 • INTRODUCTION TO PHILOSOPHY OF SCIENCE 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is of special interest to students of the sciences. The course will introduce the student to a critical examination of some problems in the philosophy of science: (1) What is causality? (2) What counts as an explanation in science? (3) How is explanation different from prediction? (4) What is the nature of evidence? (5) What are the relationships between a scientific theory and the world? Pass/No Pass Option.

008 • INTRODUCTION TO ASIAN PHILOSOPHY 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Pass/No Pass Option.

009 • INTRODUCTION TO SYMBOLIC LOGIC 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both sentential and quantificational logic, construct advanced formal proofs of validity in both sentential and quantificational logic, and explore the metalogical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Pass/No Pass Option.

010 • INTRODUCTION TO THE PHILOSOPHY OF ART 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course investigates the following questions: 1) What, if any, constitutes a work of art? 2) What are the relationships, if any, between art and life? 3) Is there any rational procedure, if any, for evaluating a work of art? The student will be invited to investigate these questions as they relate to various forms such as poetry, music, drama, and the like. Other questions in the philosophy of art may also be considered to respond to students' interests. Pass/No Pass Option.

017 • LOGIC AND CRITICAL THINKING 3.0 units
Total Lecture 54 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course is an introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: analytical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common fallacies in reasoning (both formal and informal). Analytical reading strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. Pass/No Pass Option.
### PHYSICS (PHYS)

**DIVISION:** Math and Science  
**DEPARTMENT:** Physics  
**DEAN:** Danny Nguyen  
**DIVISION CHAIR:** Thais Winsome  
**DEPT CHAIR:** Clint Poe  
**PHONE:** 408-855-5262  
**COUNSELING:** 408-855-5530

Mission College's Physics program presents physics as a dynamic, exciting field and is taught by experienced and dedicated instructors who consider teaching as a primary responsibility. Laboratories are a central, not subservient, part of the courses. The sequences are designed to meet transfer requirements for majors in the Physical and Natural Sciences.

**Student Learning Outcomes:**
Upon completion of courses, students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

**Career Options:**
- Astronomer  
- Architect  
- Chemist  
- Geologist  
- Engineer  
- Physicist  
- Physical Scientist  
- Meteorologist  
- Oceanographer

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 001AB</td>
<td>General Chemistry</td>
<td>5.0 each</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>Engineering Physics - Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics - Light and Heat</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Requirements:** ............................................ **18.0**

**002A • GENERAL PHYSICS - MECHANICS AND THERMODYNAMICS**  
**5.0 units**
Total Lecture 72 hours, Total Lab 54 hours  
Prerequisite: MATH 000D  
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.

**004A • ENGINEERING PHYSICS-MECHANICS**  
**5.0 units**
Total Lecture 72 hours, Total Lab 54 hours  
Prerequisite: MATH 003A  
Acceptable for credit: University of California, California State University  
This course in mechanics, the first in a series of engineering physics courses, is a calculus-based study of forces, energy and momentum. Kinematic problems are solved using position, velocity and acceleration. Conservation of momentum and energy is applied to moving and interacting systems, rotational mechanics, simple harmonic motion, gravity, mechanical properties of matter, fluid statics and dynamics. Materials Fee. Grade Only.

**004B • ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM**  
**5.0 units**
Total Lecture 72 hours, Total Lab 54 hours  
Prerequisite: MATH 003B and PHYS 004A  
Acceptable for credit: University of California, California State University  
This lecture/lab course is the second in the calculus-based engineering physics series. The course continues the concept of field theory and develops the concepts of Maxwell's equations. Topics include: Coulomb's Law, Gauss' Law, Electric Potential, Biot-Savart Law, Ampere's Law, Faraday's Law, and introduces Kirchoff's Laws and AC circuits. Numerical and theoretical problem solutions are emphasized at the calculus level. Materials Fee. Grade Only.

**004C • ENGINEERING PHYSICS-LIGHT AND HEAT**  
**5.0 units**
Total Lecture 72 hours, Total Lab 54 hours  
Prerequisite: MATH 003B and PHYS 004A  
Acceptable for credit: University of California, California State University  
This lecture/lab course is the third semester in the engineering physics series. The course content includes thermodynamics, geometrical and wave optics, atomic and modern physics. The dual nature of light is investigated in lecture and laboratory by the use of interference and diffraction effects. The laws of heat transfer, thermodynamics, and the Carnot cycle are covered. Numerical and theoretical solutions to problems are emphasized. Materials Fee. Grade Only.

**004D • ENGINEERING PHYSICS-ATOMIC AND MODERN PHYSICS**  
**2.0 units**
Total Lecture 36 hours  
Prerequisite: PHYS 004B  
Acceptable for credit: University of California, California State University  
This course is an introduction to quantum physics with an emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity. Grade Only.

**010 • INTRODUCTION TO PHYSICS**  
**4.0 units**
Total Lecture 54 hours, Total Lab 54 hours  
Advisory: MATH 903  
Acceptable for credit: University of California, California State University  
This course is a conceptual course in physics, including the development of fundamental concepts, viewed as both human activities and as part of our culture. The application of physics to modern and future life is explored and placed in perspective. The topics included in this course are mechanics, thermodynamics, electricity and magnetism, optics, and modern physics. Materials Fee. Grade Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

POLITICAL SCIENCE (POLIT)

DIVISION: Liberal Studies
DEPARTMENT: Political Science
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Dr. Alan Chandler
PHONE: 408-855-5256
COUNSELING: 408-855-5030

Taking Political Science classes at Mission is an ideal and fascinating part of acquiring a broad liberal education and, in career terms, the degree is highly versatile pointing the way in many vocational directions. The study of political science involves not only the examination of the structure of government and political systems but the examination of the interaction of individuals and institutions within those systems. These courses offer valuable insight into these events on the local, state, national, and international levels and they also encourage involvement of the citizenry.

Student Learning Outcomes:

As one of the departments in the Division of Social Sciences, the Department of Political Science strives to further the primary goals of the College’s Mission Statement. Thus completion of its courses will assist students in meeting their career, transfer and lifelong educational and intellectual needs as members of a diverse and changing society.

In addition to these general objections, the specifically designed outcomes of the Political Science program will enable students to

- Identify the institutions, players and processes in both American national and state government, and the democratic skills needed to navigate and actively participate in government and its decision making process.
- Analyze the exercise of power in formal governmental institutions and non-governmental institutions, from interest groups to human rights organizations to corporate board rooms.
- Differentiate and classify political systems, their historical context development, and the social and economic systems with which they interact.
- Explain and assess the ideas of the salient political thinkers, and how those ideas might apply in contemporary practice.
- Trace how public policy gets formulated, legislated, implemented and evaluated and assess how democratic and accessible the process is.
- Compare the U.S. political system to those elsewhere in the world in nations in Europe, Asia, Africa, Latin America, and the Middle East.
- Explain and critique the political relations among nations, and the transnational relations increasingly practiced by peoples, organizations, and local institutions across national boundaries.

Students will demonstrate their progress and mastery through written and oral quizzes, exams, individual and/or group projects, and reports.

Career Options:

- Public Relations Specialist
- Public Opinion Surveyor
- Elected Official
- Researcher/Research Analyst
- Journalist
- Government Worker
- Occupational Analyst
- Personnel Manager
- Public Information Officer
- Political Economist
- Foreign Service Officer
- Administrator
- Attorney
- Campaign Aide
- Budget Analyst
- City Planner
- Legislative Aide
- Lobbyist
- Military Officer
- Political Scientist
- Paralegal
- Teacher
- City Manager
- Businessperson

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

Highlights:

- Transferable courses in both American and international politics.
- Experienced, professional, widely traveled instructors.
- Opportunity for political internships.
- Discussions with leading experts and officials.
- Fill General Education requirements for transfer or degree.
- Develop crisp reasoning and analytical skills.

Pre-Law Education:

Although no specific course of study is required for admission to Law School, Political Science is an excellent major or minor if you are looking to a legal career. It equips you with the intellectual tools needed for the study and practice of law.

Political Science courses will develop your ability to express concepts clearly, the capacity to read concentrated materials with precision, and the power to reason, weigh facts, and solve problems.

Because overall GPA is important in applying for admission to a law school, a pre-law student should consider a major as an alternative to law school or one which can be used in conjunction with a law degree. Law Schools are looking for individuals who have a high level of writing competence, good analytical skills, intellectual discipline, breadth in humanities, sciences and social science, and a general understanding of the business and political world. Most law schools require a baccalaureate degree. The Law School Admission Test (LSAT) is required. A pre-law student needs to plan a course of study in cooperation with a counselor in the Counseling Center.

POLITICAL SCIENCE (POLIT)

001 • AMERICAN GOVERNMENT

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 American national government, with consideration of state and local governments. The emphasis is on development of democratic institutions through historical and contemporary studies. This course helps satisfy the state requirement in U.S. History, Constitution, and state and local government. This course may also be offered via distance learning. Pass/No Pass Option.

002 • COMPARATIVE GOVERNMENT

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 of contemporary world problems with an emphasis on developing comparative analytical skills and abilities. Pass/No Pass Option.

004 • INTERNATIONAL RELATIONS

(Formerly POLIT 005)

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 to better understand the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state and non-state players, the historical struggle for power between the countries of the East and West and the North and South, the causes and prevention of war, international law and organizations, international economics, including control of the world's resources and multinational corporations, and the foreign policy process both in the United States and abroad. Pass/No Pass Option.

006 • POLITICS OF RACE, CLASS AND GENDER

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 American politics. The class will survey the political history, goals, strategies, perspectives, barriers and successes of women, the poor and selected minorities within the context of American politics. Various groups will be considered including African-Americans, Asian-Americans, Hispanics, Native Americans, Gays and Lesbians, the homeless, migrant farm workers, and immigrants. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

007 • INTERNATIONAL FILMS  3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
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 (HUMAN 007). Pass/No Pass Option.

010 • INTRODUCTION TO LAW AND THE LEGAL SYSTEM  3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University

An introduction to law and the American legal system. Focus will be on establishing a basic understanding of the legal system including those institutions, public and private, that enact, interpret, and implement the law. Attention will also be given to the role law plays in society and its interaction with the political, social and economic spheres. Topics to be considered will variously include the nature and sources of law, the judicial system, including courts and procedure, judges and juries, litigants and attorneys, and the penal system. The major branches of law and methods of alternative dispute resolution are also surveyed. Pass/No Pass Option.

PSYCHIATRIC TECHNICIAN  (PT)

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
PHONE: 408-855-5397
INFO: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5030

Acceptance criteria, program eligibility and selection process are subject to change. Current information can be located on the Health Occupations website.

All students accepted into the Psychiatric Technician (PT) program must be 18 years of age and provide evidence of the following:
• High school diploma/GED
• Current CPR certification
• Current physical exam that includes disease specific immunity, negative TB status, and current tetanus booster
• Negative urine screening and required fingerprinting or background check

Information regarding these requirements will be provided at the orientation.

Accredited by the California Board of Vocational Nursing and Psychiatric Technician (BVNPT), the three-semester PT program provides student-centered instruction and meets all board requirements. Classroom instruction is concurrent with clinical practice. All courses must be taken in sequence and completed with a grade of 75% or higher to remain in the program. Successful program completion qualifies graduates to take the California State Psychiatric Technician Licensing examination.

Completion of the PT program does not guarantee licensure.

Student Learning Outcomes:

Upon completion of the Psychiatric Technician program, the student will:
1. Demonstrate the use of theoretical concepts and clinical skills during the performance of patient care to prepare for employment as Licensed Psychiatric Technician.
2. Identify deviations from normal anatomy, physiology, and diagnostic findings with diseases and disorders, and safely and effectively demonstrate theoretical concepts and skills basic to the practice of nursing in the delivery of patient care.
3. Apply the nursing process while providing thorough, effective, and safe health care based on individual patient needs (i.e., physical, emotional, cultural/spiritual, and age-related, etc.).
4. Demonstrate therapeutic communications skills needed when caring for patients from a diverse population.
5. Demonstrate accurate dosage calculations and safely administer medications by identifying drug standards, sources, dosages, and therapeutic and non-therapeutic effects.
6. Identify etiology of growth and development across the lifespan and basic genetic principles, and demonstrate understanding of chromosomal mutations, etiologies, prevalence, and methods of detection of developmental disabilities, mental retardation, and child psychiatric disturbances.
7. Safely and effectively, demonstrate theoretical concepts and skills basic to the practice of nursing in the delivery of patient care, including safely and accurately applying the nursing process in the provision of direct nursing care of a client with developmental disabilities and mental illness.
8. Describe the predominant characteristics of normal and abnormal behavior; analyze a plan of care, nursing problem list, nursing goals, appropriate nursing interventions, and evaluation of client outcomes for the client with developmental disabilities, and mental health problems.
9. Compare and contrast group activities utilized in the psychiatric clinical setting and successfully facilitate a client group including formation, implementation and evaluation of the group process.
10. Identify characteristics of professional behavior, leadership, and management, and define the roles and responsibilities of the Licensed PT.
11. Define the major components of the California Psychiatric Technician Law, the PT’s scope of practice, and the importance of understanding the effects of current issues and trends on clinical practice.
PSYCHIATRIC TECHNICIAN

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

12. Successfully complete all requirements for eligibility to apply for the PT licensure examination.

Students will be assessed through examinations, quizzes, case studies, skill demonstration, oral presentation, discussion, and clinical evaluation.

PSYCHIATRIC TECHNICIAN PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician, acceptance into the Psychiatric Technician program will be dependent on the following:

Psychiatric Technician:

• Attendance at an information session (Dates will be posted in Online)
• Completion of the College Placement examination (Assesses for eligibility in English 1A, Math 903 and Reading proficiency).
• Submission of an application for the PT program by the specified deadline

(Applications are available online at http://www.missioncollege.org/depts/health/index.html/nursing)

• Satisfactory completion of the prerequisite: BIOSC 022
• It is recommended that students have completed AH 003, NS 015, PSYCH 012, PT 011 or PSYCH 001 prior to applying for this program.
• BIOSC 022, NS 015, PSYCH 012, PT 011 or PSYCH 001 must be completed within 5 years of applying to the program.
• Students must pass all PT courses with a grade of 75% or higher.

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

Psychiatric Technician - A.S. Degree and Certificate of Achievement

The Licensed Vocational Nurse is a member of the health care team and works under the direction of a Registered Nurse or physician. The Vocational Nurse Program offers both a Certificate and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Vocational Nursing. Certificate requirements consist of three semesters of study. Classroom theory consists of 9 to 11 hours per week. Approximately 18 hours are spent in clinical experiences (VN 055A1, VN 055B1, VN 055C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination. Enrollment is limited. Contact the Applied Science Office for test dates and brochures.

Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>Cardiopulmonary Resuscitation</td>
<td>0.5</td>
</tr>
<tr>
<td>BIOSC 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 050</td>
<td>Introduction to Vocational Nursing</td>
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<tr>
<td>Semester I</td>
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<tr>
<td>VN 055A1</td>
<td>Medical-Surgical Clinical Lab</td>
<td>6.0</td>
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<tr>
<td>VN 055A2</td>
<td>Medical-Surgical Nursing Theory</td>
<td>4.0</td>
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<tr>
<td>VN 055A3</td>
<td>Communications and Behavior</td>
<td>3.0</td>
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<tr>
<td>VN 055A4</td>
<td>Introduction to Nursing Process</td>
<td>1.0</td>
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<tr>
<td>VN 060A</td>
<td>Beginning Pharmacology - Part I</td>
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<tr>
<td>Semester II</td>
<td>Units</td>
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<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>VN 055B1</td>
<td>Medical-Surgical Clinical Lab</td>
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<tr>
<td>VN 055B2</td>
<td>Medical-Surgical Nursing Theory</td>
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<tr>
<td>VN 056</td>
<td>Obstetrical Nursing</td>
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<tr>
<td>VN 060B</td>
<td>Beginning Pharmacology - Part II</td>
<td>1.0</td>
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<tr>
<td>Semester III</td>
<td>Units</td>
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<tr>
<td>VN 055C1</td>
<td>Medical-Surgical Clinical Lab</td>
<td>6.0</td>
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<tr>
<td>VN 055C2</td>
<td>Medical-Surgical Nursing Theory</td>
<td>4.0</td>
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<tr>
<td>VN 055C3</td>
<td>Vocational Nursing Seminar Issues and Trends</td>
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<tr>
<td>VN 057</td>
<td>Introduction to Gerontology</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 058</td>
<td>Introduction to Child Health Care</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 060C</td>
<td>Pharmacology - Part III</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Cert. Requirements: 54.0

PSYCHIATRIC TECHNICIAN (PT)

011 • INTRO. AND APPL. OF GENERAL PSYCHOLOGY-PT  3.0 units

Total Lecture 54 hours

Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course introduces the psychiatric technician and other human service workers to the field of general psychology with emphasis on theory and application in a variety of psychiatric clinical settings. Emphasis is on principles that will be helpful to the psychiatric technician in understanding the behavior of mentally ill patients. Topics include perception, intelligence, learning and thinking, motivation and emotion, personality, abnormal patterns of behavior, and treatment practice. This provides a basic theoretical background from which the other courses in the program can be interrelated. Grade Only.

013A • DEVELOPMENTAL DISABILITIES: ETIOLOGIES & CLASSIFICATIONS-PT  3.0 units

Total Lecture 54 hours

Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: PT 068, PT 069, and PT 060A
Acceptable for credit: California State University

A comprehensive course covering the basic genetic principles as a foundation for understanding chromosomal mutations, etiologies, prevalence, symptom picture, methods of detection of a broad spectrum of developmental disabilities, mental retardation and child psychiatric disturbances. Grade Only.

013B • CARE OF THE DEVELOPMENTALLY DISABLED CLIENT-PT  3.0 units

Total Lecture 54 hours

Prerequisite: PT 067, PT 068 PT 069 and NS 015
Corequisite: PT 013A, PT 019A, PT 060B and PSYCH 012
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: California State University

This course is designed to provide the student with an understanding of the principles of care for the developmentally disabled client. Characteristics of the developmentally disabled individual, including functional limitations such as deafness, blindness, and cerebral palsy, will be discussed. The student will learn approaches which may be applied to increase individual levels of function; observation, management, and documentation of behavioral problems; and interpersonal skills and therapeutic strategies for communication. The emphasis throughout will be on the practical application of theoretical principles with the developmentally disabled population. Grade Only.

017A • INTRODUCTION TO ABNORMAL PSYCHOLOGY  3.0 units

Total Lecture 54 hours

Prerequisite: PSYCH 012, PT 013A, PT 013B, PT 019A, PT 060B
Corequisite: PSYCH 001, PT 017B, PT 017C, PT 018, PT 019B, PT 060C
Acceptable for credit: California State University

This course focuses on understanding abnormal or maladaptive behavior, including common misconceptions, accepted definitions, and DSM IV classifications. The course also examines contemporary biological, psychosocial, and sociocultural viewpoints of abnormal behavior. A brief overview of assessment and current therapies is included. Grade Only.

017B • CARE OF THE MENTALLY DISABLED CLIENT  2.0 units

Total Lecture 36 hours

Prerequisite: PSYCH 012, PT 013A, PT 013B, PT 019A, PT 060B
Corequisite: PSYCH 001, PT 017A, PT 017C, PT 018, PT 019B, PT 060C
Acceptable for credit: California State University

This course focuses on skills which constitute critical thinking as utilized in clinical practice. Among these skills are objective and subjective observations, data collection, assessment of problems and strengths, formulation of interventions which allow for cultural differences, establishment of goals, evaluation, and the use of oral and written communication needed to put critical thinking into action. These skills contribute to the establishment of group process theory. Students identify problems in behavior and develop appropriate plans of care for mentally disabled persons in acute, long term, and community mental health settings, utilizing selected conceptual frameworks. Grade Only.

152 MISSION COLLEGE  2011-2013
017C • GROUP PROCESS TECHNIQUES FOR USE WITH MENTAL HEALTH CLIENTS 1.0 unit
Total Lecture 18 hours
Prerequisite: PT 013A, PT 013B, PT 019A, PT 060B
Corequisite: PSYC 001, PT 017A, PT 017B, PT 019B, PT 060C and PT018.
Acceptable for credit: California State University
This course provides instruction and an experience in which students can be a group member, lead a group as co-facilitator, and interpret the theoretical issues of a group. Pass/No Pass Only.

018 • PREPARATION FOR PARAPROFESSIONAL PRACTICE 1.0 unit
Total Lecture 18 hours
Prerequisite: PSYCH 012 Admission to Psych Tech Program & satisfactory completion of all courses in first and second semesters PT 013A, PT 013B, PT 019A, PT 060B
Corequisite: PSYC 001, PT 017A, PT 017B, PT 017C, PT 019B and PT060C
Acceptable for credit: California State University
The focus of this course is to prepare the student to transition to entry level professional practice. Course content includes a history of health care, legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles. Grade Only.

019A • CLINICAL EXPERIENCE 7.0 units
Total Lab 377.6 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Prerequisite: NS 015, PT 060A, PT 068 and PT 069
Corequisite: PT 013A, PT 013B, PT 019A and PT 060B
This course provides the psychiatric technician student with supervised clinical experiences with clients with developmental disabilities in a variety of community agencies and residential institutional settings. Emphasis is on the use of the nursing process in efforts toward normalization. Approaches include a behavioral learning program, and individual and group activities with children who are healthy and with children who have developmental disabilities. Pass/No Pass Only.

019B • CLINICAL EXPERIENCE WITH MENTAL HEALTH CLIENTS 7.0 units
Total Lab 377.6 hours
Prerequisite: PT 013A, PT 013B, PT 060B, PT 019A.
Corequisite: PSYC 001, PT 017A, PT 017B, PT 017C, PT 018 and PT 060C
Acceptable for credit: California State University
In this course, students observe and assess clients, formulate a psychiatric nursing problem list; plan and set nursing goals; implement nursing care interventions; evaluate plan of care for effectiveness, and renew the plan of care as needed for the care of the mentally ill person in the acute inpatient, locked long term and community settings. Students focus on developing appropriate therapeutic interventions, maintaining daily journals of their clinical experience, giving direct care to the mentally ill patient/resident/client, planning and leading a variety of group activities, reviewing and administering medications, participating in a teamwork effort as a clinical group, and facilitating a self-evaluation. Pass/No Pass Only.

060A • BEGINNING PHARMACOLOGY - PART I 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: Admission to the Psychiatric Technician program, Eligibility for ENGL 001A and MATH 903
This is a beginning course in pharmacology that presents the psychiatric technician student with the basic principles of pharmacology and dosage calculation. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course will cover the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agent use. Grade Only.

060B • BEGINNING PHARMACOLOGY - PART II 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053, MATH 903
Prerequisite: Completion of first semester of Psychiatric Technician program
Corequisite: PT 013A, PT 013B, and PSYCH 012
This is a continuation course in pharmacology designed to assist the psychiatric technician student in developing the ability to safely administer pharmacological agents. Emphasis is on pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications, and aspects of patient teaching for specific medical disorders. Grade Only.

060C • BEGINNING PHARMACOLOGY - PART III 1.0 unit
Total Lecture 18 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Prerequisite: PT 013A, PT 013B, PT 019A and PT 060B
Corequisite: PT 017A, PT 017B, PT 017C, PT 018, PT 019B and PSYCH 001
This is a continuation course in pharmacology designed to assist the psychiatric technician student in developing the ability to safely administer pharmacological agents. Emphasis is on defining pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications and aspects of patient teaching for specific medical disorders. Grade Only.

067 • INTRO TO THE PSYCHIATRIC TECHNICIAN PROGRAM 1.0 unit
Total Lecture 18 hours
Advisory: MATH 903
Prerequisite: Acceptance into the Psychiatric Technician Program
This course helps acquaint incoming psychiatric technician students with Mission College and its services and the Psychiatric Technician Program. It covers college orientation and information regarding the Psychiatric Technician Program policies and procedures, career opportunities, stress management, study skills and self awareness exercises. Grade Only.

068 • MEDICAL SURGICAL NURSING 7.0 units
Total Lecture 126.4 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Prerequisite: Biosci 022; Acceptance to the Psychiatric Technician Program
Corequisite: PT 069, PT 060A, NS 015
This is a basic course which focuses on the care of the medically-surgically ill patient. The course integrates basic principles of nursing care. It is designed for, but not limited to, psychiatric technician students. Pass/No Pass Option.

069 • MEDICAL SURGICAL NURSING CLINICAL 5.0 units
Total Lab 289 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 053
Prerequisite: Biosci 022; Acceptance to the Psychiatric Technician Program
Corequisite: AH 011, NS 015, PT 068 and PT 060A
This is a foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in long term care facilities. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of clients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee. Grade Only.
Psychology concerns itself with the study of human and animal behavior. It involves both pure science and the practical application of science to matters of everyday life. Those pursuing psychology as a field of study will find many career options centering on helping others understand, predict and control their own behavior and the behavior of others. Training in psychology also provides a valuable foundation for many professions that involve interpersonal interaction and communication.

Student Learning Outcomes:
Students completing core courses or a program in Psychology at Mission College will come to a critical understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior.

Upon successfully completion of course work including core courses, students will:
- Design and demonstrate an exercise showing how psychosocial factors influence behavior
- Explain the effects of genetic and environmental factors on personality and behavior
- Describe how an appreciation of cultural relativity and human diversity might enrich the understanding of psychology
- Identify research models and relate the findings of research to life situations
- Develop critical thinking exemplified in their uses of psychological techniques in analyzing, comparing and contrasting human behavior.

Students will demonstrate their progress and mastery through written tests, quizzes, projects and course embedded tests and activities.

Career Options:
- Administration
- Childcare Worker
- Human Services Specialist
- Marketing Specialist
- Probation Officer
- Psychologist
- Public Survey
- Therapist
- Ward Attendant
- Behavior Analyst
- College Professor
- Social Services Counselor
- Personnel Analyst
- Psychiatric Tech/Aide
- Psychometrician
- Research
- Training/Development Specialist
- Youth Supervisor

Classes beyond the Associate Degree level may be required to fulfill some career options or for preparation for transfer to a university program.

Highlights:
- An exemplary instructional faculty with several years of experience.
- A wide range of course offerings including research methods, psychology of personal growth and psychology of addiction and substance abuse.
- Psychology courses complement degrees and/or certifications in many other fields: communications media, early childhood education, human services, interdisciplinary studies, marketing, medical assisting and teacher assisting.
- Transferable courses to the CSU and or UC systems.
- Convenient class times offered, with day, evening and fully online sections.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Schedule Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>SOCIAL PSYCHOLOGY</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
<td>This course studies psychological and sociological influences on an individual while functioning in social contexts, including the development of self-image, patterns of social behavior, attraction/repulsion, conformity/rebellion, formation of attitudes, and problems during social change. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>012</td>
<td>HUMAN GROWTH AND DEVELOPMENT</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
<td>This course blends psychological, physiological, cultural and other environmental forces that affect human growth and development. Additionally, theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities are presented. This course may also be offered by via distance learning. Grade Only.</td>
</tr>
<tr>
<td>015</td>
<td>INTRODUCTION TO RESEARCH METHODS</td>
<td>3.0</td>
<td>Total Lecture 36 hours, Total Lab 54 hours</td>
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<td></td>
<td>Advisory: MATH 010, PSYCH 001</td>
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<td>This research methods course focuses on quantitative research methods and statistical analyses that utilize statistical software applications. Topics include experimental, correlational, and observational research. Lab and field studies are conducted. Pass/No Pass Option.</td>
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<tr>
<td>020</td>
<td>THEORIES OF PERSONALITY</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<tr>
<td></td>
<td>Prerequisite: PSYCH 001</td>
<td></td>
<td>This course reviews human personality studies major theoretical theories by emphasizing psychoanalytic, behavioral, humanistic, cognitive and social models. Common psychological testing methods are introduced to students. The function of personality dynamics with respect to both normal and abnormal behavior is also examined. This course may also be offered by via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>025</td>
<td>INTRODUCTION TO ABNORMAL PSYCHOLOGY</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PSYCH 001</td>
<td></td>
<td>This course focuses upon various mental disorders, categories and treatments. Disorders and treatments studied include depressive disorders, anxiety disorders, substance abuse disorders, schizophrenia, sexual disorders, developmental disorders and personality disorders. This course may also be offered by via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>030</td>
<td>PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<td>Advisory: Eligibility for ENGL 001A and READ 053</td>
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<td>This course is an introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>033</td>
<td>THE PSYCHOLOGY OF PERSONAL GROWTH</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<td></td>
<td>Acceptable for credit: California State University</td>
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<td>This course is designed to facilitate insight into the self and to assist persons in exploring and maximizing personal potential. Through personal growth exercises, lectures and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Pass/No Pass Option.</td>
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<td>045</td>
<td>HUMAN SEXUALITY</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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<td>This course is an up-to-date and comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States. This course may also be offered via distance learning. Pass/No Pass Option.</td>
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<tr>
<td>048</td>
<td>INTRODUCTION TO CHILD AND ADOLESCENT PSYCHOLOGY</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<tr>
<td></td>
<td>Acceptable for credit: University of California, California State University</td>
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<td>This course examines the psychological development of children from conception to adolescence. Major theories addressing physical, cognitive and socio-emotional contexts are examined. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>055</td>
<td>PSYCHOLOGY OF DEATH AND DYING</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
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<tr>
<td></td>
<td>Acceptable for credit: California State University</td>
<td></td>
<td>This course is a study of the ways we comprehend and deal with death. Emphasis will be on historical and present attitudes toward death in various cultures, handling fear and bereavement, the grief process, and understanding the special problems of persons who are terminally ill and/or suicidal. A study of changes in understanding and attitude over the life span, from childhood to the elder-years will be included. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>060</td>
<td>THEORIES AND TECHNIQUES OF COUNSELING</td>
<td>3.0</td>
<td>Total Lecture 54 hours</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PSYCH 025</td>
<td></td>
<td>This course analyzes counseling and interviewing techniques based on contemporary theory and research. Theories studied include: person-centered, psychodynamic, behavioral, cognitive, and eclectic approaches. Interviewing and counseling skills can be used with these various approaches. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>

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

DIVISION: Language Arts
DEPARTMENT: Reading
DEAN: Tim Karas
DIVISION CHAIR: Myo Myint
DEPT CHAIR: Dianne Dorian
PHONE: 408-855-5312
COUNSELING: 408-855-5500

Highlights:

• An exemplary teaching staff dedicated to assisting students in improving reading skills.
• A comprehensive reading program including courses designed to meet the needs of a variety of students.
• A Reading Lab containing both computerized and print material to meet the needs of students of all reading abilities. The Staff of skilled dedicated people will help you reach your individual reading goals in comprehension, vocabulary skills, and speed reading.
• Online reading classes which meet the needs of students who have e-mail access and wish to work independently.

Student Learning Outcomes:

Upon completion of the reading course of study, students will have achieved proficiency in reading by being able to demonstrate the following learning outcomes:

1. Students will apply vocabulary-building strategies to improve their analysis of college level readings.
2. Students will demonstrate a literal comprehension of college level readings, through identification and analysis of main ideas, supporting details and rhetorical patterns of organization and development.
3. Students will be able to critically analyze and evaluate college-level reading material; make inferences; determine a writer’s purpose and tone; and apply rhetorical reading strategies.
4. Students will be able to monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.
5. Students will be able to demonstrate a range of reading rates according to reading purpose: prose at 500 wpm or above, with 70%-100% comprehension; study reading at 250 wpm with 90%-100% comprehension.
6. Students will perceive themselves as competent college level readers. Students will demonstrate their progress and mastery through oral and written tests, quizzes and projects.

READING (READ)

040 • TUTORING READING IN ELEMENTARY SCHOOL 3.0 units
Total Lecture 36 hours, Total Lab 54 hours
Prerequisite: Eligibility for READ 053
Acceptable for credit: California State University

This course provides students an introduction to teaching in the elementary grades with the emphasis on teaching reading acquisition. Content includes lectures and field experience in which students tutor and observe in elementary school classrooms. Students will observe classroom activities and apply concepts and techniques covered in lecture.

053 • SPEED AND CRITICAL READING 3.0 units
Total Lecture 54 hours
Prerequisite: READ 961 or qualifying score on placement test
Acceptable for credit: California State University

Designed for students who are already reading at a college freshman level of competency. This course will enable students to reach their optimal reading speeds and to improve their comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading. This course may also be offered by telecourse. Grade Only.

063 • VOCABULARY DEVELOPMENT 3.0 units
Total Lecture 54 hours
Acceptable for credit: California State University

This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulation of definitions. Grade Only.

073 • READING AND ANALYZING TECHNICAL MATERIALS 3.0 units
Total Lecture 54 hours
Prerequisite: READ 961 or qualifying score into READ 053 on placement test
Acceptable for credit: California State University

This course is for students who wish to improve workplace and technical reading skills. Students will read articles from technical journals as well as reports, proposals and other documents from industry. Emphasis will be on comprehension, vocabulary development and integration of reading skills with other communication skills needed in the workplace. This course is included in the Certificate Program in Technical Communication. Pass/No Pass Option.

947 • READING ASSISTANCE (NON-ASSOCIATE DEGREE COURSE) No Credit
No Credit

This open entry/open exit course will assist students in developing their ability to apply the following reading skills: word structural analysis, auditory and visual discrimination; vocabulary development; literal comprehension; critical thinking; study skills; and reading rate improvement. Individual programs of study will be prescribed based on student needs from co-curricular reading courses, diagnostic testing, and/or conference with instructor. No Grade/No Credit.

960 • READING FUNDAMENTALS (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 45.0 hours, Total Lab 27.0 hours
Prerequisite: READ 960, or ESL 970RW, ESL 970G and ESL 970 LS, or qualifying score on placement test
Recommended for students who need additional time to work on their skills.
Grade Only.

961 • EFFECTIVE READING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Prerequisite: READ 960, or ESL 970RW, ESL 970G and ESL 970 LS, or qualifying score on placement test
Recommended for students needing extra help with READ 961.

This developmental course is designed for students who wish to correct or improve basic reading habits and skills including: expanding vocabulary, improving comprehension and attaining an efficient reading rate. The content and objectives of this course will vary somewhat to meet the student’s individual needs. Some study skills may be included. This course may also be offered via distance learning. Pass/No Pass Option.

962 • CAREER SPELLING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours
Prerequisite: READ 960

This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in READ 960. Pass/No Pass Option.

964 • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total Lecture 54 hours

This course provides methods of increasing vocabulary for those students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English and dictionary usage will be included. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

Reading Department Class Sequence

Which classes to take and in what order

**Required Courses**
(Based on Placement)

- **Reading 960**
  - Reading Fundamentals
  - Instruction in basic reading skills
  - 3 units

- **Reading 961**
  - Effective Reading
  - Instruction to improve comprehension and vocabulary
  - 3 units

- **Reading 053**
  - Speed and Critical Reading
  - Instruction to improve reading speed, critical thinking, and comprehension
  - 3 units (Transferable)

**Elective Courses**

- **Reading 964**
  - Basic Vocabulary Development
  - Instruction in basic level vocabulary
  - 3 units

- **Reading 983**
  - Reading College Texts
  - How to improve comprehension of the textbooks you are reading.
  - 1 unit

- **Reading 063**
  - Vocabulary Development
  - Instruction in college level vocabulary through writing and oral practice
  - 3 units (Transferable)

If your test score is **6 to 12**, you will start with this class.

If your test score is **13 to 19** or you completed **ESL 970 RW**, you will start with this class.

If your test score is **20 to 26**, you will start with this class.

A reading placement test is given as part of the academic skills assessment. This test will indicate to students whether course work in reading is recommended. Students who do not meet proficiency are encouraged to take a reading class early in their college career so that skills learned here can help with study in other courses.

Mission College has a reading requirement for graduation. **Students who graduate from Mission must demonstrate reading proficiency or successfully complete Reading 053.**

Additional aid is offered through an elective **Reading Skills Lab.**

These **Reading Skills Lab** courses can be taken at any time during your studies.

- **Reading 947**
  - Reading Skills Lab
  - Reading help for students who do not wish to receive credit.
  - Non credit

- **Reading 975**
  - 1st semester of Reading Skills Lab
  - .5 unit

- **Reading 976**
  - 2nd semester of Reading Skills Lab
  - .5 unit

- **Reading 977**
  - 3rd semester of Reading Skills Lab
  - .5 unit

- **Reading 978**
  - 4th semester of Reading Skills Lab
  - .5 unit
964A • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 2.0 units
Total Lecture 36 hours
This course provides methods of increasing oral and written vocabulary for students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English will be included. This is a shortened version of Reading 164. Pass/No Pass Only.

975, 976, 977, 978 • READING SKILLS 0.5 units each (NON-ASSOCIATE DEGREE COURSE)
Total Lab 27 hours
The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on diagnostic testing and a conference with the instructor. Pass/No Pass Only. May be taken for a total of 3 units.

975S • READING SKILLS 0.5 unit
Total Lab 27 hours
Advisory: Concurrent enrollment in READ 053, READ 063, and/or READ 073
This open-entry/open-exit lab provides individualized instruction for students who need support in READ 053, 063, 073. It is also available for students who wish to improve general reading skills. Skills taught include: comprehension; vocabulary development; study skills; reading rate improvement, and development of critical thinking skills. Instructional materials are individually assigned based on student need and a conference with the instructor. This course may be taken for a total of 3 times. Pass/No Pass Only.

983 • READING CLASSROOM TEXTS 1.0 unit
Total Lecture 18 hours
This course is designed to assist students who are concurrently enrolled in another specified college-level course. Students read texts from the specific college-level course they are concurrently enrolled in. Emphasis is on reading comprehension and retention, vocabulary development, and integration of reading skills in reading discipline-specific texts. Pass/No Pass Option.

REGISTRYED NURSING
LVN to RN Program (LVNRN)
DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
DIRECTOR: Cynthia Harrison, RN, BSN, MS
PHONE: 408-855-5016
COUNSELING: 408-855-5030

Student Learning Outcomes
Upon completion of the LVN to RN nursing program the graduating student will competently perform in the following areas:

Communication Skills
• Establish a therapeutic environment that promotes communication across the life span for vulnerable and diverse populations
• Demonstrate effective therapeutic communication in nurse/client relationships in a variety of healthcare settings
• Demonstrate effective therapeutic communication with other interdisciplinary healthcare professionals in the practice of nursing
• Demonstrate effective teaching strategies for vulnerable and diverse populations

Critical Thinking, Critical Reasoning, and Critical Elements
• Formulate individualized nursing care plans and teaching plans for assigned patients/clients including assessing health status, implementing therapeutic interventions, and evaluating the outcomes of care
• Integrate and demonstrate clinical decision making and critical thinking skills to provide effective nursing care for individuals throughout the developmental stages across the life span
• Provide comprehensive direct nursing care to patients/clients using Neuman system theory, evidence based practice, the nursing process, and the principles of asepsis, caring, and safety while taking into consideration the physiological, psychosocial, cultural, developmental, and spiritual aspects of care

Information Competency and Informatics
• Evaluate and integrate appropriate scientific resources and technology to plan and deliver patient/client care
• Document patient/client care as per facility policy
• Evaluate and integrate evidence based information from traditional and electronic resources for health promotion activities

Diversity
• Integrate the principles of diversity outlined as psychosocial, cultural, and spiritual influences in caring for patients/clients across the life span in a variety of health care environments
• Prioritize nursing interventions to coincide with changing patient/client conditions, cultural considerations, and vulnerable population needs

Professionalism, Leadership, and Civic Responsibility
• Demonstrate professional nursing behaviors which integrate accountability, responsibility, and self direction in the areas of life long learning, self evaluation of learning goals, multidisciplinary collaboration, and effective communication
• Demonstrate professional nursing practice while integrating the nursing program’s overriding critical elements and Neuman Systems theory which adhere to the, Nursing Practice Act, the Nursing Social Policy Statement, the Code of Ethics, and state and federal regulation pertaining to registered nurses
• Demonstrate the principles of advocacy in nursing practice which includes but is not limited to prioritizing patient care, anticipating and intervening with ethical and legal issues in a variety of health care setting and with diverse and vulnerable populations
• Demonstrate leadership principles in nursing practice which includes planning, managing, collaborating, delegating, and supervising the delivery of health care
MISSION COLLEGE

The Associate Degree (LVN-RN) Nursing curriculum is designed to prepare students to take the National Council Licensure Examination-Registered Nursing (NCLEX-RN). Upon successful completion of the examination, the graduate will become a Registered Nurse (RN). Some employment opportunities for RNs following the acquisition of the RN license include acute care hospitals, clinics, home-care, and community centers. The Registered Nursing (LVN-RN) Program admits a limited number of students each year. Satisfaction of the prerequisite requirements only qualifies the applicants for consideration for admission to the nursing program. There is a selection process procedure, which assists in the selection of qualified applicants. The program specific application and information regarding the selection process is available at www.missioncollege.org/depts/health/lvn-rn

After completion of the Role Transition course, the Registered Nursing (LVN-RN) Program consists of two additional semesters. Classroom instruction is offered concurrently with clinical experience. The curriculum has been organized under the standards mandated by the State of California Board of Registered Nursing (BRN).

The Associate Degree Nursing program is approved thorough the California, Board of Registered Nursing:
P.O. Box 944210
Sacramento, CA 94244-2100
Phone: (916) 322-3350

Prerequisite Admission Requirements:
1. Registered Nursing (LVN-RN) Program Prerequisites
   - Proof of active LVN license (copy)
   - Minimum cumulative GPA of 2.5 for all college coursework
   - Satisfactory score on the Test of Essential Academic Skills (TEAS)
   - Completion of the LVN to RN Course prerequisites listed in #2 below:
2. Registered Nursing (LVN-RN) Program Course Prerequisites:
   - Applicants must have a minimum GPA of 2.5 with no grade less than a “C” for each of the following courses:
     - Human Anatomy BIOSC 047
     - Human Physiology BIOSC 048
     - Microbiology BIOSC 004
     - English Composition ENGL 001A
   - Additional BRN course requirements: These courses must be taken prior to the last semester of the Registered Nursing (LVN-RN) Program. These courses are necessary to be eligible to complete the Associate in Science Degree and take the NCLEX-RN licensing examination.
     - General Psychology PSYCH 001
     - Public Speaking COMM 001
     - Intermediate Algebra Math C or MATH 010
   - Additional Mission College G.E. requirements: The following courses are necessary for the Associate Degree and must also be completed prior to graduation.
     - HIST 017A or 017B or POLIT 001
     - Basic Information Competency-LIB 010
     - Art and Humanities - 3 unit course
   - It is highly recommended that students complete all course work prior to entry into the Registered Nursing (LVN-RN) Program.

Program Requirements

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable disease and ability to function in a hospital setting. Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Rubeola, Mumps, Rubella, Varicella, and Hepatitis B surface antigen titers
- 2-step Tuberculosis (TB) test with an annual TB Surveillance Survey. If TB test is positive, chest X ray within the past 5 years is required with the annual TB Surveillance Survey
- Current Cardiopulmonary Resuscitation (CPR) card for American Heart Association Health Care Provider.
- Background Investigation/Check. Our affiliating clinical facilities mandate that a background investigation/check and urine screening must be completed prior to student clinical experience. This background investigation/check will include the following: criminal history record search, SSN trace, Medicare/Medicaid fraud, and Nationwide Sex Offender Registry. Once accepted into the Registered Nursing (LVN-RN) Program, students will be given instructions for completing the background investigation. Students are responsible for the cost of their background investigation and urine screening.
- Continued enrollment in the Nursing Program is contingent upon the student maintaining a 75% or higher grade in all Nursing courses.

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

REGISTERED NURSING (LVN TO RN) PROGRAM

Units
LVNRN 021 Role Transition LVN to RN 2.0
LVNRN 021A Role Transition Clinical 1.0

Semester 1
Units
LVNRN 031 Community Mental Health Nursing 2.0
LVNRN 032 Intermediate Medical-Surgical Nursing Theory 3.0
LVNRN 033 Introduction to Clinical Judgment 1.0
LVNRN 034 Intermediate Clinical Practicum 4.0

Semester 2
Units
LVNRN 041 Advanced Maternal-Child Nursing 2.0
LVNRN 041A Advanced Maternal-Child Nursing Clinical 2.0
LVNRN 042 Advanced Medical-Surgical/Leadership Nursing 3.0
LVNRN 044 Advanced Clinical Practicum 5.0
LVNRN 050 Leadership and Ethics 1.0
Total Nursing Units 24.0

LVN to RN Thirty-Unit Option

Thirty Unit Option LVNs are evaluated on an individual basis in accordance with BRN standards and are placed after all qualified LVNs seeking the ADN degree. Thirty unit option LVNs are required to make an appointment with the program director prior to submitting an application.
**REGISTERED NURSING (LVN TO RN) PROGRAM**

**021 • ROLE TRANSITION LVN TO RN** 2.0 units
Total Lecture 36 hours
Prerequisite: Acceptance into the LVN to RN program
Acceptable for credit: California State University

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program. Grade Only.

**021A • ROLE TRANSITION CLINICAL** 1.0 unit
Total Lab 54 hours
Prerequisite: Acceptance into the LVN to RN program
Corequisite: LVNRRN 021
Acceptable for credit: California State University

This course involves directed clinical experiences in acute hospitals and agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student will provide care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis will be upon the role of the registered nurse caring for clients with acute and chronic problems. Materials Fee. Pass/No Pass Only.

**031 • COMMUNITY MENTAL HEALTH NURSING** 2.0 units
Total Lecture 36 hours
Prerequisite: ENGL 001A, LVNRRN 021, LVNRRN 021A
Corequisite: LVNRRN 031A, LVNRRN 032, LVNRRN 032A, LVNRRN 033
Acceptable for credit: California State University

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade Only.

**032 • INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY** 3.0 units
Total Lecture 54 hours
Prerequisite: LVNRRN 021, LVNRRN 021A
Corequisite: LVNRRN 031, LVNRRN 031A, LVNRRN 032, LVNRRN 032A
Acceptable for credit: California State University

This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to predict patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrative and practicing associated psycho-motor skills. Grade Only.

**033 • INTRODUCTION TO CLINICAL JUDGMENT** 1.0 unit
Total Lab 54 hours
Prerequisite: LVNRRN 021, LVNRRN 021A and Completion of ENGL 1A
Corequisite: LVNRRN 032A, LVNRRN 032, LVNRRN 032A, LVNRRN 033
Acceptable for credit: California State University

This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student's nursing theory course classroom learning. The emphasis will be upon the role of the registered nurse caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is placed on developing competence in critical thinking and in leadership skills. Pass/No Pass Option.

**034 • INTERMEDIATE CLINICAL PRACTICUM** 4.0 units
Total Lab 216 hours
Prerequisite: ENGL 001A, LVNRRN 021 and LVNRRN 021A
Corequisite: LVNRRN 031, LVNRRN 032 and LVNRRN 033
Acceptable for credit: California State University

This course provides the nursing student with directed clinical experiences for adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student will provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical 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 Option.

**041 • ADVANCED MATERNAL - CHILD NURSING** 2.0 units
Total Lecture 36 hours
Prerequisite: ENGL 001A, LVNRRN 031, LVNRRN 031A, LVNRRN 032, LVNRRN 032A, LVNRRN 033
Corequisite: LVNRRN 041A, LVNRRN 041, LVNRRN 042A, LVNRRN 042
Acceptable for credit: California State University

This course focuses on the nursing process as it relates to the child-bearing, and child-rearing family. The nurse’s roles of provider, manager of care and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual’s cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. This course may also be offered via distance learning. Grade Only.

**042 • ADVANCED MEDICAL SURGICAL/LEADERSHIP NURSING** 3.0 units
Total Lecture 54 hours
Prerequisite: ENGL 001A, LVNRRN 031, LVNRRN 031A, LVNRRN 032, LVNRRN 032A, LVNRRN 033
Corequisite: LVNRRN 041, LVNRRN 041A, LVNRRN 042, LVNRRN 042A, LVNRRN 050
Acceptable for credit: California State University

This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. This course may also be offered via distance learning. Grade Only.

**044 • ADVANCED CLINICAL PRACTICUM** 5.0 units
Total Lab 270 hours
Prerequisite: LVNRRN 021, LVNRRN 021A, LVNRRN 031, LVNRRN 032, LVNRRN 033A, LVNRRN 033, and LVNRRN 034
Corequisite: LVNRRN 041, LVNRRN 041A, LVNRRN 042 and LVNRRN 050
Acceptable for credit: California State University

This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patient/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student will provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Option.

**050 • LEADERSHIP AND ETHICS** 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: ENGL 001A, LVNRRN 031, LVNRRN 032, LVNRRN 033, LVNRRN 034
Corequisite: LVNRRN 041, LVNRRN 042, LVNRRN 044
Acceptable for credit: California State University

This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. Grade Only.
RETAIL FLORISTRY (RF)

DIVISION: Applied Science
PROGRAM: Retail Floristry
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
DEPT CHAIR: Haze Dennis
COORDINATOR: Sandy Lesniewsky
PHONE: 408-855-5252 (Haze) 408-855-5268 (Sandy)
COUNSELING: 408-855-5530

Student Learning Outcomes:

To prepare and equip students to succeed in the ever changing floral industry by producing a better trained employee or shop owner.

Students will be able to orchestrate the principles and elements of floral design with exposure to fundamental techniques. Students will understand the complete workings of the color wheel.

Students will be able to demonstrate the wide range of designs and effectively discuss reasons for floral selections with prospective patrons. Students will become exposed to fundamental techniques used in creating floral arrangements and corsages for weddings, sympathy tributes, and other religious occasions. May be repeated one time. Materials Fee. Pass/No Pass Option.

RETAIL FLORISTRY

024 • FLOWERS AND FOLIAGE BASIC DESIGN 3.0 units
Total Lecture 54 hours
This course is designed for students aspiring to complete the Retail Floristry Program. It covers the identification, care, and use of cut flowers and foliage employed by a retail florist. The emphasis is on learning basic design elements, principles, and routine shop procedures used by florists in arranging flowers for professional purposes. Materials Fee. Pass/No Pass Option.

028 • INTERIOR PLANT IDENTIFICATION 1.5 units
Total Lecture 27 hours
Students are introduced to the basic botany and plant taxonomy of indoor plants. Course content includes how to identify, preserve and care for the most commonly utilized house plants and indoor flowering plants. Fundamental techniques used to control pests and disease common to indoor plants are reviewed. One Saturday field trip is required. Materials Fee. Pass/No Pass Option.

031 • INTERMEDIATE FLORAL DESIGN 1.5 units
Total Lecture 27 hours
Prerequisite: RF 030
Students will use specific criteria to evaluate professional flower arranging techniques used by retail florist businesses. New design elements will be introduced that build on the basic elements covered in previous classes. Students will become exposed to fundamental techniques used in creating floral arrangements and corsages for weddings, sympathy tributes, and other religious occasions. May be repeated one time. Materials Fee. Pass/No Pass Option.

032 • ADVANCED FLORAL DESIGNS 2.0 units
Total Lecture 27 hours, Total Lab 27 hours
This course covers advanced principles and techniques used in Traditional, Contemporary, European, Asian, Tropical, and Hi-Tech designs. Exotic materials, faux finishes, spray color, sponge, antiquing, and marbleizing techniques will be covered. It includes designing, coordinating and preparing floral displays for social events, residences, and hotels. It builds on previous courses enabling students to polish their mechanics and participate in a professional floral show. May be repeated three times. Materials Fee. Pass/No Pass Option.

033 • DRY AND SILK FLORAL DESIGN 2.0 units
Total Lecture 27 hours, Total Lab 27 hours
This course covers the types of dried and silk flowers used in displays. Techniques for drying flowers are discussed and differences between dried and silk floral materials are reviewed. Students design floral arrangements that incorporate dried, silk and fresh flowers. This hands-on course incorporates a variety of creative advanced styles and methods utilizing dry and silk flowers. May be repeated three times. Materials Fee. Pass/No Pass Option.

037 • FLOWER SHOP OPERATIONS 2.0 units
Total Lecture 36 hours
Prerequisite: RF 024 and RF 030
This course introduces the student to the minimum steps and procedures necessary for individuals to establish a retail florist shop. The importance of location, goals, and financing will be reviewed with experienced florists. Topics will include marketing, sales techniques, employee and customer relationships related to successfully running a florist shop. May be repeated one time. Materials Fee. Pass/No Pass Option.

038 • WEDDINGS, HIGH STYLE AND MEMORIAL DESIGNS 1.0 unit
Total Lecture 9 hours, Total Lab 27 hours
Prerequisite: RF 030
This course covers the variety of designs used in the construction of arrangements for traditional and non-traditional weddings or other events that need high style arrangements. Students will learn techniques used in bridal consultations. Memorial consultations and the construction of casket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Materials Fee. Pass/No Pass Option.

039 • DISPLAY DESIGN FOR FLORISTS 1.0 unit
Total Lecture 9 hours, Total Lab 27 hours
Total lecture 9 hours; Prerequisite: RF 032
This course covers the basic merchandising and marketing techniques used to display and sell fresh flowers, silk flowers and dried materials. A variety of display pieces (e.g. baskets, pottery, glassware and textiles) will be reviewed and evaluated. The course emphasizes different materials and techniques each semester. May be repeated one time. Materials Fee. Pass/No Pass Option.

041 • HOLIDAY FLOWER ARRANGING FOR THE HOME 1.0 unit
Total Lecture 18 hours
Student will learn to create holiday arrangements and design for the home in a creative atmosphere. Topics covered will include wreaths, door decorations, fruit and vegetable designs and centerpieces. May be repeated one time. Materials Fee. Pass/No Pass Option.
RETAIL FLORISTRY • SOCIAL SCIENCE

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

045 • IKEBANA/JAPANESE STYLE FLOWER ARRANGING 0.5 unit
Total Lab 27 hours
Students will obtain an overview and appreciation of the historical basis and fundamental principles that direct the oriental style of flower arranging (Sogetsu ikebana). The course emphasizes the creative use of materials and encourages students to experiment and explore a variety of design concepts. Each semester different aspects and design principles will be emphasized. No previous floral experience is necessary. May be repeated two times. Materials Fee. Pass/No Pass Option.

057 • INTRODUCTION TO FLOWER ARRANGING 1.0 unit
Total Lecture 18 hours
This introductory course is designed for the student who has no floral experience and who is interested in obtaining an overview of the fundamental design concepts used in floral arranging. Material covered is intended to assist the students develop an appreciation for flowers and other materials used in creating arrangements. Flowers and design elements emphasized vary from fall to spring to summer depending on availability and events being celebrated. May be repeated two times. Pass/No Pass Option.

061 • EUROPEAN DESIGN TECHNIQUES 0.5 unit
Total Lecture 9 hours, Total Lab 27 hours
This is a hands-on design techniques class. Tufting, plating, leafwork, pave and other design techniques are studied. European and contemporary hand-tied bouquets and bundling techniques are introduced. May be repeated one time. Materials Fee. Pass/No Pass Option.

066 • DESIGNS WITHOUT FLOWERS/ FLOWER PRESERVATION 0.5 unit
Total Lecture 9 hours
In this course students discover their ability to incorporate in floral designs paper, rocks, plastic, metal, pods, branches and moss using their textures to make a complete statement. Techniques used to preserve flowers using the press, glycerin, air dry, and picture frames. May be repeated one time. Pass/ No Pass Option.

091 • DIRECTED STUDIES 0.5 -2.0 units
Total Arranged Lab 24 - 96 hours
Advisory: It is suggested that students take a minimum of 3 retail floristry courses before enrolling. Eligibility for ENGL 001A and READ 053.
This course can be taken to fulfill the units of work experience needed for the Certificate in Retail Floristry. Students work on campus in the floral shop preparing and selling arrangements, operating the shop, and working on special events. Pass/No Pass Option.

301 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION (RETAIL FLORISTRY (WRKEX)) 1.0 unit
Total 75.0 hours
Prerequisite: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. Please speak to Retail Floristry Department for more details. May be taken for a total of 16 units. Pass/No Pass Option.

SOCIAL SCIENCE (SOCSC)

DIVISION: Liberal Studies
DEPARTMENT: Social Science
DEAN: Tim Karas
DIVISION CHAIR: Keith Johnson
DEPT CHAIR: Jeff Cormier
PHONE: 408-855-5483
COUNSELING: 408-855-5030

The Social Science major offers a broad, multi-disciplined program of study, enabling people to pursue a career and their interest in human affairs systematically and without the usual constraints imposed by the single-discipline major.

For those planning to transfer to a 4-year institution, the program is designed to give students the opportunity to earn an Associate Degree while completing the required transfer general education courses. In addition, for students planning to major in one of the social and behavioral sciences, the degree can provide a strong foundation in your major, usually filling the required lower-division courses in a particular major.

For those not planning to transfer to another institution, the major does not lock a student into a specific career or profession, but instead allows a student several career options.

The major requires a minimum of 18 units taken from the categories listed below, in addition to the college’s general education requirements.

Student Learning Outcomes

Graduates from the Social Science program will possess an increased understanding of the world’s social, political, economic and natural systems and an appreciation of the diversity of human culture which in turn will enable them to better work in the global economy, live in a multicultural society and make intelligent decisions as global citizens.

Through the subject matter and activities presented in each course, graduates from the Social Science program will be able to:

Analyze major global challenges superseding the diverse traditions, values and practices in existence
Identify varying worldviews on the same issues and occurrences
Differentiate multiple perspectives affecting behaviors and decisions
Explain how/why the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
Describe core civic values which generate socially responsible behavior at both local and global levels
Explain the interconnectedness of global decisions and events

Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts

Student ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

Departments:

• Anthropology • Economics • Geography
• Global Studies • History • Philosophy
• Political Science • Psychology • Sociology

Career Options:

• Civil Rights • Computer Programmer
• Community Development • Corrections Officer
• Community Advisor • Counselor
• Community Relations • Criminal Justice Administration
• Computer Programmer • Editor
• Corrections Officer • Educational Administrator
• Counselor • Employment Resources
• Criminal Justice Administration • Environmental Analyst

• Financial Analyst • Housing
• Insurance
• Labor Relations
• Lobbyist
• Office
• Personnel Recruiter
• Planning
• Probation Officer
• Public Relations Officer
• Public Service Professional
• Research Analyst
• Sales Representative
• Social Program Administrator
• Social Worker
• Special Education

Some career choices may require courses beyond the Associate Degree.

Highlights:
• Experienced instructors and convenient classes.
• Fill your General Education Requirements.
• hone your writing and analytical skills.
• Deepen your understanding of American society and the global community.

Social Science - Associate in Arts
Select five courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 004A</td>
<td>History of Western Civilization</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
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</table>

Plus one course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001AB</td>
<td>Principles of Macro/Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 004AB</td>
<td>History of Western Civilization</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 006</td>
<td>History of the Middle East</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 017AB</td>
<td>United States History</td>
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</tr>
<tr>
<td>HIST 018</td>
<td>Introduction to Latin American History</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 020</td>
<td>History &amp; Geography of California</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
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</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 025</td>
<td>Introduction to Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 033</td>
<td>Psychology of Personal Growth</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 040</td>
<td>Environmental Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the United States</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Marriage Customs and Sexual Behaviors</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC(GLOBL 1)</td>
<td>Global Perspectives</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC(GLOBL 2)</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>091,092,094</td>
<td>Directed Studies in Economics, History, Political.</td>
<td>3.0</td>
</tr>
<tr>
<td>Science, Psychology or Sociology</td>
<td>3.0 max.</td>
<td></td>
</tr>
</tbody>
</table>

Total Program A.A. Requirements: 18.0

(See appropriate department for information on specific courses)
SOCIETY (SOC)

Mission College offers basic lower division courses in Sociology. Sociology provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences.

Sociology offers a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

Student Learning Outcomes:
- The Department of Sociology is designed to further the goals of Mission College to provide students a learning experience which will meet their lifelong educational needs and enhance their abilities to live and work in a diverse society.
- The specific learning outcomes and objectives of the Department is to provide students with the ability to:
  - Understand and utilize the basic principles and points of view of sociology, which will allow the students to gain insight into the behavior of people functioning in social groups.
  - Understand and better function within social institutions.
  - Gain insight into formal and informal social groups.
  - Gain insight into the formal and informal rules of social behavior.
  - Understand social customs and social interactions within specific groups, and in specific social situations, such as:
    - Marriage
    - Families
    - Sexual relationships
    - Minority and racial relationships
    - Acculturation of immigrant and sub-dominant groups
    - Religious institutions and belief groups
    - Problematic behaviors, such as injustice and criminal behavior
    - Changes in social situations that come with aging
    - Understand global perspectives that affect the United States society
    - Have an opportunity to experience community service in the format of “social field work.”
    - Attaining educational goals of:
      - Pursuing general education
      - Transferring to four-year schools
      - Completing career goals in vocational programs

Career Options:
- Sociologist
- Social Worker
- Instructor
- Foster Care Worker
- Probation Officer
- Urban Planner
- Demography Analyst
- Employment Counselor
- Advocate for endangered children
- Advocate for disabled adults
- Advocate for disadvantaged elderly

Some career options may require work beyond two years of college work.
Sociology - Associate in Arts for Transfer

Mission College offers basic lower division courses in Sociology. Sociology provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences. Sociology offers a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

Required Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 021</td>
<td>Minorities in the United States</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 047</td>
<td>Sociology of Criminology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>Social Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>List C - Select one (1) course from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units: 60.0

SOCIOLOGY (SOC)

001 • INTRODUCTION TO SOCIOLOGY  3.0 units

Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University

This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. This course is also taught via distance education. This course may also be offered via distance learning. Pass/No Pass Option.

002 • SOCIAL PROBLEMS  3.0 units

Total Lecture 54 hours
Advisory: SOC 001, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University

This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. This course may also be offered via distance learning. Pass/No Pass Option.

021 • MINORITIES IN THE UNITED STATES  3.0 units

Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University

This course is an analysis of the experiences, problems, integration, and lifestyles of ethnic and racial minority populations in the United States. Students study ethnic origins and cultural diversity within the United States society and its institutions, with emphasis on assimilation, pluralism, social class, conflict, racism, ethnocentrism, and demographical trends. This course may also be offered via distance learning. Pass/No Pass Option.

024 • SOCIAL ASPECTS OF AGING  3.0 units

Total Lecture 54 hours
Acceptable for credit: University of California, California State University

The student will examine the biological aging process and the social, economic, and political forces which affect the population beyond retirement age. Lecture, laboratory study, and field research techniques will be utilized in order to increase the students' knowledge of the aging process. This course may also be offered via distance learning. Pass/No Pass Option.

038 • AMERICAN CULTURE THROUGH FILM  3.0 units

Total Lecture 54 hours
Acceptable for credit: University of California, California State University

This course is a study of American cultures, as depicted through movies and television. Changing images of various cultures will be addressed, along with the social issues of gender, sexual orientation, family structure, prejudice and discrimination. Special attention is paid to changes in attitudes throughout American history, changes in social and cultural values, and changes in the status of women, Native Americans, African Americans, Hispanic Americans, and other minorities. Pass/No Pass Option.

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

Total Lecture 18 hours, Total Lab 108 hours
Acceptable for credit: California State University

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

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

Total Lecture 18 hours, Total Lab 108 hours
Acceptable for credit: California State University

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

040 • MARRIAGE AND FAMILY  3.0 units

Total Lecture 54 hours
Acceptable for credit: University of California, California State University

An analysis of marriage and the family in contemporary American society including assessments of problems of mate choice, courtship and dating practices; adjustments to marriage and divorce; some aspects of parenthood and child training, and an investigation of dysfunctional familial relationships. This course may also be offered via distance learning. Pass/No Pass Option.

041 • FAMILY ISSUES  3.0 units

Total Lecture 54 hours
Acceptable for credit: University of California, California State University

This course is a sociological analysis of how families function in society today. Topics include preparing children to function in society, family roles, family conflict patterns, family stress, and multigenerational cultural patterns. Traditional and recent family structures will be discussed, including extended families, nuclear families, single-parent families, gay/lesbian families, and step-families. Family communication patterns and functional and dysfunctional results will be emphasized. This course may also be offered via distance learning. Pass/No Pass Option.
043 • SOCIOLOGY OF RELIGION 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
An exploration of the interplay of religion and other spheres of social life; an
analysis of the character of religious authority and leadership; the nature of
religious movements in our social system, the effects of secularization on
religion; the influence on the values, beliefs and practices of group-oriented
and personal religion. This course may also be offered via distance learning.
Pass/No Pass Option.

045 • HUMAN SEXUALITY 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This course is an up-to-date and comprehensive introduction to the topic of
human sexuality, including information and perspectives from sociology, health
science, psychology, and anthropology. Topics include sexual anatomy and
physiology, sexual expression, sexual orientation, sexually transmitted diseases,
safe sexual practices, and sexual problems. The emphasis of this course is the
history, attitudes, medical aspects, and current practices of sexuality in the United
States, including a special emphasis on urban and suburban areas of California.
This course may also be offered via distance learning. Pass/No Pass Option.

046 • ADVANCED HUMAN SEXUALITY: CURRENT ISSUES AND GLOBAL PERSPECTIVES 3.0 units
Total Lecture 54 hours
Acceptable for credit: University of California, California State University
This is a human sexuality course, dealing with current issues in the United
States and with practices in various cultures throughout the world. Topics
include marriage customs, rites of passage into adulthood, beauty-enhancement
practices, sexual behaviors, sexual orientations, and sexually deviant behaviors,
as defined by law and customs. This course may also be offered via distance

047 • SOCIOLOGY OF CRIMINOLOGY 3.0 units
Total Lecture 54 hours
Advisory: SOC 001, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is a sociological analysis of crime and criminal behavior in the
United States, including the major theories regarding the causes of criminal
behaviors, the effects of crime on victims, criminals and the general society,
and the responses of societal agencies to criminal behavior. This course may
also be offered via distance learning. Pass/No Pass Option.

VOCATIONAL NURSING (VN)

DIVISION: Applied Science
DEPARTMENT: Health Occupations
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
PHONE: 408-855-5397
INFO: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5030

Acceptance criteria, program eligibility and selection process are subject to change.
Current information can be located on the Health Occupations website.

All students accepted into the Vocational Nursing (VN) program must be 17 years
of age and provide evidence of the following:
• High school diploma/GED
• Current CPR certification
• Current physical exam that includes disease specific immunity, negative
  TB status, and current tetanus booster
• Negative urine screening and background check

Information regarding these requirements will be provided at the
orientation.

Accredited by the California Board of Vocational Nursing and Psychiatric
Technician (BVNPT), the three-semester VN program provides
student-centered instruction and meets all board requirements. Classroom
instruction is concurrent with clinical practice. All courses must be taken
in sequence and completed with a grade of 75% or higher to remain in
the program. Successful program completion qualifies graduates to take
the National Council Licensing Examination for the Vocational Nurse.

Completion of the VN program does not guarantee licensure.

Student Learning Outcomes:

Upon completion of the Vocational Nursing program, the student will:

1. Demonstrate the use of theoretical concepts and clinical skills during
   the performance of patient care to prepare for employment as Licensed
   Vocational Nurse.
2. Apply the nursing process while providing thorough, effective, and safe
   health care based on individual patient needs (i.e., physical, emotional,
   cultural/spiritual, and age-related, etc.).
3. Identify deviations from normal anatomy, physiology, and diagnostic
   findings with diseases and disorders, and safely and effectively demonstrate
   theoretical concepts and skills basic to the practice of nursing, including
   applying the nursing process in their provision of direct nursing care in
   clients of all ages.
4. Identify the function of the caregiver in the promotion of health and
   wellness.
5. Describe specific age-related physiological changes according to
   body systems.
6. Define the guiding principles of a restraint-free environment, potential
   areas of elder abuse, and recognition and causes of elder abuse.
7. Identify physical and development assessment and care techniques
   as they are adapted to the patient, identify the varying cultural aspects
   on health care, how to meet the patient and families cultural needs, and
   identify reactions to hospitalization and illness and describe interventions
   to minimize stress.
8. Demonstrate accurate dosage calculations and safely administer
   medications by identifying drug standards, sources, dosages, and
   therapeutic and non-therapeutic effects.
9. Demonstrate therapeutic communications skills needed when caring
   for patients from a diverse population.
10. Identify characteristics of professional behavior, leadership, and
    management, and define the roles and responsibilities of the Licensed VN.
11. Define the major components of the California Vocational Nurse
    Practice Act, the LVN’s scope of practice, standards of care, legal and
    ethical guidelines, and the importance of understanding the effects of
    current issues and trends on clinical practice.
12. Successfully complete all requirements for eligibility to apply for the
    National Council Licensure Examination for the Vocational Nurse.
Students will be assessed through examinations, quizzes, case studies, skill demonstration, oral presentation, discussion, and clinical evaluation.

A.S. Degree:
- Vocational Nursing

Certificate:
- Vocational Nursing

VOCATIONAL NURSING PROGRAM ACCEPTANCE POLICY

Due to requirements mandated by the Board of Vocational Nursing and Psychiatric Technician, acceptance into the Vocational Nursing program will be dependent on the following:

Vocational Nursing:
- Attendance at an information session (Dates will be posted in Online)
- Satisfactory score on the Test of Essentials Academic Skills (TEAS)
- Submission of an application for the VN program by the specified deadline (Applications are available online at www.missioncollege.org/depts/health/index.html/nursing)
- Satisfactory completion of prerequisites: BIO SCI 022, ENGL 001A
- It is recommended that students have completed AH 003, NS 015, PSYCH 012, VN 057 prior to applying for this program.
- BIO SCI 022, NS 040, PSYCH 012, VN 057 must be completed within 5 years of applying to the program.
- Students must pass all VN courses with a grade of 75% or higher.

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

Vocational Nursing - A.S. Degree and Certificate of Achievement

The Licensed Vocational Nurse is a member of the health care team and works under the direction of a Registered Nurse or physician. The Vocational Nurse Program offers both a Certificate and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Vocational Nursing. Certificate requirements consist of three semesters of study. Classroom theory consists of 9 to 11 hours per week. Approximately 18 hours are spent in clinical experiences (VN 055A1, VN 055B1, VN 055C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AH 011</td>
<td>Cardiopulmonary Resuscitation</td>
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</tr>
<tr>
<td>BIO SCI 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
<td>4.0</td>
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<tr>
<td>VN 050</td>
<td>Introduction to Vocational Nursing</td>
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Semester I Units

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<tbody>
<tr>
<td>VN 055A1</td>
<td>Medical-Surgical Clinical Lab</td>
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<td>VN 055A2</td>
<td>Medical-Surgical Nursing Theory</td>
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<td>VN 055A3</td>
<td>Communications and Behavior</td>
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<td>VN 055A4</td>
<td>Introduction to Nursing Process</td>
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<tr>
<td>VN 060A</td>
<td>Beginning Pharmacology - Part I</td>
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Semester II Units

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<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<td>VN 055B1</td>
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<td>Obstetrical Nursing</td>
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<td>VN 060B</td>
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Semester III Units

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<td>VN 055C2</td>
<td>Medical-Surgical Nursing Theory</td>
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<td>VN 055C3</td>
<td>Vocational Nursing Seminar Issues and Trends</td>
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<td>VN 055C4</td>
<td>Introduction to Gerontology</td>
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<td>VN 058</td>
<td>Introduction to Child Health Care</td>
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<td>VN 060C</td>
<td>Pharmacology - Part III</td>
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Total Program A.S./Cert. Requirements 54.0

VOCATIONAL NURSING (VN)

050 • INTRODUCTION TO VOCATIONAL NURSING 0.5 unit

Total Lecture 9 hours
Prerequisite: Acceptance into the Vocational Nursing Program

This course helps acquaint incoming Vocational Nursing students with Mission College, available services, and the Vocational Nursing Program. It covers college orientation and information regarding the Vocational Nursing Program policies and procedures, study skills assessment and time management. Pass/No Pass Option.

55A1 • INTRO TO MEDICAL-SURGICAL CLINICAL 6.0 units

Total Lab 324 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: BIO SCI 022, Acceptance into the Vocational Nursing Program
Corequisite: VN 055A1, VN 055A2, VN 055A4 and VN 060A
Acceptable for credit: California State University

A foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Materials Fee. Pass/No Pass Option.

55A2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units

Total Lecture 72 hours
Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
Prerequisite: BIO SCI 022, Acceptance into Vocational Nursing Program
Corequisite: VN 055A1, VN 055A2, VN 055A4, VN 060A and AH 011 (or equivalent)
Acceptable for credit: California State University

This course is designed to teach the student how a group of particular body systems are organized and to give them a beginning knowledge of how they function. The student will also learn about each system’s disorders, the principal problems of the nursing care and the nurse’s role in assisting with the diagnosis and in planning the therapeutic management of the patients with conditions affecting the integumentary, musculoskeletal, neurosensory and genitourinary systems. This course may be offered by a distance learning format. Grade Only.

55A3 • COMMUNICATIONS AND BEHAVIOR 3.0 units

Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: Acceptance into the VN program, BIO SCI 022
Corequisite: VN 055A1, VN 055A2, VN 055A4, VN 060A
Acceptable for credit: California State University

This course is designed to provide the beginning health care practitioner with an introduction to interpersonal relationships and behavior. It focuses on basic communication concepts and skills as an integral component of the interpersonal process. It further explores common behavioral responses that individuals or families may manifest to actual or threatened changes to their level of wellness. Background theory, assessment criteria, management suggestions and examples of interventions are given. Grade Only.

55A4 • INTRODUCTION TO NURSING PROCESS 1.0 unit

Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: Acceptance into the VN Program, BIO SCI 022
Corequisite: VN 055A1, VN 055A2, VN 055A3, VN 055A4 and VN 060A
Acceptable for credit: California State University

This course is designed to provide the student nurse with the framework to meet individualized needs of the client, family, and community. It focuses on basic beginning assessments, nursing diagnosis, planning, implementation, and evaluation. Nursing process defines the scope of practice and identifies standards of nursing care. Benefits for the client and the student nurse are explored. Grade Only.
555C1 • MEDICAL-SURGICAL CLINICAL LAB 6.0 units
Total Lab 18 hours
Advisory: ENGL 001A and READ 053
Prerequisite: Completion of first semester of VN program; VN 055B or VN 055C
Corequisite: VN 055C1, VN 055C2, VN 055C3, VN 055C4, and VN 055C5
Acceptable for credit: California State University
This course is designed to teach the student about particular body systems, how they are organized and how they function. The students also learn about each system's disorders, the principal problems, and the nurse's role in assisting with the diagnosis and planning of the therapeutic management of the patient with gastrointestinal, endocrine, neurological, and hematological disorders. Grade Only.

555C2 • MEDICAL-SURGICAL NURSING THEORY 4.0 units
Total Lecture 72 hours
Advisory: Eligibility for READ 053 and ENGL 001A
Prerequisite: Completion of first semester of VN program; VN 055B or VN 055C
Corequisite: VN 055C1, VN 055C2, VN 055C3, VN 055C4, and VN 055C5
Acceptable for credit: California State University
This course is designed to teach the student about particular body systems, how they are organized and how they function. The students also learn about each system's disorders, the principal problems, and the nurse's role in assisting with the diagnosis and planning of the therapeutic management of the patient with gastrointestinal, endocrine, neurological, and hematological disorders. Grade Only.

555C3 • VOCATIONAL NURSING SEMINAR ISSUES AND TRENDS 2.0 units
Total Lecture 36 hours
Advisory: ENGL 001A
Prerequisite: VN 055B or VN 055C or VN 055D or VN 056 or VN 060B or PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C2, VN 055C3, and VN 055C5
Acceptable for credit: California State University
This course is designed to provide the student with an opportunity to explore the profession of nursing. It examines nursing's history, legal aspects and professional organizations as well as pertinent issues facing the practice of nursing today. Learning is discussion oriented, offering the student the opportunity to explore the ever growing and changing profession. Student take a mock State Board exam. This course may also be offered via distance learning. Materials Fee; Grade Only.

556 • OBSTETRICAL NURSING 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: Acceptance into VN Program; VN 055A, VN 055B, VN 055C, VN 055D, VN 056A, AH 012
Corequisite: VN 055B1, VN 055B2, VN 056B, NS 015, PSYCH 012
Acceptable for credit: California State University
This course is designed to educate the vocational nursing student about nursing interventions utilized for patients coping with reproductive health issues, expectant parents and families in preparation for childbirth and parenting, and to discuss patient care issues with respect to the birth to death continuum. Grade Only.

557 • INTRODUCTION TO GERONTOLOGY 2.0 units
Total Lecture 36 hours
Advisory: ENGL 001A
Prerequisite: VN 055B1, VN 055B2, VN 056, VN 060B, PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C2, VN 055C3
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an introduction to the care of the gerontological client both in an institutional and community setting. The focus is on viewing the last developmental stage of the adult as a normal progression of life, including the basic hierarchy of human needs. This last developmental stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. Grade Only.

558 • INTRODUCTION TO CHILD HEALTH CARE 2.0 units
Total Lecture 36 hours
Advisory: ENGL 001A
Prerequisite: VN 055B1, VN 055B2, VN 056, VN 060B, PSYCH 012 and NS 040
Corequisite: VN 055C1, VN 055C2, VN 055C3
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an introduction to the care of the gerontological client both in an institutional and community setting. The focus is on viewing the last developmental stage of the adult as a normal progression of life, including the basic hierarchy of human needs. This last developmental stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. Grade Only.

606A • BEGINNING PHARMACOLOGY, PART I 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A, READ 053 and MATH 003
Prerequisite: Admission to Vocational Nursing Program, BIOL 022
Corequisite: VN 055A, VN 055B, VN 055C, VN 055D
Acceptable for credit: California State University
This is a beginning course in pharmacology that presents the vocational nursing student with the basic principles of pharmacology and dosage calculation. The emphasis is on defining pharmacological agents, the use of reference books, and nursing implications in pharmacological therapy. The course will cover the uses for pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological use. Grade Only.

606B • BEGINNING PHARMACOLOGY, PART II 1.0 unit
Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
Prerequisite: Completion of first semester of VN program; VN 055B1, VN 055B2, VN 056, NS 040, PSYCH 012
Acceptable for credit: California State University
This is a continuation course in pharmacology designed to assist the vocational nursing student in developing the ability to safely administer pharmacological agents. Emphasis is on defining pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications, and aspects of patient teaching for specific medical disorders. Grade Only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

060C • PHARMACOLOGY, PART III

Total Lecture 18 hours
Advisory: Eligibility for ENGL 001A, READ 053 and MATH 903
Prerequisite: Completion of second semester of VN program;
Corequisite: VN 055C1, VN 055C2, VN 055C3, VN 093
Acceptable for credit: California State University

This is a continuation course in pharmacology designed to assist the vocational nursing student in developing the ability to safely administer pharmacological agents. Emphasis is on defining pharmacological classes, their therapeutic and non-therapeutic effects, nursing implications, and aspects of patient teaching for specific medical disorders. Grade Only.

WELLNESS and HUMAN PERFORMANCE (WHP)

DIVISION: Applied Science
DEPARTMENT: Wellness and Human Performance
DEAN: Danny Nguyen
DIVISION CHAIR: Janice Morgan
DEPT CHAIR: Jeff Nelson
PHONE: 408-855-5367
COUNSELING: 408-855-5030

• Adaptive WHP
• Athletic Team Training
• Dance
• Intercollegiate Athletics
• Fitness
• Theory: Fitness Specialist
• Lifetime Sports Certification

The Mission College Wellness and Human Performance program combines a variety of physical education activities, including Fitness, Dance, Individual Sports, Team Sports, Intercollegiate Athletics, and Exercise Science Theory classes.

Student Learning Outcomes (WHP):

Upon successful completion of courses in the Wellness and Human Performance/Athletic Department, students will be able to demonstrate proper technique and body alignment, efficiency of movement, and spatial awareness measured by written, oral and skill tests. These tests will be specific to the activity and require 70% accuracy.

Activity classes include: combatives, sports (athletic/lab), dance, fitness, theory and wellness.

Tests will include the following criteria:

• Accurately perform skills that are unique to the activity
• Demonstrate the ability to use equipment and space safely and efficiently
• Work within teams or groups
• Communicate effectively
• Develop short-term and long-term goals specific to the activity
• Analyze, adjust and employ strategic tactics during competition
• Exhibit self-discipline, self-motivation, and good sportsmanship including concepts of fair play

Student Learning Outcomes (Athletics):

1. Students will demonstrate an ability to work within teams and exhibit good sportsmanship and concepts of fair play.
   a. The department will assess students progress through the end of season exit forms. Coaches will complete one for every athlete on their team. Each sport has rules governing sportsmanship and fair play. The game officials enforce the rules and consequences are given. Each exit form will indicate the number of technical fouls, red cards, etc., for every athlete. The results will be discussed with the athlete during an exit interview.

2. Students will develop an individual training program specific to their sport, their strengths and their weaknesses.
   a. Each individual sport will have a standard training program. The program will be individualized with goals for each athlete, with input from the student, the coach and the athletic trainer. At the end of the season, an exit interview will be conducted with every athlete to determine whether their goals were met. The outcome of the exit interview will be attached to the sportsmanship exit form.

3. Students will develop short term and long term academic goals.
   a. Every student will develop a Student Educational Contract (SEC) with the athletic counselor to establish a plan for their academic goals. The students will be required to meet with the athletic counselor at least one time per semester.
   b. The athletic department has created grade checks to monitor the progress of the students academic work. The grade checks will be conducted twice throughout each semester and the student will be referred to the appropriate tutorials as needed. Our hope with this is to catch potential problems early in order to increase the retention of our student-athletes.
WELLNESS and HUMAN PERFORMANCE

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

Career Options:
• Athletic Trainer • Coach • Instructor/Assistant
• Personal Trainer • Recreational Supervisor

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

Highlights:
• A wide variety of options.
• Outstanding facilities including tennis courts, new gymnasium, and softball and baseball fields.
• Excellent fitness opportunities, dance facilities, and weight lifting rooms.

Fitness Specialist (Aerobic Emphasis)
Certificate of Proficiency

Core Curriculum Courses (Required) Units
AH 011 CPR ....................................................... 0.5
H ED 004 First Aid ........................................... 0.5
WHP 004R Aerobic Internship ............................ 0.5
WHP 020 Aerobic Instructor Certification ............... 3.0
WHP 021 Sports Injuries ............................... 1.5
WHP 022 Sports Nutrition ............................. 1.5
WHP 023 Fitness Testing ............................... 1.5
WHP 025 Anatomy & Kinesiology ................. 1.5
WHP 027 Exercise Physiology ....................... 1.5
WHP 028 Body Alignment & Stretching Technique .... 1.5
Total Program Cert. Requirements .......................... 12.0

Fitness Specialist (Personal Trainer Emphasis)
Certificate of Proficiency

Core Curriculum Courses (Required) Units
AH 011 CPR ....................................................... 0.5
H ED 004 First Aid ........................................... 0.5
WHP 04S Weight Training Internship ................. 0.5
WHP 021 Sports Injuries ............................... 1.5
WHP 022 Sports Nutrition ............................. 1.5
WHP 023 Fitness Testing ............................... 1.5
WHP 025 Anatomy & Kinesiology ................. 1.5
WHP 026 Weight Training Principles and Routines .... 1.5
WHP 027 Exercise Physiology ....................... 1.5
WHP 028 Body Alignment & Stretching Techniques .... 1.5
Total Program Cert. Requirements .......................... 12.0

WELLNESS and HUMAN PERFORMANCE
-ADAPTIVE (WHP)

Physical Education and P.E. Theory courses except WHP 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Pass/No Pass Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

001A • ADAPTIVE WEIGHT TRAINING 1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated three times. Pass/No Pass Option.

001B • ADAPTIVE PHYSICAL EDUCATION 0.5 unit
Total Lab 27 hours
Acceptable for credit: University of California, California State University
This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated three times. Pass/No Pass Option.

001F • ADAPTIVE PHYSICAL EDUCATION AEROBICS 1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce and teach skills needed for daily cardiovascular activity for students with disabilities through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities. Low and no-impact exercises, body mechanics, posture concepts, breathing techniques, agility, back care, and coordination activities will be determined by the student educational contract (SEC). May be repeated three times. Pass/ No Pass Option.

001G • ADAPTED TENNIS 1.0 unit
Total Lab 54 hours
Acceptable for credit: California State University
This course is designed to teach the basic fundamentals of tennis to students with a wide variety of disabilities. A personalized exercise program (PEP) is developed to identify each student’s adaptation needs to be successful in tennis. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE
- ATHLETIC TEAM TRAINING (WHP)

004A • FITNESS: COMPETITIVE ATHLETE 1.0 unit
004A.2 0.5 unit
Advisory: Eligibility for ENGL 001A and READ 053
Total Lab 54 hours, 27 hours
This course is designed to develop a highly condition body for strength, flexibility, and endurance for the competing varsity athlete. May be repeated three times. Pass/No Pass Option.

004N • BASEBALL TRAINING/CONDITIONING ADVANCED 2.0 units
Total Lab 108 hours
Acceptable for credit: California State University
This is an activity course 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 will be addressed. May be repeated three times. Pass/No Pass Option.

008A • ADVANCED BASEBALL 2.0 unit
Total Lab 108 hours
Advisory: High school varsity or college experience, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
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. May be repeated three times. Pass/No Pass Option.

008I • ADVANCED SOCCER - MEN & WOMEN 1.0 unit
008I.2 0.5 unit
Total Lab 54 hours, 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is covered in class. May be repeated three times. Pass/No Pass Option.

008J • SOCCER TRAINING - MEN & WOMEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is introduced and covered in class. May be repeated three times. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

WELLNESS and HUMAN PERFORMANCE

- DANCE (WHP)

All dance classes are designed to improve coordination, posture and rhythm as well as strength, flexibility and endurance. An opportunity for informal performance is also made possible.

003B • BALLET-BEGINNING 1.0 unit

Total Lab 54 hours
Acceptable for credit: University of California, California State University

This course is designed to introduce the student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level. May be repeated 1 time. Pass/No Pass Option.

003C • BALLET-INTERMEDIATE 1.0 unit

003C.2 0.5 unit

Total Lab 54 hours, 27 hours
Acceptable for credit: University of California, California State University

This course is designed to introduce the student to the discipline, aesthetics, traditions, and historical background of classical ballet at an intermediate level. May be repeated 1 time. Pass/No Pass Option.

003K • INTERMEDIATE JAZZ DANCE 1.0 unit

003K.2 0.5 unit

Advisory: Eligibility for ENGL 001A and READ 053

Total Lab 54 hours, 27 hours
Acceptable for credit: University of California, California State University

This course is designed to increase the students’ skill and understanding in the varied theories, styles, and techniques of the jazz dance idiom. May be repeated 1 time. Pass/No Pass Option.

003L • MODERN DANCE-BEGINNING 1.0 unit

Total Lab 54 hours
Acceptable for credit: University of California, California State University

This course is an introduction to the varied theories, styles, and techniques of the modern dance idiom. May be repeated 1 time. Pass/No Pass Option.

003M • DANCE CHOREOGRAPHY 2.0 units

Total Lecture 18 hours, Total Lab 54 hours
Acceptable for credit: University of California, California State University

This course is an introduction to dance composition. Emphasis is on movement invention, choreographic techniques, analyzing choreography, working with music, and choreographing complete solo and group works. Students choreograph as well as participate in other students’ compositions. Student compositions will be investigated through discussion and critical analysis. May be repeated three times. Pass/No Pass Option.

003O • INTER REHEARSAL & PERFORMANCE IN DANCE 2.0 units

Total Lab 108 hours
Prerequisite: WHP 003P or prior dance experience
Acceptable for credit: University of California, California State University

This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances at the intermediate level in both formal and informal settings. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; and class, college, and community performances. May be repeated three times. Pass/No Pass Option.

003P • REHEARSAL AND PERFORMANCE IN DANCE 2.0 units

Total Lab 108 hours
Acceptable for credit: University of California, California State University

This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances in an informal setting at the college. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include rehearsals for the major performance at the theater. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; group and solo rehearsals of finished dances; class, college and community performances. May be repeated three times. Pass/No Pass Option.

003Q • SOCIAL DANCE: INTERMEDIATE SALSA/LATIN 1.0 unit

Total Lab 54 hours
Advisor: WHP 003S or equivalent
Acceptable for credit: University of California, California State University

For students who have mastered the beginning level syllabus for Salsa and Latin Dance, this course is designed to continue building skills and improving technique with intermediate Latin and rhythmic dance patterns. There will be an emphasis on alignment and posture, etiquette, leading and following. Advanced techniques, variations, spontaneous leading and following, elegance, style, and performance skills will be emphasized. May be repeated three times. Pass/No Pass Option.

003S • BEGINNING SOCIAL DANCE 1.0 unit

003S.2 0.5 unit

Total Lab 54 hours, 27 hours
Acceptable for credit: University of California, California State University

This course is designed to acquaint the student with the basic forms of social dance. Dance posture, rhythm and social practice as related to the dance experiences will also be introduced to help students become proficient in this basic dance style. May be repeated three times. Pass/No Pass Option.
WELLNESS and HUMAN PERFORMANCE

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

003T • BEGINNING LINE DANCE 1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to acquaint students with basic forms and social practice of Country Western Line Dancing. May be repeated three times. Pass/No Pass Option.

003V • INTERMEDIATE SOCIAL DANCE 1.0 unit
003V.2 0.5 unit
Total Lab 54 hours, 27 hours
Advisory: ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with advanced forms of social dance. Emphasis is on learning dance patterns that are more challenging and complex than the beginning level class. Style and techniques for leading and following are covered in the class. May be repeated three times. Pass/No Pass Option.

003W • DANCE: BEGINNING HIP HOP 1.0 unit
003W.2 0.5 unit
Total Lab 54 hours, 27 hours
Advisory: WHP 003W
Acceptable for credit: University of California, California State University
This course will introduce the student to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating their own style and routines. Information will be presented describing the history and cultural development of hip hop as a dance form. May be repeated three times. Pass/No Pass Option.

003X • DANCE: INTERMEDIATE HIP HOP 1.0 unit
003X.2 0.5 unit
Total Lab 54 hours, 27 hours
Advisory: WHP 003W
Acceptable for credit: University of California, California State University
This course will introduce the student to intermediate styles and choreography of hip hop/street funk. Challenging and complex routines will be introduced. Students will be expected to choreograph a hip hop routine reflecting their own style and interpretation. May be repeated three times. Pass/No Pass Option.

003Y • SOCIAL DANCE: SALSA/LATIN 1.0 unit
Total Lab 54 hours
Advisory: WHP 003S or equivalent
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to selected Latin and rhythmic dances. There is an emphasis on alignment and posture, etiquette, and leading and following. May be repeated three times. Pass/No Pass Option.

003Z • SOCIAL DANCE: SWING 1.0 unit
Total Lab 54 hours
Advisory: WHP 003S or equivalent
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to swing dance including West Coast, East Coast, Jive, Jitterbug, Shag and Lindy Hop. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students enrolled, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Pass/No Pass Option.

040 • DANCE APPRECIATION 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
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.

WELLNESS and HUMAN PERFORMANCE
- FITNESS (WHP)

All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: Cardiovascular endurance, muscular strength and endurance and flexibility.

004A • YOGA 1.0 unit
004A.2 0.5 unit
Total Lab 54 hours, 27 hours
Acceptable for credit: University of California, California State University
This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance will be emphasized in the yoga poses. Relaxation and meditation techniques will also be introduced. May be repeated three times. Pass/No Pass Option.

004B • FITNESS: STRETCH & FLEX 1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course is designed to enhance the students’ flexibility by having them learn and follow a series of stretching and breathing exercises delivered through video instruction. In addition, students will be introduced to contraindicated exercises that could be potentially harmful and stress reduction techniques associated with stretching. May be repeated three times. Pass/No Pass Option.

004D • FITNESS: FIRE AGILITY TRAINING 2.0 units
Total Lab 108 hours
Acceptable for credit: University of California, California State University
This course is designed to enhance the overall fitness level of the Fire Technology student. The emphasis is on improving both cardiovascular endurance and muscle strength so the student can be better prepared to pass any fire department's physical agility test. Intense weight training and cardiovascular workouts are employed. Non-Fire Technology students are also welcome. May be repeated three times. Pass/No Pass Option.

004E • FITNESS: AEROBICS-INTERMEDIATE/ADVANCED 2.0 units
Total Lab 108 hours
Acceptable for credit: University of California, California State University
This course is designed for both men and women who are at the intermediate/advanced level of fitness. It will satisfy the needs for an intermediate/advanced cardiovascular workout and will maintain and improve cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. Pass/No Pass Option.

004F • FITNESS: LOWER BODY CONDITIONING 1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course is designed to improve middle and lower extremity muscular strength, condition, and shape. The student will participate in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information will be presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues will also be addressed. Strength testing and body composition measurements will be performed to monitor progress. This course may be repeated three times. Pass/No Pass Option.

004G • FITNESS: STEP AEROBICS 1.0 unit
004G.2 0.5 unit
Total Lab 54 hours, 27 hours
Acceptable for credit: University of California - only 004G, California State University
This course is designed to improve middle and lower extremity muscular strength, condition and shape. The student will participate in a program with specialized exercises that are designed to only work the legs, gluteal and abdominal areas. Information will be presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues will also be addressed. Strength testing and body composition measurements will be performed to monitor progress. May be repeated three times. Pass/No Pass Option.
## WELLNESS and HUMAN PERFORMANCE

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

### Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004H</td>
<td>FITNESS: AEROBIC DANCE</td>
<td>1.0 unit</td>
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<td>004H.2</td>
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<td>0.5 unit</td>
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<td>Total Lab 54 hours, 27 hours</td>
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<td>Advisory: Eligibility for ENGL 001A and READ 053</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td></td>
<td>This course is designed to introduce students to various components of physical fitness and have them work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. May be repeated three times. Pass/No Pass Option.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>004I</td>
<td>FITNESS: CARDIO-KICKBOXING</td>
<td>1.0 unit</td>
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<tr>
<td>004I.2</td>
<td></td>
<td>0.5 unit</td>
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<td>Total Lab 54 hours, 27 hours</td>
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<td>Acceptable for credit: University of California, California State University</td>
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<td>This course will introduce the student to aerobic kickboxing. Basic punches, kicks and stances will be taught as well as choreographed patterns. Techniques will be taken from karate, tai chi and boxing as ways to improve cardiovascular fitness. May be repeated three times. Pass/No Pass Option.</td>
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### Additional Information

- **004K** • FITNESS: CARDIO CROSS TRAINING
  - Total Lab 54 hours, 27 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to enhance the students cardiovascular condition by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information will be provided on how to use and program the various pieces of Cardio equipment as well as principles needed to obtain a good cardiovascular condition. May be repeated three times. Pass/No Pass Option.

- **004L** • FITNESS: AEROBICS
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed for both men and women to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercise. The par course and jump roping will also be incorporated in the curriculum. May be repeated three times. Pass/No Pass Option.

- **004M** • FITNESS: PILATES MATAWORK
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course introduces Joseph Pilates’ Physiocalm Conditioning Method. The matwork provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates will improve flexibility, strength and breathing techniques. This course is open to all Mission College students, and is emphasized for those interested in improving their dance skills. May be repeated three times. Pass/No Pass Option.

- **004N** • FITNESS: CARDIO BLAST
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcourse and cardio equipment will be introduced throughout the semester as alternative ways to achieve good aerobic conditioning. Warm-up and cool-down techniques will be introduced to complement each exercise style. May be repeated three times. Pass/No Pass Option.

- **004O** • FITNESS: STRETCH AND STRENGTHEN
  - Total Lab 54 hours, 27 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to introduce exercises and techniques that both stretch and strengthen the skeletal muscles. The class will begin with exercises in the weight room to warm up the body and build muscular strength. This activity will be followed by a series of stretching exercises that will increase flexibility as a way to release stress and promote relaxation. May be repeated three times. Pass/No Pass Option.

- **004P** • AEROBIC INSTRUCTOR INTERNSHIP
  - Total Lab 27 hours
  - Acceptable for credit: University of California, California State University
  - This course can be taken in conjunction with the Aerobic Instructor Training Course. It will allow students to serve as an intern in the aerobic classes presently offered at the college. Each intern will act as an aide to the instructor of the class to learn the skills and confidence needed to be an aerobics instructor. Opportunities will be provided for actual classroom practice teaching. May be repeated one time. Pass/No Pass Option.

- **004Q** • WEIGHT TRAINING INTERNSHIP
  - Total Lab 27 hours
  - Acceptable for credit: California State University
  - This course provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern will serve as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. This course is one of the requirements of the Fitness Specialist Certificate Program. May be repeated one time. Pass/No Pass Option.

- **004T** • FITNESS: CONDITIONING
  - Total Lab 27 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to introduce the student to various components of physical fitness and have them work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. May be repeated three times. Pass/No Pass Option.

- **004V** • AEROBIC DANCE
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to provide safe cardiovascular activity and to develop and maintain physical and cardiovascular fitness through the medium of dance. Dance movements to popular music are used to achieve these goals. May be repeated two times. Pass/No Pass Option.

- **004W** • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION
  - Total Lab 27 hours, 54 hours, 80 hours, 108 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will be also provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. Some basic knowledge of physiology would be helpful. Students can take up to 6 units of lab. May be repeated to total 4 units. Pass/No Pass Option.

- **004Y** • FITNESS: ULTIMATE
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate Frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Pass/No Pass Option.

- **005A** • FITNESS: STRESS REDUCTION THROUGH EXERCISE AND PHYSICAL FITNESS
  - Total Lab 54 hours
  - Acceptable for credit: University of California, California State University
  - This course is designed to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise will be discussed. Exercise routines and intervention strategies and techniques will be developed and practiced during this course to help students effectively deal with stress. May be repeated three times. Pass/No Pass Option.
WELLNESS and HUMAN PERFORMANCE

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

005P • AIKIDO - INTERMEDIATE 1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: WHP 005P Intermediate Aikido or instructor’s permission.
Acceptable for credit: University of California, California State University
This course furthers the student’s knowledge and development of the philosophy, principles and the physical techniques of Aikido. The course emphasizes intermediate applications of principles and movements to resolve conflicts and integrate mind-body awareness. Pass/No Pass Option.

005Q • AIKIDO - ADVANCED 1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: WHP 005P Intermediate Aikido or instructor’s permission.
Acceptable for credit: University of California, California State University
This course furthers the student’s knowledge and development of the philosophy, principles and the physical techniques of Aikido. The course emphasizes advanced applications of principles and movements to resolve conflicts and integrate mind-body awareness. Pass/No Pass Option.

005R • AIKIDO - CONDITIONING 1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: WHP 005P Intermediate Aikido or instructor’s permission.
Acceptable for credit: University of California, California State University
Aikido conditioning is a supplement to the basic Aikido program. Students work on flexibility, stamina, muscle development, and breathing. Workouts include: aikitaïso (warmup exercises), calisthenics, breathing exercises, proper ukemi (falling arts), partner coordination exercises, foot work and principles of proper body organization. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - INTERCOLLEGIATE ATHLETICS (WHP)

Mission College is a member of the Coast Conference of the California Community and Junior College Association. The College competes in conference competition for both men and women.

009A • INTERCOLLEGIATE BASEBALL-MEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their baseball skills at a competitive, intercollegiate level. Extensive baseball conditioning is stressed including strength training and speed conditioning. Team strategies and skill development are emphasized. May be repeated three times. Pass/No Pass Option.

009F • INTERCOLLEGIATE SOCCER-MEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to allow men the opportunity to further their soccer skills at a competitive, intercollegiate level. Extensive soccer conditioning is stressed including strength training and speed conditioning. Team strategies and skill development are emphasized. May be repeated three times. Pass/No Pass Option.

009H • INTERCOLLEGIATE TENNIS - MEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Prerequisite: Demonstrated subject/skill proficiency and consent of coach
Acceptable for credit: University of California, California State University
This course is designed for male students interested in competing for an intercollegiate tennis team. May be repeated three times. Pass/No Pass Option.

010B • INTERCOLLEGIATE SOCCER-WOMEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to allow women the opportunity to further their soccer skills at a competitive, intercollegiate level. Extensive soccer conditioning is stressed including strength training and speed conditioning. Team strategies and skill development are emphasized. May be repeated three times. Pass/No Pass Option.

010C • INTERCOLLEGIATE SOFTBALL-WOMEN 2.0 units
Total Lab 108 hours
Acceptable for credit: University of California, California State University
Intercollegiate softball competition for women. May be repeated three times. Pass/No Pass Option.

010D • INTERCOLLEGIATE TENNIS - WOMEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed for women students interested in intercollegiate tennis competition. Practice consists of both mental and physical training. May be repeated three times. Pass/No Pass Option.

010E • INTERCOLLEGIATE BADMINTON - WOMEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to play intercollegiate badminton. Badminton skills and conditioning are emphasized. Practice consists of both mental and physical training. May be repeated three times. Pass/No Pass Option.

010F • INTERCOLLEGIATE BASKETBALL - WOMEN 2.0 units
Total Lab 108 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. This course is designed to allow the student the opportunity to play intercollegiate basketball. Basketball skills and conditioning are emphasized. Practice consists of both mental and physical training. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - LIFETIME SPORTS (WHP)

Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

007A • FITNESS: STABILITY BALL TRAINING 1.0 unit
Total Lab 54 hours
Acceptable for credit: (University of California - pending), California State University
This course is designed to improve the students’ flexibility, and muscular and cardiovascular fitness through the use of stability ball exercises. Students are introduced to a variety of training programs, principles and exercises on a stability ball. Exercise safety and proper warm-up and cool-down are discussed. May be repeated three times. Pass/No Pass Option.

007E • BOWLING-BEGINNING 1.5 units
Total Lecture 18 hours; Total Lab 27 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to teach the theory and application of bowling. The course covers the theoretical application and proper mechanics to develop the fundamental skills of bowling. Students compare and contrast basic skills of the 3-step, 4-step and 5-step delivery. Additionally, students recognize and demonstrate proper alignment and geometry when shooting spares. Rules, scoring, historical overview, and theoretical case analysis are examined in this course. May be repeated one time. Pass/No Pass Option.

007J • GOLF-BEGINNING 1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Pass/No Pass Option.
## WELLNESS and HUMAN PERFORMANCE

**007K • GOLF-INTERMEDIATE**  
Total Lab 54 hours  
Advisory: WHP 007J  
Acceptable for credit: University of California, California State University  
This sequence course is designed to develop more advanced skills in the game of golf with a greater emphasis on the technical aspects of the swing. May be repeated two times. Pass/No Pass Option.

**007M • ARCHERY: BEGINNING**  
Total Lab 54 hours  
Acceptable for credit: (University of California - pending), California State University  
This course is designed to teach the basic fundamentals of archery to increase the students’ appreciation of the sport as a lifelong, leisure-time activity. This course emphasizes basic skills and drills as well as the history and rules of archery. May be repeated three times. Pass/No Pass Option.

**007S • TENNIS-BEGINNING**  
1.0 unit  
007S.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifelong, leisure-time activity. Mastery of these skills enables the student to progress to another level of tennis. Materials Fee. Pass/No Pass Option.

**007T • TENNIS-ADVANCED BEGINNER**  
1.0 unit  
007T.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: WHP 007S  
Acceptable for credit: University of California, California State University  
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated three times. Materials Fee. Pass/No Pass Option.

**007U • TENNIS-INTERMEDIATE**  
1.0 unit  
007U.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Prerequisite: WHP 007T or demonstrated subject/skill proficiency  
Acceptable for credit: University of California, California State University  
This course is designed to develop skill and knowledge of the game of tennis at an intermediate level. Materials Fee. Pass/No Pass Option.

**007V • TENNIS-ADVANCED**  
1.0 unit  
Total Lab 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Prerequisite: Demonstrated advanced skill competency  
Acceptable for credit: University of California, California State University  
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level. Materials Fee. Pass/ No Pass Option.

**007W • TOURNAMENT TENNIS**  
1.0 unit  
Total Lab 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Prerequisite: A demonstration of advanced skill competency  
Acceptable for credit: University of California, California State University  
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. May be repeated three times. Materials Fee. Pass/No Pass Option.

**008H • SOCCER-BEGINNING**  
1.0 unit  
Total Lab 54 hours  
Advisory: Eligibility for ENGL 001A and READ 053  
Acceptable for credit: University of California, California State University  
This course is designed to teach individual soccer skills and team play. Students also learn basic offensive and defensive team strategy. Course may be repeated 3 times. Pass/No Pass Option.

**008K • SOFTBALL-BEGINNING**  
1.0 unit  
Total Lab 54 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic skills, techniques and knowledge of the game of softball to students. May be repeated two times. Pass/No Pass Option.

**008O • BEGINNING VOLLEYBALL**  
0.5 unit  
Total Lab 54 hours, 27 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach beginning volleyball skills for recreational pleasure and its value as a worthy leisure time activity. May be repeated three times. Pass/No Pass Option.

**008P • BASKETBALL: BEGINNING**  
1.0 unit  
008P.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Acceptable for credit: University of California, California State University  
This course is designed to introduce basic soccer skills and techniques such as dribbling, passing, trapping, shooting, and defending needed to be an effective player. Offensive and defensive team concepts and strategies are also introduced. Drills as well as a scrimmage take place every class period. May be repeated three times. Pass/No Pass Option.

**008Q • INDOOR SOCCER**  
1.0 unit  
Total Lab 54 hours  
Acceptable for credit: University of California, California State University  
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated three times. Materials Fee. Pass/No Pass Option.

**008R • BADMINTON - BEGINNING**  
1.0 unit  
008R.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the student to the basic fundamentals and strategies of the game of badminton. The main emphasis of this course will be basic skills, drills and rules of badminton. May be repeated three times. Materials Fee. Pass/No Pass Option.

**008S • BADMINTON - INTERMEDIATE / ADVANCED**  
1.0 unit  
008S.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: WHP 008R, Eligibility for ENGL 001A and READ 053  
Acceptable for credit: University of California, California State University  
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. May be repeated one time. Materials Fee. Pass/No Pass Option.

**008T • INTERMEDIATE BASKETBALL: MEN AND WOMEN**  
1.0 unit  
008T.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: Eligibility for ENGL 001A and READ 053, High school varsity basketball or prior experience playing organized basketball strongly recommended.  
Acceptable for credit: University of California, California State University  
This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes and player to player and zone offenses are covered. May be repeated three times. Pass/No Pass Option.

**008U • VOLLEYBALL - INTERMEDIATE / ADVANCED**  
1.0 unit  
008U.2  
0.5 unit  
Total Lab 54 hours, 27 hours  
Advisory: WHP 008O  
Acceptable for credit: University of California, California State University  
This course will introduce the student to more advance skills strategies of the game of volleyball. Emphasis will be placed on drills and advanced skills such as the overhead serve, set and strike shot, defensive blocks and digs as well as court position, strategy and teamwork. May be repeated three times. Pass/ No Pass Option.
005V • BASKETBALL: COMPETITIVE  
1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes and player to player and zone offenses will be covered. May be repeated three times. Pass/No Pass Option.

005Y • SOCCER - SUMMER COMPETITIVE LEAGUE  
0.5 unit
Total Lab 27 hours
Acceptable for credit: University of California, California State University
This course is designed to provide members of the local community and student-athletes with an opportunity to participate in a competitive soccer class. May be repeated three times. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - MARTIAL ARTS (WHP)

005H • SELF-DEFENSE  
1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the fundamental skills, strategy and tactics of self-defense which will help the individual to recognize, avoid and respond to dangerous situations. May be repeated three times. Pass/No Pass Option.

005J • KARATE: BEGINNING  
1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This class is designed to introduce students to the Okinawan/Japanese martial art of Wado Ki Kai karate, including analysis and application of karate blocking, striking and kicking movements, traditional forms from the Taikyoku and Pinan series and self-defense. Emphasis is on developing physical strength, mental acuity, and one's own personal spirit. Pass/No Pass Option.

005K • TAI CHI: BEGINNING  
1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course introduces the student to the fundamentals and health enhancing aspects of T’ai Chi. Instruction will cover history and philosophy and emphasize T’ai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. May be repeated three times. Pass/No Pass Option.

005L • AIKIDO - BEGINNING  
1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course introduces the student to the philosophy, principles, and physical techniques of Aikido, a non-violent martial art form. The course emphasizes harmony and natural movements to resolve conflicts and integrate mind-body awareness. May be repeated one time. Pass/No Pass Option.

005M • KARATE INTERMEDIATE  
1.0 unit
Total Lab 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course focuses on intermediate level instruction of the Wado Ki Kai Karate system. Students learn forms including: Naihanchi, Jion, Saifa, Passai, Chinto, Unsa, and Empi. A technical breakdown of body movement and development of self-defense techniques is incorporated including striking, kicking, groundwork, and conditioning. Pass/No Pass Option.

005N • KARATE ADVANCED  
1.0 unit
Total Lab 54 hours
Advisory: WHP 005M, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This class is a continuation of the Wado Ki Kai Karate program. Students learn additional forms, including Seisan, Kusanku-Sho, weapons (Geapa, Soea, Gyokerin (Sai), Sushi no sho, Matsumura/Sakugawa (Bo)). Students also develop self-defense techniques, such as striking, kicking, groundwork and body conditioning. Pass/No Pass Option.

005O • KARATE CONDITIONING  
1.0 unit
Total Lab 54 hours
Advisory: WHP 005J, Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This class is a conditioning supplement to the basic Wado Ki Kai Karate program. Students work on flexibility, stamina, muscle development, and breathing. Workouts include: calisthenics, upright free sparring, transitional technique, ground defense, grappling, focus striking, and bag work. This course may be repeated three times. Pass/No Pass Option.

005P • FITNESS: HIKING  
1.0 unit
Total Lab 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to basic hiking techniques as well as various hiking facilities in the local community. Proper warm-up and cool-down specifically for hiking is introduced. Students experience improved fitness levels through hiking. This course may also be offered via distance learning. Pass/No Pass Option.

WELLNESS and HUMAN PERFORMANCE - THEORY (WHP)

020 • AEROBIC INSTRUCTOR TRAINING  
3.0 units
Total Lecture 36 hours, Total Lab 54 hours
A course developed to train the aerobic professional or enthusiast. Emphasis will be on the practical understanding of basic anatomy, exercise physiology, kinesiology, prevention and care of injuries and nutrition. An understanding of lesson planning, proper instructional techniques, posture and exercise safety will be discussed. Teaching experience and videotaping will be available. May be repeated one time. Pass/No Pass Option.

021 • SPORTS INJURIES  
1.5 units
Total Lecture 27 hours
Advisory: WHP 025
Acceptable for credit: University of California, California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of the prevention and care of athletic injuries. Emphasis will be on injury related injuries as well as preventative steps recommended to avoid injuries. Basic awareness of the needs of special populations will also be discussed. May be repeated one time. Pass/No Pass Option.

022 • SPORTS NUTRITION  
1.5 units
Total Lecture 27 hours
Advisory: WHP 027
Acceptable for credit: University of California, California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids will also be discussed. May be repeated one time. Pass/No Pass Option.

023 • FITNESS TESTING  
1.5 units
Total Lecture 27 hours
Acceptable for credit: University of California State University
This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used to evaluate an individual’s strength, flexibility, cardiovascular endurance, body composition, and posture. The standards for evaluating these tests will be discussed as well as principles used in designing an exercise prescription. May be repeated one time. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

025 • 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 or anyone desiring to learn in greater detail the muscles of the body and their movements. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Pass/No Pass Option.

026 • WEIGHT TRAINING PRINCIPLES AND ROUTINES 1.5 units
Total Lecture 27 hours
Acceptable for credit: University of California, California State University
This course is designed specifically for those students interested in pursuing the fitness specialist certificate specialty in personal training or anyone interested in learning about strength development and specific routines. Emphasis will be on strength routines that develop various body parts as well as programs that enhance muscle strength, size, tone definition and cardiovascular condition. A thorough knowledge of the weight training facilities including equipment, as well as physiology, kinesiology and anatomy will be covered. May be repeated one time. Pass/No Pass Option.

027 • EXERCISE PHYSIOLOGY 1.5 units
Total Lecture 27 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn how the body responds physiologically to exercise. Topics covered will include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. Course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Pass/No Pass Option.

028 • BODY ALIGNMENT AND STRETCHING TECHNIQUES 1.5 units
Total Lecture 27 hours
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis will be placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment and designing programs that will enhance correct body alignment. Proper stretching techniques and various stretching styles will also be covered in the course. May be repeated one time. Pass/No Pass Option.

029 • PERSONAL TRAINING FOR SPECIAL POPULATIONS 1.0 unit
Total Lecture 16 hours
Acceptable for credit: University of California, California State University
This course is designed for the fitness specialist or enthusiast who wants a more complete understanding of how to provide appropriate exercise training for individuals who have health conditions or considerations. These special populations include individuals with conditions such as heart disease, high blood pressure, diabetes, aging and the elderly, pregnancy, and asthma. The students will study body anatomy and physiology, the pathophysiology of the disease or condition, appropriate exercise training and its implications for health benefits. Pass/No Pass Option.

030 • INTRODUCTION TO PHYSICAL EDUCATION 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course surveys the basic principles of physical education and its place in and contribution to a comprehensive physical educational program including leadership, aims, objectives, historical perspective, scientific foundations, perceptual motor learning, competitive activities, and current issues in the field. Pass/No Pass Option.

031 • INTRODUCTION TO SPORTS MANAGEMENT 3.0 units
Total Lecture 54 hours
Advisory: Eligibility for ENGL 001A and READ 053
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to managerial and administrative components of the sports industry. Students learn the basic fundamental skills required to plan, organize, supervise, and evaluate a sporting event. Class discussion and analysis includes the principles of budgeting, marketing, strategic planning, legal aspects and ethics, and procedures of personnel, facility and sports event management. Industry trends and job opportunities and the requirements to achieve those positions are explored. Pass/No Pass Option.
WORK EXPERIENCE (WRKEX)

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 colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK</th>
<th>TOTAL HOURS</th>
<th>60 hours of work performed within the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 - 9</td>
<td>30</td>
<td>Pass/No Pass Option.</td>
</tr>
<tr>
<td>2</td>
<td>10 - 14</td>
<td>60</td>
<td>Pending Program Review: Limited Offerings</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

Work Experience classes are repeatable. A student may earn a total of 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply.

Student can enroll in only one class and be concurrently enrolled in Work Experience.

COOPERATIVE WORK EXPERIENCE (WRKEX)

201A • INTRODUCTION TO COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 032

This course complements SOCSC 032. It is intended for students who will complete a certificate or major in Community Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

201B • INTERMEDIATE COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 033 and WRKEX 201A

This course complements SOCSC 033. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

201C • ADVANCED COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 034 and WRKEX 201B

This course complements SOCSC 034. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

201D • INTERNSHIP IN COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester
Advisory: SOC 001, SOC 002
Corequisite: SOCSC 035

This course complements SOCSC 035. It is intended for students who will complete a certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

202A • FAMILY SERVICES A 1.0 unit

60 hours of work performed within the semester
Advisory: MATH 902
Corequisite: SOCSC 066A

This course complements SOCSC 066A. It is intended for students who will complete a certificate or major in Family Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Family Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.

202B • FAMILY SERVICES B 1.0 unit

60 hours of work performed within the semester
Advisory: MATH 902
Corequisite: SOCSC 066B

This course complements SOCSC 066B. It is intended for students who will complete a certificate or major in Family Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Family Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

301-304 • OCCUPATIONAL COOPERATIVE WORK
EXPERIENCE EDUCATION 1.0-4.0 units
Hours varies depending on units (see above)
Prerequisite: Must have a declared major and corresponding job and coursework.
Enrollment in a minimum of 7 units which can include Work Experience.
Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 16 units. Pass/No Pass Option.

301-303G • GENERAL WORK
EXPERIENCE EDUCATION 1.0-3.0 units
Hours varies depending on units (see above)
Prerequisite: Enrollment in a minimum of 7 units which can include Work Experience.
Acceptable for credit: California State University
General Work Experience involves the supervised employment of students in positions which will develop the student's general job skills, vocational awareness and understanding of the requirements for successful productive employment. The program will assist the student in developing a foundation for future career choice and exploration. Units and credits are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 6 units. Pass/No Pass Option.

Pending Program Review:
Limited Offerings
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.
ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS

In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered: (District Policy 5.2.1)

a. Any person over the age of 18 and possessing a high school diploma or its equivalent.
b. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding academic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
c. Persons who are apprentices as defined in Labor Code 3077.

ABILITY TO BENEFIT

Students who do not possess a high school diploma or who have not passed the High School Proficiency Exam or the GED may be required to take an independently administered exam to demonstrate their Ability to Benefit from instruction at Mission College. It is strongly recommended that students contact the Counseling Office for further information.

CALIFORNIA RESIDENCY DEFINED

A resident is a student who has continuous residence in California for at least one year immediately preceding the residence determination date for the semester or session and has manifested intent to become California resident. The burden of proof is on the student to demonstrate both physical presence in California and intent to establish California residence. The residence determination date is the date preceding the first day of instruction for each semester or session.

The College may admit students who are non-California residents, subject to the rules and regulations outlined in the Educational Code. These students shall be required to pay non-resident tuition.

ASSEMBLY BILL 540

Any student, other than a non-immigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition.

1. The student must have attended a California high school for at least three years.
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term they wish to attend (for example, passing the GED or CA proficiency exam.)
3. An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

This legislation does not apply to students who hold an F-1 Visa for International Students. All eligible students must file a “Student Affidavit for Exemption from Nonresident Tuition” form with the Admissions and Records Office. Nonresident students who are exempt from paying nonresident tuition under this legislation are not eligible for a Board of Governors Fee Waiver.

SPECIAL ADMISSIONS OF HIGH SCHOOL OR YOUNGER STUDENTS

This program is a cooperative venture between Mission College and local high schools. Under this program, a limited number of high school students may take college courses to supplement their educational programs. Interested students must complete a “Concurrent Enrollment” form available online at www.missioncollege.edu or in the Admissions Office or the Counseling Office.

The program provides for:

- Advanced Academic Work:
  This can provide a head start in a college major or completion of college graduation requirements.

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

- High School Credit for College Courses:
  To use college courses for high school credits, the student must submit a transcript request form to the Admissions Office indicating the classes that will be used for college credits.

Completed college courses may not be used for both high school and college credit. Students taking classes for high school credit are exempt from enrollment fees.

INTERNATIONAL STUDENTS

The International Student Center (ISC), located in Room S1-202, offers complete services to F-1 visa students including international admissions, international counselor services and immigration advising. In addition, the ISC houses Mission College’s Institute for International Studies, an intensive English language program for students who have not met the English proficiency requirement for college admission. The intensive program administers the Institutional TOEFL exam three times per year as well as a no-TOEFL option for qualified students. The center provides intensive English language services for West Valley College, as well. Call (408) 855-5110 or email the Center at is@wvm.edu.

TRANSFER CREDIT

Students transferring from another college or university may take classes at Mission College. Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Admissions and Records Office from the former college) are required of all students:

1. Seeking transfer credit for degree or certificate programs
2. Seeking counseling advice
3. Participating in inter-collegiate sports
4. Applying for veterans’ benefits
5. Applying for foreign student (F-1) status

Courses completed at other accredited colleges and universities may be transferable towards a degree or certificate at Mission College. Transfer credit will not be awarded for upper division courses. Students seeking an AAAS degree must demonstrate Reading, Writing, Math, Oral Communications and Information Competency as well as fulfill the California history requirement. Students who have completed at least a bachelors degree from an accredited college/university in the U.S. or its territories are considered to have exhibited competency in these areas (see additional information concerning Baccalaureate degrees). You are advised to consult with a counselor upon application to Mission College. The transcript evaluation is applicable only to the designated Mission College degree/certificate. It is not necessarily binding on subsequent colleges to which the student may transfer; each college usually does its own transcript evaluation. Students are responsible for:

1. Requesting colleges attended to send official transcripts directly to the Admissions and Records Office at Mission College, and
2. Completing a Transcript Evaluation Form at the Counseling Office.

It is the student’s responsibility to request that such transcripts be sent to Mission College, as well as to notify the Records Office that a transcript evaluation is desired. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied.
Transfer Programs

Registration Procedures

GENERAL INFORMATION
Mission College offers registration by web via "MyWebServices". The "Schedule of Classes" lists the details, dates and procedures for each type of registration, and is available in May for the following Summer/Fall Semester and November for the following Spring Semester.

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

UNITS OF WORK AND CREDIT
Title 5 (55002) specifies that the minimum standard for unit calculation for all credit courses is three hours of work per week, including class time, for each unit of credit, prorated for short-term, laboratory, and activity courses for lecture classes. This usually means two hours of independent assigned work for each lecture hour spent in class, some or all of which may require the student to return to the college for completion. In the case of lab hours, a minimum of 3 hours are required for each unit of credit.

SUMMER AND WINTER SESSIONS
Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the Summer and Winter Sessions. The same standards and policies followed during the regular semesters apply for the summer and winter sessions.

OPEN COURSES
It is District policy that, unless specifically exempted by statute, every course, section or class, for which weekly student contract hours are reported for state funding, whenever offered and maintained by District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part 1V, Title 5 of the California Administrative Code, commencing with Section 51820.

ADDITIONAL COURSES
Students may add open classes via MyWebServices until the day before the first day of instruction. On or after the first day of school, students who wish to enroll into a class must contact the instructor and ask for an "Add Code." If there is room in the class, the instructor will assign an Add Code to the student, who will then be able to add the class via MyWebServices. Students will be able to add Late-Start Classes throughout the term by web. A student may not add a semester-length class after the published deadline date listed in the schedule of classes except with written permission of the instructor and the endorsement of the Dean of Instruction.

WITHDRAWAL FROM CLASSES
Any student withdrawing from a class must follow established college procedures. The following include important deadlines for withdrawal and explain the relationship between withdrawal and the assignment of a grade by the instructor:

• Any student failing to follow the established withdrawal procedures may be assigned an "F" or "NP" grade by the instructor.
• No faculty signatures are required when withdrawing from courses.
• The responsibility for withdrawing from courses by the published deadlines rests with the student.

MILITARY WITHDRAWAL
Students who are members of an active or reserve military service may request that their academic record reflect an "MW" symbol when military orders compel them to withdraw from courses during the semester. The military orders must be verified by the Admissions Office. The military orders must be issued after the end of the period in which courses may be dropped with no notation appearing on the student's academic record and prior to the end of the scheduled final examination period. The student's academic record shall reflect the "MW" symbol. The "MW" symbol shall not be counted in progress probation and dismissal calculations. The "MW" shall not be used in calculation of grade point averages. The "MW" symbol will be assigned to those courses for which no academic credit has been awarded.

AUDITING OF CLASSES
Beyond the last date to add classes (3rd week) for college credit a student may audit selected community college courses with the following provisions. Priority in class enrollment shall be given to students desiring to take the course for credit. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. A student wishing to audit a class must obtain prior written permission from the instructor. Attendance, participation and related academic expectations shall be determined by the instructor. Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards. The fee for auditing a class shall be $15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are non-refundable after two weeks of audit attendance.

OVERLAPPING CLASSES
Typically, a student may not register for more than one class during the same time period, nor for more than one class having the same course number which meets at different times, places or days during a given semester or term. A student may petition to take two classes that overlap. This form can be obtained online at: www.missioncollege.edu/admissions/forms.html
Or from the Counseling Office and must be signed by the instructors from both classes.

REPEATING A COURSE
Students may not repeat courses that have been successfully completed unless it is deemed that special extenuating circumstances exist, or the course has been designated as repeatable.

FINAL EXAMINATIONS
A final examination will be required of all students in all courses during the last week or the last scheduled class meeting of each regular semester or session. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.
Registration Procedures

Fees and Charges

GENERAL FEES DISCLAIMER
All fees and charges are subject to change without notice by action of the California legislature, the California Community College Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District.

ENROLLMENT FEE
California residents are required to pay a Community College Enrollment Fee of $36.00 per unit per semester. Note: fees are subject to change after publication of the catalog but fee increases will be applied to each current semester.

Students planning to enroll in both West Valley and Mission College classes should show all receipts at the time of registration to avoid duplicate payment of some fees. All fees are payable at the time of registration.

Exemption for the enrollment fee will be allowed for those students who qualify for the Board of Governor’s Waiver A, B or C (BOGW A, B or C). BOGW applications may be obtained in the Financial Aid Office.

NON-RESIDENT TUITION
Non-resident tuition is charged in addition to enrollment and other basic fees to each student whose legal residence is other than the state of California. *This fee is due and payable at the time of registration. For the 2011-2012 academic year, the non-resident tuition fee is $204.00 per semester unit. For non-resident students who must withdraw from the college or reduce their program of study, the following tuition refund schedule applies:

Full refund: Through the second week of instruction.
Two-thirds: During the third and fourth weeks of instruction.
One-third: During the fifth and sixth weeks of instruction.
*Assembly Bill 540. Any student, other than a non-immigrant alien, who meets all the legislation requirements, shall be exempt from paying non-resident tuition. Refer to schedule of classes.

INSTRUCTIONAL MATERIAL FEE
It is the policy of the West Valley-Mission Community College District that the Governing Board may require students to provide instructional and other materials required for credit and non-credit courses, provided that such materials are of continual value to a student outside of the classroom setting and provided that such materials are not solely or exclusively available from the District.

CAMPUS CENTER FEE
This fee supports the Campus Center and is assessed at $1 per unit up to a maximum of $5 per semester.

ASSOCIATED STUDENT 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 ID card. Should the student choose not to be a member, the fee is refundable if requested by the ‘refund’ deadline. ID cards and stickers are available in the Campus Center Lobby. ASG Represenation Fee, $1 per semester.

HEALTH FEE
The health fee is $17.00 per semester and $14.00 for the summer terms. The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for

1.) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
2.) students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Financial Aid Director and at least one Financial Aid supervisor/technician will review these requests on a case by case basis.

REFUNDS
To be eligible for a refund of enrollment fees, students must drop classes by the published deadline, see schedule of classes for details. For the spring and Fall Semesters the deadline to drop a class and receive a refund is at the end of the first ten days of classes. For Winter Session, Summer Sessions, and any other short term class, the student must drop the class before 10% of the scheduled class meetings have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a credit card refund. Faculty signature is not required to drop classes.

TRANSCRIPTS
Students may secure official transcripts of work completed at Mission College by submitting a written request to the Admissions and Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be mailed to the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript request. Additional Fees:

Rush transcripts can be requested in:
1) 1-hour rush $20 each for any additional copies.

HOLDS ON STUDENT’S RECORDS
Holds will be placed on students’ records for fees and any other financial obligations owed to the college. Mission College will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions when those students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

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To be eligible for a refund of enrollment fees, students must drop classes by the published deadline, see schedule of classes for details. For the spring and Fall Semesters the deadline to drop a class and receive a refund is at the end of the first ten days of classes. For Winter Session, Summer Sessions, and any other short term class, the student must drop the class before 10% of the scheduled class meetings have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a credit card refund. Faculty signature is not required to drop classes.

TRANSCRIPTS
Students may secure official transcripts of work completed at Mission College by submitting a written request to the Admissions and Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be mailed to the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript request. Additional Fees:

Rush transcripts can be requested in:
1) 1-hour rush $20 each for any additional copies.

HOLDS ON STUDENT’S RECORDS
Holds will be placed on students’ records for fees and any other financial obligations owed to the college. Mission College will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions when those students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.
Fees and Charges

Academic Regulations and Standards

FACULTY RESPONSIBILITIES

General - Each instructor is responsible at the beginning of the course to inform students of the course's learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student's request, assign an Incomplete ("I") grade when, in the instructor's judgment, this action is warranted and appropriate.

Instructor-Initiated Drops - An instructor may officially drop the student from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences. An instructor will drop from the class rolls a student who has not appeared in a class during the first 10% of the total scheduled class meetings.

Final Examinations - A final examination will be required of all students in all courses during the last week or the last scheduled class meeting of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

STUDENT RESPONSIBILITIES

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

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat or register in the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a sub-standard grade ("D," "F" or "NC").

Students are held fully responsible for following college procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

Class Attendance - Students are expected to attend all sessions of each class. Instructors may drop students from the first class meeting if they fail to attend the first class meeting or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop the student from the class if the student fails to attend at least one class session during the first three weeks of instruction.

Leaves of Absence - Students who, for unforeseen reasons, must be absent from classes for more than one week should file a leave of absence form with the Admissions Office to avoid a failure of the course's learning objectives and criteria for grading. The instructor will provide alternative instruction if the student is released from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course.

Classroom-Related Disciplinary Sanctions

FACULTY RESPONSIBILITIES

General - The instructor has the responsibility 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 be given the opportunity to demonstrate the degree of their skills required in the course.

When a student is charged with plagiarism or cheating related to a class activity or assignment, the instructor has reasonable proof or documentation of the student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

Classroom-Related Disciplinary Sanctions

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d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

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d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

The GPA (grade point average) is determined by dividing the total number of grade points earned (pass/no pass & no value grades are not counted) by the total number of units attempted.

Grade Changes

Grade Changes: California Education Code article 55025 specifies that only an instructor can assign a grade or change it. Changes can only be made if there has been a clerical error in reporting the grade or a mathematical error in computing the grade. Students seeking grade changes must first contact the instructor who gave them the grade, or the department chairperson if the instructor is unavailable or if the student has alleged discrimination or gross misconduct by the original instructor.

The following non-evaluative symbols are used at Mission College:

I - Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons near the end of the term may result in an instructor assigning an "I" to the student. The condition(s) for removal of the "I" shall be stated by the instructor in a written record which shall contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "I." A copy of this record shall be given to the student and a copy filed with the Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired. An Incomplete must be made up within one year following the end of the semester or term in which it was awarded. In unusual circumstances, a student may petition the instructor for a one time only extension of no more than one semester. Faculty authorized extensions of no more than one semester must be filed with the Records Office prior to the termination of the initial one incomplete grade.
Academic Regulations and Standards

An Incomplete must be made up within one year following the end of the semester or term in which it was awarded. In unusual circumstances, a student may petition the instructor for a one time only extension of no more than one semester. Faculty authorized extensions of no more than one semester must be filed with the Records Office prior to the termination of the one year Incomplete grade.

IP - In Progress
The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic semester or term. It signifies that work is “in progress” and that unit credit and grade will be assigned when the course is completed. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The “IP” shall not be used in calculating grade point averages. If a student enrolled in a course designated as “open-entry, open-exit,” is assigned an “IP” at the end of the stated attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign an evaluative symbol as described above, which shall be recorded on the student’s permanent record for the course.

RD - Report Delayed
This symbol may be assigned by the Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. The “RD” shall not be used in calculating grade point averages.

W - Withdrawal
(See Withdrawal from classes.)

MW - Military Withdrawal
(See Withdrawal from classes in Index for page listing.)

PASS / NO PASS or LETTER GRADE OPTIONS
It is the policy of Mission College to enable students to enroll in courses on a Pass/No Pass basis as an alternate to letter grades, for these reasons:

1. To improve basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education. Each Division shall determine which courses, if any, it will designate as appropriate for Pass/No Pass grading.

There are three grading systems:
1. Letter Grades = A, B, C, D, F
2. Pass/No Pass Only: “P” = passing with “C” or better grade. “P” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average. “NP” = Fail; not a grade.
3. Letter Grade or Pass/No Pass at the student’s option. Pass/No Pass option and Pass/No Pass courses are indicated in the catalog course description.

a. Procedure: with the exception of student performance contract courses, the student must notify the instructor of the selection of the “P/NP” or a Letter Grade option, no later than the end of the fifth week of the semester or 030% of the class duration for short-term courses.

b. Precautions:
1. Transfer of “P” units:
   Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “P” units.
2. Maximum number of “P” units:
   At Mission College a maximum of 20 “P” units may be applied toward the completion of the associate degree. The student must have 12 units in residence at Mission College.

Units earned on a “P/No P” basis shall not be used to calculate Grade Point Averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

CREDIT BY EXAMINATION
Students may be eligible for advanced placement by special examination.

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

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

Challenges - Credit by examination is available for many courses to encourage self study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:
1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at Mission College or West Valley College.
3. Not more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum twelve (12) semester hours of credit in residence required for an associate degree.
7. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must file a request by examination application, prior to the end of the sixth week in the semester, with the Admissions and Records Office. Note that some departments may administer a qualifying examination to determine eligibility for credit by examination.

The application will be forwarded to the appropriate instructional area and, if approved, the student shall be notified of the time, place, and manner of the examination. No applications are approved for summer sessions.

The instructional area in which the examination occurs will directly inform the Admissions and Records Office of the grade earned on the examination.

Military Credit - If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree.

Credit shall be determined on the basis of the “Guide to Evaluation of Educational Experiences in the Armed Forces.” Any credit granted will be posted to the student’s academic record at the time of graduation or completion of a certificate program. (Unless applying for V.A. Benefits; check Veterans Affairs section in Index for page listing.)

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS
Students maintaining attendance in the district in at least one regular semester, summer session, or winter-session of a academic year are considered continuously enrolled and, therefore, receive “catalog rights.” Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who drop for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

While Catalog Rights retain graduation, general education, proficiency, and degree/certificate requirements, they do not apply to changes in prerequisites required for a given course. Prerequisite requirements are those stated in the Course Descriptions section of the current Catalog.

Please note that certification of a student’s CSU GE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.
If the student’s petition for academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semester (or quarters) being disregarded may apply toward degree requirements. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student’s academic pursuits.

HONORS AND AWARDS
Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.
Honor Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.
Dean’s List - Students who complete 12 units or more in any semester, and earn a minimum 3.00 (“B”) grade point average, qualify for the Dean’s list.
Dean’s List for Part-Time Students - Students who complete between 6 and 11.25 units in any semester and earn a minimum of 3.00 (“B”) grade point average, qualify for the Dean’s list for part-time students.
Alpha Gamma Sigma - Alpha Gamma Sigma is the California Community College Honor Scholarship Society. Membership in the Mission College Chapter (Sigma Iota) is open to Mission College students under the following classifications:
A. Temporary Membership - Open to new students who are life members of the California Scholarship Federation or who graduated from high school with a 3.5 GPA or higher. A CSF certificate or copy of the high school transcript must be submitted with the AGS application.
B. Initial Membership - Open to students who have completed 12 or more semester (or quarter equivalent) units at any college, and have maintained a cumulative 3.0 GPA. The student must be currently enrolled at Mission College in a minimum of 3 units.
C. Continuing Membership - Students who were Sigma Iota members in the previous semester, who have maintained a 3.0 GPA, and are currently enrolled in a minimum of 3 units at Mission College, qualify as Continuing members.
D. Permanent Membership - Students who have been ACTIVE members in any Chapter of AGS for at least 1 semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least 2 semesters with a cumulative 3.25 GPA or higher, and who have completed a minimum of 60 semester (or quarter equivalent) units of college, may apply for Permanent Membership.

BASIC COMPETENCY REQUIREMENT
Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective July 1, 2003, an oral communications proficiency was instituted. Effective July 1, 2006, an information competency proficiency was instituted. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a college counselor. For more information, see Index for page listing.

STUDENT PETITIONS COMMITTEE
The College maintains a Student Petitions Committee whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the college pertaining to admission, re-admission, degree or certificate standing, academic standing, grade extensions and extensions of deadlines. The Student Petitions Committee does not process grade changes.

Prior to petitioning the Student Petitions Committee, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Division Chair.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the college Admissions Office and Counseling Office.

Decisions of the Student Petitions Committee are final and binding unless reversed or otherwise modified by the Vice President of Student Services, College President, or designate based on a written appeal submitted by the student within five (5) instructional days of notification of the committee’s decision.

APPLICATION FOR DEGREE OR CERTIFICATE
Students may apply for the degree or certificate by completing the application available at the Admissions and Records Office. Students who submit an application will be notified by mail of their status and of Commencement activities once all grades are posted.

Applications are accepted year-round.
SEXUAL HARASSMENT AND SEX DISCRIMINATION

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, it is the policy of the West Valley-Mission Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment and/or sex discrimination as defined and otherwise prohibited by Federal and State law.

Engaging in sexual harassment and/or sex discrimination shall be a violation of this policy.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that:

• is made either explicitly or implicitly a term or condition of an individual’s educational status or employment;
• is used as a basis for educational or employment decisions affecting such individual;
• has the purpose or the effect of unreasonably interfering with an individual’s educational or work performance or which create an intimidating, hostile or offensive educational or work environment.

Sexual harassment examples include, but are not limited to the following:

A. Making written, verbal, physical and/or visual contacts with sexual overtones:
   1. Written forms may include suggestive or obscene letters, notes, invitations.
   2. Oral forms may include derogatory comments, slurs, jokes, epithets.
   3. Physical forms may include assault, unwelcome touching, impeding or blocking movement.

B. Making reprisals, threats of reprisal, or implied threats of reprisal following a refusal of harassing behavior within the educational environment, including withholding or threatening to withhold grades earned or deserved; submitting or threatening to submit an underserved performance evaluation; or denying or threatening to deny a scholarship recommendation or college application.

C. Retaliation for having reported or threatened to report sexual harassment.

D. Continued expressions of sexual interest after being informed that the interest is unwelcome.

E. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

F. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:
   1. Unnecessary touching, patting, hugging, or brushing against a person’s body;
   2. Remarks of a sexual nature about a person’s clothing or body; or
   3. Remarks about sexual activity or speculations about previous sexual experiences.

Definition of Sex Discrimination

Sexual discrimination is defined as the differential treatment of college community on the basis of sex in employment, educational programs and activities. Sexual discrimination examples in the treatment of students include but are not limited to:

• access to programs and facilities
• competitive athletics
• student rules, regulations and benefits
• treatment of married and/or pregnant students
• comments consistently targeted only at one gender

Sexual harassment and/or sex discrimination and the associated behaviors, as stated but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.
This policy covers all individuals in the workplace. West Valley-Mission Community College District will not tolerate, condone or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees who conduct business with the District. The District encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender's relationship to the District. Sanctions shall be taken against any student, employee, or non-employee conducting business with the District who engages in sexual harassment and/or sex discrimination.

Complaints by students or employees should be directed to Associate Vice Chancellor of Human Resources. The telephone number is (408) 741-2131.

PRIVACY RIGHTS OF STUDENTS ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the college must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of the college.

• Education records generally include documents and information related to admissions, enrollment in classes, grades and related academic information.

• Educational records will be made available for inspection and review during regular working hours after receiving a written request from the student. If a student wishes to challenge any information in the educational record, the student shall review their request with the Director of Admission and Records. The Director will inform the student of the process and if needed assist the student in correcting the formal record.

• The Act provides that the college may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this college includes:
  (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended (6) height and weight of members of athletic teams.

• A copy of the college policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Records office during normal working hours.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

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

Title IX

It is the policy of the West Valley-Mission Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or handicap in all of its educational and employment programs and activities, its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 as amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are underutilized or underrepresented.

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


Mission College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Campuses Act Amendment of 1989 and the Drug-Free Workplace Act of 1988 (Public Law 101-226). General and specific information and assistance are provided by the Counseling Center and the Student Health Services for students and by the Human Resources Department for employees. Mission College students and employees are subject to sanctions as defined by Student and Employee Handbook(s), Board policies, and other local, State, and Federal laws.

MISSION COLLEGE IS A NO-SMOKING AND DRUG-FREE CAMPUS

The staff, faculty and administration of Mission College are committed to the success of our students and to uphold state and local laws and regulations. The West Valley-Mission Community College District policy 5.18.1 prohibits “the unlawful use, distribution, sale, or possession of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statues, on District property or at any function sponsored by the District or colleges.” Also, the campus community voted it’s preference for a non-smoking environment, and the decision is reflected in District policy: The College’s non-smoking policy is enforced in all areas except for campus parking lots.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Code of Student Conduct and Sanction Policies. If warranted, employees will also be subject to disciplinary sanction.

The college is committed to providing education, advisement, and referrals for students who may need assistance. Alcohol and other drug dependency is a treatable condition; students are encouraged to seek support, as appropriate, from the Counseling Center, Student Health Services, or through a community resource referral.

Health Consequences:

• impaired learning due to poor concentration, fatigue, druniness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.

• impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.

• the use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.

• the use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.

• the most common negative health consequences from occasional drinking are trauma incidents such as auto accidents and violent behavior which involve both the drinker and non-drinking victims.

• long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.
Legal Sanctions: Mission College
As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at Mission College, you may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California:
For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.
• For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to $500 fine, or both.
• For possession of cocaine you can be imprisoned in a state prison.
• For sales of any illegal drug you can be imprisoned in a state prison.
• Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
• It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
• Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

For Free Confidential Assistance On-Campus:
• Counseling Center, (408) 855-5030
• Student Health Services, (408) 855-5140

For Free Confidential Assistance Off-Campus:
• Alcoholics Anonymous (408) 374-8511
• Narcotics Anonymous (408) 998-4200
• Voices United (408) 292-7292

Code of Student Conduct
The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance or abuse of college personnel.
2. Assault, battery, or any threat of force or violence upon students or college personnel.
3. Theft of, or damage to, the property of the college, its officers, employees, students or visitors.
4. Interference with the normal operations of the college (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions or of other authorized activities on college premises).
5. Unauthorized entry into or use of college facilities.
6. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.
7. Forgery, alteration, or other misuse of college documents, records, or identification.
8. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.
9. Disorderly, lewd, indecent, or obscene conduct or expression on any college owned or controlled property or at any college sponsored or supervised function.
10. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
11. Acts of physical, verbal, or sexual harassment.
12. Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.
13. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of such alcohol or other drugs on College property or at events sponsored by the college.
14. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at college sponsored or supervised activities.
15. Gambling in any form.
16. Smoking anywhere on campus except in the designated parking lots.
17. Failure to comply with lawful directions of college officials, faculty, staff or campus police officers who are acting within the scope of their duties.
18. Violation of district policies or college regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
19. Violation of other applicable Federal and State statutes and college rules and regulations.

Sanctions - In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct:

1. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
3. Probation: Prohibition of the student by the Vice President of Student Services from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
4. Restitution: Reimbursement to the college, as directed by the Vice President of Student Services for repair or replacement of district property misused, misappropriated or damaged by the student;
5. Temporary Suspension: Suspension of the student from the classroom by the instructor for up to two (2) days or by the Vice President of Student Services for up to ten (10) days from one or more classes and any or all activities (Ed. Code 76032);
6. Suspension: Exclusion from one or more classes, any or all activities of the college and from use of any district facilities. The Vice President of Student Services may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester; and
7. Expulsion: Termination of student status by the Board of Trustees on recommendation of the Chancellor.

EXCLUSION, SUSPENSION, EXPULSION

Exclusion from Classes - Conduct
1. Classroom instructors may temporarily suspend a student for up to two (2) days but may also recommend to the Vice President of Student Services the removal of any student or students from any class he/she is teaching for any of the reasons of misconduct enumerated in 5.8.15 of the West Valley-Mission College Board Policy Manual. The recommendation shall be filed in writing with the Vice President of Student Services, who, within five (5) days of the receipt of the written request from the instructor, shall impose those sanctions set forth in 7.8.13 which he/she deems appropriate to the reasons for the request set forth by the instructor. In the event the Vice President of Student Services is also the instructor, the Chairperson of the Department in which the Vice President of Student Services is instructing shall impose the sanctions.
2. The Vice President of Student Services will inform in writing the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.
3. Each college shall develop and adopt procedures to facilitate such appeal.

Exclusion from Class - Medical Reasons
There are occasions when students experience physical or emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances the district is obligated to protect other students’ rights to pursue their education and to take appropriate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this, the Counseling Center and Student Health Services is able to avert the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college.

Education Code Section 76021 states: “The Governing Board of the Community College may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”
Vandalism
Property of the district as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the district and good citizenship. Those engaging in vandalism are, therefore, subject to criminal and/or disciplinary action.

STUDENT GRIEVANCES
A student may file a grievance when he or she believes that a faculty or college staff member has violated college rules, policies or procedures, or other local, State or Federal laws. There are two types of grievances: academic and general student grievance.

a. Academic Grievance: An academic grievance may be filed when a student feels that a faculty member has violated State law, Federal law, or college policies and procedures relative to grading or other academic areas.
   All grades awarded by the instructor of record shall be final. The State Educational Code (55760) permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to “mistake, fraud, bad faith, or incompetence.”

b. General Student Grievance: A general student grievance may be filed by a student who feels an action of a college staff member, office, or group violates existing college rules, policy or procedures; or other local, State and Federal laws. A grievance of discrimination or sexual harassment is not included in this category.

Grievance Process - The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that she/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair. Additional information is available from the Vice President of Student Services.

Readmission of Expelled Students
The Governing Board of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

STUDENT ASSEMBLY
In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the district, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who violate state law are subject to criminal action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Freedom of Inquiry and Expression
Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

Student Participation in Institutional Government
As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.

Exercise of Rights of Citizenship
Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the district.

Student Membership in Organizations
The Governing Board recognizes that any person qualifying for participation in classes of the Colleges shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Governing Board to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he/she is affiliated.

Student Production of Goods and Services
Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development.
Student Support Services

ACADEMIC SKILLS DEPARTMENT

The Academic Skills Department (ASD) is the principal academic support center at Mission College. The ASD Tutorial Center offers tutoring services for many courses taught campus wide. The ASD also houses Reading and ESL laboratories which provide individually designed programs to enable students to succeed in their college classes and careers. Programs and courses are individualized and students can attend at times that are convenient to them. In addition to providing instructors and tutors to help students, the ASD offers students an extensive library of current learning materials which respond to a variety of student learning modalities and styles. Materials are available for different course levels and vary in depth and breadth to respond to student needs. The software offerings for ESL and English are especially large, encompassing topics in grammar, writing, pronunciation, speaking, listening, study skills, vocabulary, and reading. The resources for Reading students are also extensive and include multimedia software and multilevel materials to address individual student needs. Additionally, multimedia, audiovisual, and text materials are available for students to improve study skills.

Student Learning Outcomes:

After regularly attending tutoring or lab skills courses at the Academic Skills Department, students will be able to:

- Articulate their academic skill weaknesses
- Describe the resources available at the ASD to help them improve their skills
- Describe behavior indicative of active and independent learners
- Complete the course(s) for which they are receiving assistance at the ASD
- Improve the grade in the course(s) for which they are receiving assistance at the ASD

Students will be assessed by:

- Student survey
- Student course completion rates
- Faculty survey of student grade improvement from the point a student began receiving assistance until the end of the semester

Tutorial Center: The Academic Skills Department is home to Mission College’s general tutorial center. Upon referral by an instructor or a counselor, students can enroll in the Supervised Tutoring course, IS 947, where they can receive assistance on the basis of a learning need. The tutoring is available for all subjects (for Math tutoring please visit the Math lab, S2-401). Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their course work, help them understand assignments and provide students strategies for improving their learning skills.

English-as-a-Second Language Lab: Multi-level computer, video and audio tape, or print materials for ESL students are available in the center. These learning materials help non-native speaking students increase skills in writing, grammar, listening, reading vocabulary and pronunciation of standard American English in preparation for the workplace or college study. Students in the ESL laboratory can also participate in workshops and conversation groups.

Math Lab:

Math tutoring is available in the Math lab, S2-401. Students can receive assistance on the basis of a learning need. The tutoring is available for all subjects (for Math tutoring please visit the Math lab, S2-401). Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their course work, help them understand assignments and provide students strategies for improving their learning skills.

ACCESS PROGRAM

ACCESS is an award-winning, federally funded TRIO SSS program focused on increasing the graduation and transfer rates for low-income, disabled and/or first-generation college students by providing support and resources to advance their educational attainment.

Our entire staff is committed to providing students with the most friendly, helpful and competent service possible!

In this program, students have ACCESS to a variety of services, such as:

- use of the program office (including computers, internet access, free printing)
- personal, career, and academic counseling
- priority registration
- scholarship searches and assistance with applications
- transfer and goal development activities and workshops as well as assistance with transfer applications, transcripts, and financial aid forms

Student Learning Outcomes:

- Students will complete Program Orientation by end of each semester.
- Students will graduate and/or transfer to a four-year university in 3 years of entering the program.
- Students will persist from one academic year to the next fall (excluding those who graduated, transferred or exited for health reasons).

The ACCESS Program is specifically tailored for students who are enrolled in at least 9 semester units and are motivated and serious about their education. Applications are accepted on an on-going basis (pending space availability). In order to qualify, you must be first generation to college (parents have not received a BA/BS degree), OR qualify as “low income,” OR qualify as “disabled.”

For more information about ACCESS, please visit us in the main building, room C1-117 (directly across from Financial Aid), call the ACCESS Program office at (408) 855-5192 or visit our website at: www.missioncollege.org/student_services/access/index.html.

ARTICULATION

Student Learning Outcomes:

Students who utilize the Articulation services will:

- Students will identify the academic standards and specific requirements needed for acceptance into their University of choice.
- Students will identify the academic standards and requirements needed to earn a certificate and/or an Associate’s Degree.

BOOKSTORE

The College operates a bookstore for the convenience of students in securing textbooks, reference books, art and office supplies, and sundry items.

The bookstore accepts personal checks, cash, credit and bank cards with proper identification. Receipts are required for any exchange or refund. Information concerning the bookstore’s policy on buy back of used books can be secured in the bookstore. The bookstore operates at hours convenient to students. For information, please call the bookstore at (408) 855-5080.

CALWORKS

CalWORKs is a state funded program serving several under-represented student populations. CalWORKs provides educational support and resources to help students obtain the skills needed to be placed in and retain family supporting employment.

Students currently served are those who meet the following criteria:

- CalWORKs participants
- Students receiving TANF cash aid

Support Services available to students:

- Book vouchers
- Educational counseling
- Priority registration
- Coordinated referrals with other on-campus programs
- Coordination and referrals to community programs and resources
- Referrals to personal counseling

Career and Employment Services:

- Job readiness services: including internship referrals
- Up to 75% wage match for CalWORKs work study students employed on campus

Students interested in further information are encouraged to call the CalWORKs office at (408) 855-5228 or stop by Room C1-114

CalWORKs Student Learning Outcomes:

Students who receive CalWORKs supportive services will:

- Determine an educational goal and outline a plan
- Identify and demonstrate student success behaviors as defined by the program
- Demonstrate job search and application skills

Upon completion of the CalWORKs program, students will acquire the skills needed to obtain part or full time employment or have completed the necessary courses to transfer to a four year university.

These outcomes will be assessed through monthly progress and end of term reports and an analysis of student grades and graduation and transfer rates.
CAREER CENTER
The Career Center provides a variety of services to assist students with the career exploration and decision-making process. Utilizing the Career Center services, students will gain an understanding of the occupational outlook, salary, and qualifications related to various careers. The Eureka Career Information System (a computerized, up-to-date library of occupational and educational information) and other career-related books and pamphlets are readily available. Along with the Transfer Center, the Career Center sponsors the Annual College Day each fall semester. The Career Center is located in Room E1-201.

Student Learning Outcomes:
Students who utilize the Career/Transfer Center will:

• Students will articulate their career and academic goals in relation to their personal values and interests.
• Identify ways in which their skills and personality traits impact how they relate to others in their academic, work, and personal settings.
• Demonstrate the ability to outline a transfer preparation plan by utilizing transfer resources such as ASSIST, university representatives, university catalogs, transfer focused workshops, and other college preparatory internet resources.
• Describe the academic standards and requirements needed for acceptance into university of their choice as described in their individual transfer preparation plans.

CHILD DEVELOPMENT CENTER SERVICES
Student Learning Outcomes:
• Student Parents will complete courses at Mission College towards their educational plan.
• Parents will maintain their children’s enrollment in the CDC and be satisfied with their children’s care.
• Children will develop social, emotional, cognitive and physical skills in a developmentally appropriate time frame.

The Mission College Child Development Center provides child care for the children of students in the College. Eligibility is determined by income and availability of space.

For information, please call the Director of Child Development Services at (408) 855-5173.

COMMUNITY EDUCATION
The Community Education Office provides a wide range of learning and enrichment opportunities for the community by offering classes and programs which meet the specific needs of and are tailored for the local community:

• Our classes and program range from vocational training (e.g. Pharmacy Technician) to specialized classes (e.g. court mandated drug classes), to personal and professional enrichment classes (e.g. Baby Sign Language, Real Estate).
• We also offer free, state supported classes for expectant parents and older adults.
• Classes are available to anyone in the community, regardless of educational goals and achievements, or student status.
• Classes are tailored for students of all ages from high school students to seniors, and are offered year round with flexible, convenient schedules.

We welcome you to explore all that we have to offer and hope to help you reach all your educational and personal enrichment goals. For more information, contact us at (408) 855-5105 or visit us at room S1-202 or online at www.missioncollege.org/community/comm_ed

COUNSELING SERVICES
The Counseling Department’s primary mission is to assist students in clarifying their educational and life goals and recommend the courses needed to reach those goals. We also offer courses that help students be more successful as a student and in life, choose a career, and increase self esteem. In support of our mission the following services are provided:

Academic Counseling - Counselors help students identify educational and career options, review educational background, and provide students with information and an effective plan. While counselors have specific areas of interest/expertise, all are skilled in providing students with accurate and current information to assist in academic planning. We invite you to visit our website at http://missioncollege.edu/depts/coun/default.html, call our office at (408) 855-5030, or drop by the Counseling Office in room E1-301.

Transfer Counseling - Transfer counseling provides students with valuable information on admissions requirements and procedures. Counselors assist students in appropriately sequencing their classes and provides support in making informed decisions about their transfer options. Mission offers Transfer Admission Agreements (TAA- guaranteed admission to participating universities). Mission also has a Career/Transfer Center in E1-201 to support students in researching potential careers and transfer institutions.

Career Counseling - Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocation and career testing, and presentation of resource speakers and special career counseling events and courses. Counselors also provide one-to-one counseling.

Personal Counseling - Personal counseling is provided to students who need and seek assistance in resolving personal issues that interfere with school and daily living. These problems can include dealing with death, illness or divorce in the family, other family issues including problems with parents, spouses or significant others. These also include dealing with feelings that arise because of lack of financial or emotional support. To schedule a confidential appointment contact the Student Health Center at 855-5140 or the Counseling Office at 855-5030. In addition, we offer counseling and courses designed to help with improving self esteem and overcoming fear of math.

Counseling Programs, Others
• Outreach/support to incoming high school students
• Orientations
• International Students
• Support for students on probation

Counseling Office Phone # (408) 855-5030

Student Learning Outcomes:
(Instructional Services)

• Students will identify and analyze interests, values, personality, and skills for selecting a career.
• Students will acquire the knowledge necessary to utilize occupational resources.
• Students will develop career and educational plans.

DISABILITY INSTRUCTIONAL SUPPORT CENTER (DISC)
The program’s goal is to support students with disabilities entering campus life, college programs, and activities. DISC emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DISC is support and information for mainstream class instructors to ensure students success.

DISC encompasses two areas: academic support services for mainstream classes (such as priority registration, note takers, test taking arrangements), and compensatory strategies classes. For a list of the special classes available, please reference the Academic department called Learning Services.

Student Learning Outcomes: A student participating in the DISC program will demonstrate improvement in his/her ability to:

• Articulate the nature of their disability
• Articulate how their disability impacts their learning
• Describe the support services needed to accommodate their disability
• Discuss strengths and weaknesses within a particular course

Students will be assessed through an oral interview or a written summary. For information regarding specific support services available through DISC and special classes (listed under Learning Services), please call (408) 855-5085 or TTY (408) 727-9243, FAX: (408) 855-5449, or email disc@wvm.edu
EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

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: enrollment assistance and priority registration; financial aid application assistance; orientation; book service; school supplies; counseling and advising; tutorial assistance; workshops; transfer assistance; community resource referrals; and a CARE (Cooperative Agencies Resources for Education) program for single parents. EOPS students are eligible to receive a grant in addition to aid awarded to them by the Financial Aid Office. Students interested in further information are encouraged to visit or call the EOPS Office in Room E1-403, (408) 855-5055 or access our web page at missioncollege.org/depts/eops/index.html.

Student Learning Outcomes:
- Students will be knowledgeable of and abide by their participant responsibilities.
- Students will be informed of requirements and the sequence for completing an educational goal.

FINANCIAL ASSISTANCE

In order to reduce the cost of education, it is the responsibility of the Mission College Financial Aid Office to provide current and potential students with complete information on various student financial assistance options available.

The office coordinates and provides information about student financial aid programs funded by federal, state and local agencies. These come in the form of grants, waivers, part-time employment, scholarships, student loans, and others as they may be established.

Financial Aid programs available at the college are federal programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Loans. State programs are Board of Governors Waiver (BOGW), Cal Grant B and C, Chaffee Grant, Extended Opportunity Program and Services (EOPS), and Cooperative Agencies Resources for Education (CARE).

Student financial aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement, not replace, the amount students and their families can afford to pay towards these costs.

Student Learning Outcomes:
- Students will complete the Financial Aid Application.
- Students will receive a financial aid, student check transmittal.
- Students will receive a financial literacy course offering.

Students are encouraged to complete an application form, available on the web at www.FAFSA.ed.gov. The application assists the Financial Aid Office staff to determine eligibility.

Board of Governors Fee Waiver Grant (BOGFW) - BOGFW is one of the California state financial aid programs available at the college. At a minimum, this waives the enrollment fee and reduces parking permit costs for all eligible applicants. Applicants must be California residents and meet any one of the requirements listed below:

1. (BOGW A) - Student or dependent student's parent currently receive benefits from AFDC/TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran's Dependent Fee Waiver, be eligible as a recipient of the Congressional Medal of Honor or as a child of the recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty OR;
2. (BOGW B) - Meet specific income levels as determined yearly by the California State Community College Chancellor's Office
3. (BOGW C) - Have demonstrated a minimum of $1 of financial need through the Federal Application process.

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

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.

FOOD SERVICES

Cafeteria - Mission College has a cafeteria in the Student Center which is open daily when classes are in session. A coffee, beverage and pastry stand is located on the first floor, lobby area of the Main Building. The College also offers food and snacks from vending machines located throughout the campus. The Bookstore also sells snacks and beverages.

Hospitality Management - During the Fall and Spring, the Hospitality Management Program serves lunch in their dining room several days a week. The meals are open to the public and arrangements can be made to accommodate special parties by contacting the Hospitality Management Department Chair at 408-855-5252. The menu for the day can be accessed at 408-855-5245.

The “Hospitality Management Program” prepares students for supervisory and management positions within the ever growing hotel and food service industry. The hospitality industry is the largest employer worldwide. Both nationally and internationally these flourishing industries offer career opportunities with hotels, restaurants, caterers, public and private institutions. Mission College’s Hospitality Management Program trains students, in a climate of “real life” situations, to develop the skills and knowledge necessary to become successful within that workforce. Through articulation agreements with many other universities and institutions of higher education the students will be able further their academic careers based on the knowledge acquired at Mission College’s Hospitality Management Program.

INSTITUTE FOR INTERNATIONAL STUDIES (IIS)

INTERNATIONAL STUDENTS CENTER (ISC)

International Students

Residents of other countries may apply for admission as F-1 visa status students through the International Student Center. Special requirements and application deadlines apply. Because immigration regulations change frequently, it is recommended that international students or potential international students contact the International Student Center (ISC) directly for the latest information, deadlines and advising.

In general, the requirements for applying for admission for new students are:
- Completing an International Student Application Form,
- Submitting an application fee,
- Demonstrating completion of a foreign or domestic high school with a grade point average of C or higher,
- Being at least 17½ years old at the time of applying to Mission College,
- Demonstrating college English competence by taking the IBT TOEFL and receiving a score of 61 or higher. Students without such a score may attend Mission College’s Intensive English Language Program first. Students who have taken other kinds of English proficiency tests such as the IELTS, Cambridge, etc., are encouraged to contact the ISC as the TOEFL requirement may be waived in certain circumstances.
- Providing proof of financial sponsorship of at least $17,000 or its equivalent in foreign currency.
- Providing official English transcripts for the last three years of high school,
- Writing a handwritten letter explaining why the student wants to study at Mission College.
- Verifying proof of health insurance coverage.

To maintain immigration status, students must be enrolled in and complete 12 units each semester. International Student Tuition Fees apply. Contact the ISC for the current rate.

Persons from foreign countries with other kinds of visas are asked to call the ISC for advising. United States Department of Homeland Security regulations affect who may or may not take classes at community colleges.

Student Learning Outcomes:
- Students will integrate and adjust to American cultural and educational experiences.
- Students will understand the applicable immigration regulations.

INTERCOLLEGIATE ATHLETICS

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

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

INTERNSHIPS

Internship opportunities provide professional career experience. Business and/or service agency internships help students with understanding their degree/certificate field of study. Use the internship website to search for an internship opportunity: http://missioncollege.edu
LIBRARY SERVICES
The Mission College Library offers numerous resources and services to students and faculty. These include personalized reference assistance, orientations, and library skills courses. The Mission College Student/Staff ID card is your library card. ID cards are available at the Campus Center. This card allows you to access all of our services and collections, including borrowing materials from West Valley College and LINK+ member libraries. The library collection includes books, periodicals, ebooks, videocassettes/DVDs, textbook reserves, instructor reserves, and premier electronic databases. All databases are available off-campus using your Student/Staff ID number to log in.

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public photocopiers.

Student Learning Outcomes:
(Library Services)
• Students will utilize the library’s physical environment to facilitate study and research.
• Students will utilize the library computers, technical equipment and online resources to facilitate study and research.

(Library Instructional Program)
• Students will have acquired the necessary skills to find, evaluate, and use information effectively in a variety of contexts.

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

Mission College Information Desk: 408-855-5151
Mission College Check-Out Desk: 408-855-5150
http://www.missioncollege.org/lib/lib.html

MATH ENGINEERING SCIENCE ACHIEVEMENT (MESA)
MESA-CCCP (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, science and engineering so they excel academically and transfer to four-year institutions. MESA-CCCP is a partnership with the California Community College Chancellor’s Office.

Historically, the MESA program has resulted in outstanding results, providing a diverse pool of transfer-ready students who are prepared to excel as math, engineering, and science majors. MESA-CCCP’s rigorous academics, leadership preparation, and collaborative problem-solving training have helped produce transfer students who graduate as part of the high-tech workforce that is so urgently needed by industry.

The main components of the Mission College MESA Program include:
• Student Study Center (C1-118)
• Tutorial Center which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, Engineering and English (C1-120)
• Computer Center (SCI-132)
• Academic Excellence Workshops
• Campus and Industry Tours
• Leadership Retreats
• Assistance in the transfer process
• Career advising
• Links with student and professional organizations
• Professional development workshops

In addition to the activities mentioned above, Mission College MESA program has a number of benefits to students who qualify including: priority registration, internships, MESA program positions, scholarship assistance, and on-going support throughout their college career.

Student Learning Outcomes:
• Students will demonstrate a command of collaborative work skills in the chosen field of study and exhibit the appropriate study skills to master the material.
• Students will have identified a long-term support system including faculty, on-campus resources, and professional organizations, as well as participated in professional development activities.
• Students will have an educational plan that outlines the requirements needed for transfer to a four-year institution.
• Students will have an adequate resume in order to obtain internships to professionally develop themselves for tomorrow’s workforce.
• Students will have developed the confidence required to successfully navigate the academic process at the accepted transfer institution.

For more information, please visit us on our website:
http://www.missioncollege.org/student_services/mesa/index.html or contact Char Perals, MESA Director, at (408) 855-5041 or char.perals@wvm.edu

MATHEMATICS LEARNING CENTER (MLC)
The Mission College Mathematics Department and the Mathematics Learning Center are committed to student success. In particular, the MLC offers educational support by offering numerous resources and services to all Mission College students with specific needs in the subject of mathematics. The MLC is a learning community where students come together to help and support each other in their mathematics course(s).

Math resources which are available to students of all math courses include:
• drop-in & group tutoring
• current math textbooks
• solution manuals
• study guides
• reference textbooks

MLC services are free and available to registered Mission College students either currently enrolled in mathematics course(s) or with a desire to review previously studied material. Tutoring is conducted in several languages by faculty, staff, and trained peers who have excelled in the subject of mathematics.

The Mathematics Learning Center is conveniently located on the 2nd floor of the main building in room S2-401. Students who are interested in receiving services, becoming a tutor, or having additional questions should stop at the center, visit our website at www.missioncollege.org/depts/math/mathhelp.asp, or call us at (408) 855-5320.

ORIENTATION
Orientation is required for all new, transfer, and returning non-exempt students (exemptions are listed under Matriculation in the College catalog). Non-exempt students must select and complete an orientation course (Counseling A) prior to or during their first semester at Mission. An orientation provides information on college programs, services, academic expectations, procedures and campus facilities. In addition, an orientation packet will be provided for each student which includes a workbook, schedule, program brochures and registration materials. Orientation is conducted by a Counselor who can assist you in determining your educational goals. (Also counselors provide orientations in Spanish and Vietnamese.) For further information, contact the Counseling Office at (408)855-5030.

PUBLIC TRANSPORTATION INFORMATION
Mission College is served by two direct bus routes (lines 57 and 60) operated by the Santa Clara Valley Transportation Agency (VTA). In addition to lines 57 and 60, the area is also served by Light Rail and several other transit lines. Bus schedules and bike maps are available at the Campus Center Information Desk.

SCHOLARSHIP PROGRAM- The Mission College Scholarship Program is administered by the Financial Aid Office. Scholarship funds are provided by the Mission College A.S.B., the West Valley/Mission College Foundation, and various organizations and individual donors. Applications are available the January and February preceding the Fall semester. Scholarship awards are made for the following school year.

Interested applicants should contact the Financial Aid Office for more information or call (408) 855-5065.

STUDENT GOVERNMENT AND ACTIVITIES
The district believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.
Student Support Services

Student Government at Mission College is represented by the Associated Student Body organization which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the student body elects its own student trustee to the District Board of Trustees. In addition to the Student Senate, students are also afforded a variety of opportunities to participate in various college-wide committees and task forces. All of these activities serve to provide the student with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential and experiencing a sense of community at the college.

Student Learning Outcomes:
• Students will have a working knowledge of Parliamentary Procedures.
• Students will understand the proper process for addressing their issues within the college structure.

Information about both student government and student activities participation opportunities are available from the Director of Student Activities.

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

A team of health professionals, including registered nurses, consulting physicians, mental health counselors, and other health care specialists, provides student health services. Services include health guidance, limited clinical services, and first aid. All basic services are available to any registered day, evening, and Saturday student.

Specific services include confidential health and personal counseling and advisement, medical evaluation and treatment, and screening procedures for tuberculosis, blood pressure, vision, hearing, cholesterol, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are available daily. Optional hospitalization and dental/ vision insurance plans are also available. Special health promotion and educational programs, such as health fairs and wellness events, are conducted throughout the year.

Student Health Services is located in room W1-303 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available. For more information, call (408) 855-5140.

Student Learning Outcomes:
By using the Student Health Services, I will:
1. Learn self-care skills for the medical condition or injury after an assessment by the healthcare professional.
2. Demonstrate my understanding of the medical procedure, such as an immunization and/or laboratory test, which is needed for my program requirement.
3. Be able to identify at least 2 more health services available.

TRANSFER CENTER
The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include admissions application workshops, Transfer Admissions Guarantees (TAGs), appointments with visiting university representatives, and major preparation advising. In addition, the Transfer Center provides articulation services which ensure that the classes you take at Mission College will be credited toward your bachelor’s degree requirements when you enter a university. The Transfer Center Director and Articulation Officer provided specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. The Transfer Center is located in Room E1-201.

Student Learning Outcomes:
• Students will articulate their career and academic goals in relation to their personal values, skills, and interests.
• Students will identify ways in which their values, skills and personality traits impact how they relate to others in their academic, work, and personal settings.
• Students will demonstrate the ability to outline a transfer preparation plan by utilizing transfer resources such as ASSIST, university representatives, university catalogs, transfer focused workshops, and other college preparatory internet resources.
• Students will describe the academic standards and requirements needed for acceptance into university of their choice as described in their individual transfer preparation plans.

VETERANS AFFAIRS
Students applying for Veterans benefits may obtain an Admissions Packet from the Admissions and Records Office, or on-line at www.missioncollege.org. In the upper right hand corner of our home page look for the pull down menu and select ‘veterans’. Veterans Affairs students are required to furnish official transcripts from all prior colleges with the Application Packet. An evaluation of all college credits and Education Plan must be completed before benefit certification can be initiated. For more information visit the Admissions and Records Office or call Ana Liza Biber, Veteran Technician at (408) 855-5011. For an education plan and to talk with the Veterans Counselor, Kent Gomez, call the Counseling Office at (408) 855-5030.

Standards of Progress (SOP):
If a student receiving veterans benefits remains on Academic Probation beyond two consecutive terms without an improvement in his or her academic standing, the college will cease to certify the student. Refer to the "Academic Regulations and Standards" in the Mission College Catalog.

VETERANS AFFAIRS
Veterans Affairs Education Service maintains a “One Stop” website (www.gibill.va.gov) that has links to just about everything of interest to veterans.

WELCOME CENTER PROGRAM
The Welcome Center at Mission College is a Title V federally funded grant whose purpose is to effect long-term institutional improvements in the areas of access, services, and teaching. The program is all-inclusive while still placing emphasis on the Hispanic and Other Underserved Students. Program key goals consist of: I) Outreach, II) Improving Learning Outcomes for Hispanic and Other Underprepared Students, III) Developing a more Welcoming and Supportive Environment for Hispanic students. Integral to these goals is the establishment of the Welcome Center. The Center provides new and first-time students a supportive entry into Mission College. Staff and student ambassadors are available to assist students in understanding and utilizing the support programs and services at Mission College. Individualized assistance is provided with admissions, registration and financial aid processes. Activities include student focus groups, family days, and the sponsorship of functions which promote multi-cultural awareness and builds student community. Academic intervention support in designated basis skills courses and counseling is also provided. Call the center at (408) 855-5063, or visit in the Main Building Lobby.

WORK EXPERIENCE EDUCATION
Popularity known as Work Experience, this academic program affords students the opportunity to apply their education to their tasks, to set goals and accomplishing them, the student participates in a work position in designing the unique curriculum which each student creates. Students who are new to the work force benefit from having classroom skills in a “real world” setting and enhancing what they have learned in their chosen career. Students returning to school after some years in the work force benefit by learning to translate the daily work habits into academic settings. The student will work to improve their job skills. Credit is granted based upon learning which takes place in an employment or volunteer environment and the student is self-employed or in a Work Study position. Participants can qualify to earn college credit if minimum enrollment can be met. Please contact the Work Experience Program office, Room C1-110, or call (408) 855-5102 for more information.

Student Learning Outcomes:
• Students will increase job skills and employability in their career pathway.
• Students will complete hours of work to achieve credit for their activity.

WORKPLACE INSTRUCTION
All academic programs, assessment and support services are available to local employers through the college’s Corporate Training and Economic Development program. Classes and services may be delivered at the workplace or on campus to: upgrade employee skills and education; retrain workers for new job requirements; cross train and broaden communication and critical reasoning skills for team members; improve basic English and math skills. Courses carry full college credit and are scheduled according to employer requirements. Call (408) 855-5204 for further information.
Classified Staff

ALVARADO, KARINA
Specialist II, Child Development Center

ANGELOTTI, LINDA
Senior Executive Assistant, President’s Office

ASHFORD, PEGGY
Library Media Technician, Library

BARNACHEA, SHENNY
Program Assistant, Child Development Center

BAUTISTA, JONNA
Duplicating Services Specialist, Administrative Services

BELHAM, ELINOR
Student Records Account Technician, Cashiers

BIBAT, CHRISTOPHER
Student Services Technician, Admission & Records

BILTZ, NAN
Program Specialist, DISC

BOWLES, CHARITY
Director, ACCESS

BUNCH, JEFF
Instructional Lab Technician, Math

BUSTAMANTE, ELVITA
Student Record Advisor, Admissions and Records

CAPURRO, JACKIE
Program Coordinator, ACCESS

CHAN, QUEENIE
Senior Financial Analyst, Administrative Services

CHONG, JOUNEY
Advisor, International Student Services

CORONADO, ROSA
Program Specialist, Marketing & Public Relations

CURIEL, LISA
Specialist III, Child Development Center

DASALLA, ANALIZA
Student Services Technician, Senior, Admissions & Records/Veterans

DE GUZMAN, AILEEN
Administrative Specialist - Instruction, Office of Instruction

DE LOS REYES, AMBER
Student Services Technician, Financial Aid

DE LOS REYES, MELISSA
Student Records Advisor, Admission & Records

DENNE, MICHAEL
Instructional Support Assistant, DISC

DOMINGUE, PERTILLA
Program Specialist, Contract Education and Workforce Development

DWYER, RENE
Financial Aid Advisor, Financial Aid

EGUSA, PATTY
Executive Assistant to the VP of Instruction, Office of Instruction

FEE, MIKE
AV Maintenance Specialist, Telecommunications

FITZGERALD, KATY
Financial Aid Outreach Advisor, Foster Youth Liaison, Student Services

FLORES, CHRISTINE
Senior Student Services Technician, Admissions and Records/Veterans

FONG, MICHAEL
Instructional Lab Technician, Biology

FOOT, THUY
Program Specialist

FRANCO, VICKY
Student Services Technician, EOPS

GALANG, ROEHL
Financial Aid Advisor, Student Services

GAITAN, BEVERLY
Senior Office Coordinator, Applied Science Division

GILE, JENNIFER
Instructional Lab Technician, Chemistry

GUANZON-RINGOR, HOZI
Duplicating Services Specialist, Administrative Services

GREENE, ED
Assistant Director, Admissions & Records

GROGAN, RITA
Director, Student Enrollment & Financial Services

GUEST, ROBERT
Desktop Support Technician Senior, CET

HEE, ED
Instructional Lab Technician-Printing, Administrative Services

HOUSE-NELSON, KERRY
Specialist III, Child Development Center

JIMENEZ, LETICIA
Program Assistant, Community Education

JOHNSON, LAUREN S.
Senior Administrative Assistant, Academic Senate, Office of Instruction

JONES, CYNTHIA
Program Specialist, South Bay Regional Health Occupations Resource Center (RHRCC)

KAST, DENISE
Library Media Technician, Library

KEMPKEN, DAVID
Instructional Lab Technician, Art

KURI, CAROLYN
Director, Student Activities

LE, DIEMANH DL
Student Services Account Technician, Admissions & Records

LOI, MY
Senior Administrative Assistant Matriculation/Student Support Services

LU, XUAN
Program Assistant, EOPS

LY, PATRICK
Server Systems Administrator, Instructional Technology

LYO, NANG
Specialist II, Child Development Center

MASURY, DOUG
Senior Financial Analyst, Workforce & Economic Development

MCMAHON, BARBARA
Instructional Lab Technician, Biology

MCEVY, SONIA
Senior Administrative Assistant, Instructional Technology and Services/Office of Instruction

MELTON, ZITA
Senior Administrative Assistant, Office of Community Education

MELTZER-BURRELL, POLINA
Instructional Lab Technician, Physics

MENDez, GABRIEL
Child Development Specialist III, Child Development Center

MESA, RENE
EOPS/CARE Specialist, EOPS

MEYERS, LISA
Child Development Specialist III, Child Development Center

MONAHAN, SUSAN
Career Transfer Advisor, Career Transfer Center

MORENO, LUCIA
Financial Aid Technician, Student Services

NGUYEN, LAN
Specialist II, Child Development Center

NGUYEN, NGOC LIEN
Financial Aid Technician, Student Services

ODA, KEN
College Webmaster

OLIVER, GERRY
Senior Office Coordinator, Math & Science Division

PARKER-CorneJO, NANCY
Administrative Specialist-Personnel, Office of Administrative Services

PEGAN, CARMEN
College Graphic Designer

PELAYO, LIZ
Administrative Assistant, Student Activities

PHAM, PHuong
Specialist II, Child Development Center

PHUNG, TIEN
Office Assistant, CalWORKs

PIKE, ANNE
RN, Student Health Services

RANCAP, MARIE
Student Services Technician, Financial Aid

RANDLE, SARAH
Research Technician

RICE, SANDRA
Program Specialist, Hospitality Management

RIGGS, PHYLLIS
Student Services Technician Admission & Records

RIGGINS, PHYLLIS
Office Coordinator, Child Development Center

ROGERS, KENA
Senior Office Coordinator, Language Arts and Liberal Studies
MISSION COLLEGE

Classified, Faculty and Administration

ROMAN, ANITA
Office Coordinator, Student Health Services

RUZICKA, RENEE
Library Media Technician, Library

SHAW, GREGORY
Multi-media Coordinator, Instructional Technology

SHIVERS, LISA
Instructional Lab Technician, Nursing

SIMPSON, GLADYS
Office Coordinator, DISC/Academic Skills Department

SINGH, SHOBA
Instructional Lab Technician, Academic Skills Department

SMITH, THIEN
Child Center Cook

SPECIALE, (DOMENICI) DEBBIE
Office Supervisor, Student Services

SPENCER, JOHN
Program Specialist, Matriculation

STEEDE, ELENA
Senior Administrative Assistant, Administrative Services

SU, JUDY (MUI)
Specialist III, Child Development Center

TADESSE, ASMARE
Student Services Technician
Admission & Records

TEMPLE, CANDACE
Senior Office Coordinator, Business & Technology/Liberal Studies/Applied Science

TRAN, KELVIN
Student Services Technician, Admissions and Records

TRUONG, JEANNIE
Library Media Technician, Library

VAN, LINDA
Student Services Technician, Counseling

VASQUEZ, NITHA
Student Services Account Technician, Cashiers

VU, JULIE
AANAPISI Program Coordinator

VUONG, HA
Assistant Director, Financial Aid

WAHLSTROM, FARAH
Specialist III, Child Development Center

WARD, TRACEY
Supervisor, International Student Center

WEIGEL, BARBARA
Administrative Assistant, Library

WHYLLY, SARAH
Senior Administrative Assistant, ACCESS and AANAPISI programs

WU, RANDY
Senior Desktop Support Technician, Instructional Technology

ZAMZOW, MARK
Program Specialist, Environmental Training Center

ZENDEJAS, SAUL
Assistant Trainer, Athletics

District Classified Staff at Mission College

BROOKS, SCOTT (SCOOTER)
Maintenance Mechanic, Maintenance Department

CAMPI, JEFF
Maintenance Mechanic, Maintenance Department

FLORES, ROBERTO
Custodian, Custodial Department

HEAD, KEN
Heating & Air Conditioning Technician, Maintenance Department

JIMENEZ, SAMUEL
Custodian, Custodial Department

LEON, JOHN
Grounds Keeper, Grounds Department

LIBBY, SCOTT
Irrigation Specialist, Grounds Department

LOBACH, GARY
Custodian, Custodial Department

MOLINA, JR., LLOYD
Grounds Keeper, Grounds Department

NGUYEN, HAI
Supervisor, Custodial Department

OCHOA, IGNACIO
Custodian, Custodial Department

OCHOA, MARIA
Custodian, Custodial Department

OCHOA, RAYMOND
Custodian, Custodial Department

PHAM, THU
Grounds Keeper, Grounds Department

REYES, VITORIANO
Custodian, Custodial Department

SALCEDO, PABLO
Custodian, Custodial Department

SOLOMON, ELMER
Custodian, Custodial Department

SOTELO, JOSE G.
Custodian, Custodial Department

TREJO, REYNALDO
Custodian, Custodial Department

TRIAS, LUVINIO
Custodian, Custodial Department
## Classified, Faculty and Administration

### Faculty and Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education/Professional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKERS-MARTIN, AMELIA, 1997</td>
<td>Lab Faculty Specialist, LATC</td>
<td>M.A. in English (Applied Linguistics/TESOL), Iowa State University; B.S. in Anthropology and B.A. in Spanish, Iowa State University.</td>
</tr>
<tr>
<td>AL BAKER, SALAA, 2005</td>
<td>Instructor in Chemistry</td>
<td>PhD in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.</td>
</tr>
<tr>
<td>ABDELJABAR, WAEL, 2005</td>
<td>Computer Information Systems and Computer Information Technology, Department Chair, Instructor in Computer Information Technology</td>
<td>M.S. in Information Technology, University of Phoenix, in progress CISCO Certified Academy Instructor (CCAI); B.S. in Computer Science, emphasis in Management Information Systems. ACEI: AS Applied Science of Network Administrators, Silicon Valley College; AS Telecommunications Switching, Telecommunications College.</td>
</tr>
<tr>
<td>AMBRIZ-GALVIZ, NORMA, 2008</td>
<td>Vice President, Office of Instruction</td>
<td>Ed.D. in Organizational Leadership from University of La Verne; M.S. in Educational Counseling from San Diego State University; B.S. in Criminal Justice Administration at San Diego State University with minors in Public Administration and Mexican American Studies; A.A. degree in Administration of Justice from Hartnell College.</td>
</tr>
<tr>
<td>ANNING, PETER, 1980</td>
<td>Director, Marketing, Public Relations and Graphic Design Services</td>
<td>M.A. in Education from San Jose State University; B.A. in Liberal Studies, San Jose State University.</td>
</tr>
<tr>
<td>ASHLEY, MARY, 2004</td>
<td>Director, Child Development Center</td>
<td>M.A. in Human Development with an emphasis in Leadership, Pacific Oaks College (in progress); BA in Psychology, University of California at Santa Cruz.</td>
</tr>
<tr>
<td>BECK, CAROL, 1980</td>
<td>Counselor</td>
<td>Ed.D. in Counseling Psychology, University of San Francisco; M.S. in Clinical Counseling, California State University, Hayward; B.S.N., California State University, Sacramento; R.N., Catherine Laboure School of Nursing, Boston, Mass.</td>
</tr>
<tr>
<td>BEGGS, CATHY, 2003</td>
<td>Instructor in Health Occupations</td>
<td>B.S. in Nursing, San Jose State University; A.S. in Nursing, S.U.N.Y.</td>
</tr>
<tr>
<td>BELL, ELIZABETH, 2005</td>
<td>Instructor in Biological Science</td>
<td>Ph.D. in Biological Science, University of California, Santa Cruz; B.S. in Biological Science, University of California, Santa Cruz.</td>
</tr>
<tr>
<td>BERKLEY, JUDITH, 2007</td>
<td>Instructor in Health Occupations</td>
<td>Post master’s Certificate in Nursing Education, San Jose State University, M.S. Family Nurse Practitioner, San Jose State University, B.S. in Nursing, San Jose State University, A.S. in Sciences, West Valley College, Saratoga, CA.</td>
</tr>
<tr>
<td>BRENNAN, JONATHAN B., 1998</td>
<td>Instructor in English</td>
<td>M.A. in English, UC Berkeley, Ph.D in Comparative Ethnic Studies/Literature, UC Berkeley, B.A. in English, UC Berkeley.</td>
</tr>
<tr>
<td>BROCKMEIER, CAROL, 2003</td>
<td>Instructor in Health Occupations</td>
<td>A.S.in Nursing, California Basin College, Pasco WA; BS in Nursing at University of Phoenix.</td>
</tr>
<tr>
<td>BROWN, CHRISTY, 1999</td>
<td>Instructor in English</td>
<td>PhD and M.A. in English Literature, Indiana University, Bloomington; B.A. in English, UCLA, Los Angeles.</td>
</tr>
<tr>
<td>BRUNSON, SCOTT M., 2000</td>
<td>Chef/Instructor in Hospitality Management</td>
<td>Highest Honor Graduate, California Culinary Academy, San Francisco; Previous Director, Culinary Arts Department at OICW in Menlo Park, CA; B.A. in Environmental Biology, University of Colorado, Boulder.</td>
</tr>
<tr>
<td>BURRELL, JAMES F., 1984</td>
<td>Instructor in Astronomy and Physics</td>
<td>Ph.D. in Astronomy, Australian National University; Australia; B.A. in Astronomy, University of California, Berkeley.</td>
</tr>
<tr>
<td>BURTON, BRITTA, 2004</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in TESOL, Arizona State University; B.A. in Translating and Interpreting English and Spanish, University of Mainz, Germany.</td>
</tr>
<tr>
<td>BUSS, SCOTT, 2000</td>
<td>Instructor in Wellness and Human Performance</td>
<td>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.</td>
</tr>
<tr>
<td>CHAN, MARSHA J., 1986</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in Foreign Language Education; additional graduate study, San Jose State University and the University of California, Berkeley; B.A. in French and Art, Stanford University.</td>
</tr>
<tr>
<td>CHAN, ROSALYN, 1978</td>
<td>Coordinator of Student Health Services</td>
<td>M.S. in Community Health Nursing and Administration, University of California, San Francisco; additional coursework, University of California, Santa Cruz; B.S in Nursing, University of California, San Francisco.</td>
</tr>
<tr>
<td>CHAMBERS, KARA, 2001</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in TESOL, San Francisco State University; B.A. in Comparative Literature and English, San Francisco State University.</td>
</tr>
<tr>
<td>CHANDLER, ALAN C., 1990</td>
<td>Political Science Department Chair</td>
<td>Dr. of Arts in Political Science, Idaho State University; J.D., American University, Washington, D.C.; B.S in Political Science, University of Utah.</td>
</tr>
<tr>
<td>CHEN, CHIA, 2002</td>
<td>Lab Faculty Specialist, LATC</td>
<td>M.S.in Instructional Technology, Arkansas Tech University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.</td>
</tr>
<tr>
<td>CHRISTOPHER, BETTY PAIN, 1986</td>
<td>Accounting Department Chair, Instructor in Accounting</td>
<td>M.B.A. in Accounting and Finance, University of California at Los Angeles; graduate work in Adult Education, University of California at Santa Cruz; Certified Management Accountant (C.M.A.); Enrolled Agent (E.A.); Certified Financial Planner (C.F.P.); B.A. in German, Stanford University.</td>
</tr>
<tr>
<td>COLEMAN, YOLANDA, 1999</td>
<td>Articulation Officer</td>
<td>M.S. in Counseling/Career Development, CSU, Sacramento; B.A. in Sociology/Organizational Studies, U.C. Davis.</td>
</tr>
<tr>
<td>CORMIER, JEFF, 2004</td>
<td>Instructor in English as a Second Language</td>
<td>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.</td>
</tr>
<tr>
<td>COSTANZA, JENNIFER, 1990</td>
<td>Instructor in English as a Second Language</td>
<td>M.A.inEducation with a Specialization in TESOL, Monterey Institute of International Studies; Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology (Specializing in the Middle East), University of California, Santa Barbara.</td>
</tr>
<tr>
<td>COUCH, PAMELA, 2004</td>
<td>Instructor in English as a Second Language</td>
<td>Ed.D.inCurriculum 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,</td>
</tr>
<tr>
<td>COWELS, ANN, 1996</td>
<td>Instructor in Health Occupations</td>
<td>M.S. in Community Health &amp; Nursing Administration, University of California, San Francisco, CA; additional study, University of California, Berkeley, CA; A.A. in Pre-Nursing, Foot Hills College, Los Altos Hills, CA; B.S. in Nursing, San Jose State University, CA.</td>
</tr>
<tr>
<td>COX, CATHERINE, 1999</td>
<td>Librarian</td>
<td>M.L.I.S. in Library and Information Science, University of California, Berkeley; B.A. in Social Science-Women’s Studies, San Jose State University.</td>
</tr>
<tr>
<td>DAVIS, MOIRA, 1982</td>
<td>Instructor in Mathematics</td>
<td>Ph.D. in Mathematics Education, Stanford University; M.A. in Education, Stanford University; M.S. in Physical Sciences, Stanford University; B.S. in Mathematics, Montana State University.</td>
</tr>
<tr>
<td>DEDINSKY, JOHN, 1982</td>
<td>Instructor in Mathematics</td>
<td>M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.</td>
</tr>
<tr>
<td>DEL FRATE GOLDEN, JUDIE, 1995</td>
<td>Computer Applications Department Chair, Instructor in Computer Applications</td>
<td>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.</td>
</tr>
<tr>
<td>DELLAPORTA, LYNN, 1999</td>
<td>Instructor in Health Occupations</td>
<td>M.S. in Nursing, CSU, San Francisco; B.S. in Health Education, CSU, Chico.</td>
</tr>
</tbody>
</table>
DENNIS, HAZE, 1996  
Hospitality Management and Retail Floristry  
Department Chair  
Instructor in Hospitality Management/Work Experience  
B.S. in Hotel/Restaurant Management, University of Nevada, Las Vegas; A.S. in Hotel/Restaurant Management, St. Louis Community College.

DEWIS, ROBERT, 2002  
Communication Studies and Reading Department Chair  
Instructor in Communication Studies  
M.A. in Speech Communication, San Jose State University; B.S. in Broadcasting and Film, Boston University.

DISNEY, KATY, 1990  
Instructor in Engineering  
M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California, Davis.

DORIAN, DIANNE, 1989  
Instructor in Reading  
M.A. in Reading Instruction/Education, Michigan State University; Additional course work at San Jose State University and University of Santa Clara; B.A., Communications.

ENGEL, MARK, 2005  
Art Department Chair  
Instructor in Art  
M.F.A, San Jose State University; B.F.A, Bachelor Fine Arts, San Jose State University; both with Pictorial Art major.

ENSMINGER, BETTY, 1979  
Instructor in Communication Studies  
M.A. in Speech Communication, University of California, Santa Barbara; B.A. in Speech Communication and History, University of California, Santa Barbara.

EVERETT, THELMA LEE, 2005  
Instructor in Health Occupations  
M.A. in Education, New York University; B.S. in Nursing, New Jersey City State University.

FONG, TAT, 2004  
Economics Department Chair  
Instructor in Economics  
Ph.D. in Economics, University of Pittsburgh, Pittsburgh, PA; M.B.A. in Management, Concordia University, Montreal, Canada; M.A. in Economics, University of Windsor, Windsor, Canada; B.A. in Accounting, Hong Kong Baptist College.

GARRETT, MARK, 2000  
Graphic Arts and Graphic Design Department Chair  
Instructor in Graphic Design  
M.F.A. in Fine Art, California State University, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GLASER, LORA, 2006  
Instructor in English as a Second Language  
M.A. in Linguistics/TESOL, San Jose State University; B.A. in German Language and Literature, State University of New York, College at Oneonta, New York.

GNEHM, PEGGY  
Instructor in Health Occupations  
M.N. in Nursing Education, San Jose State University; B.S.N. in Nursing, San Jose State University

GUARDINO, BIANKA, 2000  
Counselor  
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A. in Psychology, Stanislaus State University, Turlock, California.

GUICH, DANIEL, 1990  
Instructor in Psychology  
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

HALE, DONNA, 1999  
Program Manager, CalWORKS & EDD  
M.A. in Counseling, Santa Clara University; B.A. in Health Science: School and Community Health, California State University, Fresno.

HALL, MICHAEL, 2001  
Program Manager, Environmental Training Center  
M.S. in Instructional Leadership, Adult and Higher Education, Arizona State University, Phoenix, Arizona; B.S. in Agriculture Education/Horticulture, University of California, Davis; A.A. in Applied Science - Agronomy/Soils, State University of New York, Morrisville Agriculture and Technical Community College.

HARRISON, CYNTHIA, 2002  
Director of Registered Nursing (LVN to RN) Program  
Instructor in Health Occupations  
M.A. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP, 2004  
Music Department Chair  
Instructor in Music  
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional course work at Bethel College, Kansas.

HENDERSON, KATHY, 2004  
English as a Second Language Department Chair  
Instructor in English as a Second Language  
M.A. in TESOL, University of San Francisco; B.A. in Linguistics, University of California, San Diego.

HERNAS, PATRICIA, 2005  
Librarian  
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

HIROSE, STEVEN Y., 1988  
Foreign Languages  
Instructor in Foreign Language (Japanese)  

HOBBIS, RICHARD, 1985  
Instructor in Mathematics  
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, Kalamazoo College.

HOUSTON, DON, 2010  
Facilities Manager  
B.A. and M.A. in Architecture from University of California at Berkeley.

HOUSTON, GIANA, 2011  
Instructor in Sociology  
M.A. in Sociology, San Jose State University; B.A. in Sociology, San Jose State University.

HUDAK, PATRICK 1995  
Computer Lab Faculty Specialist  
M.A. in Linguistics/TESOL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JAHAN, MINA, 1993  
Dean of Technology and Distance Learning  
M.A. in Instructional Technology, University of Oklahoma, Norman/Oklahoma, 1982; Additional Graduate Study, University of Oklahoma, Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran, 1974.

JOH, MINDY, 2004  
Instructor in Mathematics  
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California at Berkeley.

JOHNSON, KEITH, 1999  
Liberal Studies Division Chair  
Instructor in Music Technology  
Ph.D. in Music Composition, UC, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, CSU, Long Beach.

JOHNSON, PENNY, 2007  
Vice President of Student Services  
M.S. in Counseling, San Francisco State University; B.A. in Sociology, University of California, Davis; Management Leadership Education from the Harvard Institute of Education.

JOHNSON, 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, Cawilian Community College.

JONES, LAUREL, 2010  
President  
Ed.D. in Educational Leadership from University of La Verne. M.A. in English from California State University, Fullerton. B.A. in English from Taylor University, Indiana.

JONES, PRISCILLA, 2005  
Counselor  
M.A. in Educational Counseling, Sonoma State University; BA in Sociology, Sonoma State University.

JUNCKER, MARGARET, 2002  
English Department Chair  
Instructor in English  
M.A. in English Literature, California State University, Fresno; B.A. in English, California State University, Fresno.

KARAS, TIMOTHY, 2005  
Director of Library Services  
Interim Dean of Instruction  
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Geography, Humboldt State University; Instructional Technology Certificate, San Jose State University.

KASHIMA, STEPHANIE, 2002  
Educational Dean of Instruction  
M.A. in Applied Linguistics, University of Wisconsin, Madison; B.A. in English Literature, New York University.

KAWAMOTO, JAMES D., 2001  
Instructor in Engineering  
Ph.D. in Civil Engineering, Massachusetts Institute of Technology, Cambridge, Massachusetts; B.S. in Civil Engineering, University of California, Berkeley.

KAWASAKI, YUKO, 2006  
Instructor in Health Occupations  
M.S.N. Nursing Education, University of Phoenix; B.A. Violin Performance, UCLA; RN with a national certification inpatient obstetrics.

KEHLER, SHARON, 2007  
Instructor in Health Occupations  
B.S. in Physiology, U.C. Davis; B.S. in Nursing, UCLA; Public Health Nursing, UCLA
KRAINES, MINDA, 1979
Instructor in Wellness and Human Performance
(Dance)
M.A. in Dance, Mills College; B.S. in Theater, Northwestern University.

KRAVETS, ZOYA, 2005
Mathematics Department Chair
Instructor in Mathematics
M.S. in Mathematics, California State University, Hayward; BS in Mathematics, Leningrad Institute of Education, Russia.

LAI, JACKIE THUY, 2005
Counselor
M.S. in Counseling with emphasis in College/Career, San Francisco State University; B.A. in Mass Communications, University of California Berkeley.

LAIRD, RUTH M., 2001
Anthropology Program Chair
Instructor in Anthropology and Sociology
M.A. in Anthropology, San Francisco State University; B.A. in Anthropology, University of California, Santa Cruz.

LAM, CLEMENT, 1997
Instructor in Mathematics
Ph.D. in Mathematics, University of Iowa; M.S. in Mathematics, University of Iowa; B.S. in Mathematics, University of Iowa.

LAMKIN, DIANE, 1990
Instructor in Biological Science
Ph.D. in Physiology, University of California, Berkeley; B.S. in Biological Sciences, University of California, Irvine.

LANG, DAVID, 2001
Instructor in English
M.A. in English, California State University, Hayward; M.A. and B.A. in English Language and Literature, Oxford University.

LAVALLO, PATRICK, 2001
Instructor in Mathematics
M.A. in Mathematics, UC Santa Barbara; B.A. in Mathematics and minor in Physics, UC San Diego.

LAWHEAD, THERESA, 2006
Counselor
M.S. in Counseling, Cal State University, Hayward; B.A. in Psychology, San Jose State University.

LEFALLE, DEBORAH, 1991
Director, Extended Opportunity Program & Services
Ph.D. in Transformative Studies, California Institute of Integral Studies; M.S. in Urban Affairs, University of Wisconsin-Milwaukee; Management and Supervision Certificate, Mission College; B.A. in Political Science, San Jose State University.

LIPMAN, STEVE, 2004
Instructor in Communication Studies
M.A. in Speech Communication, San Francisco State University; B.A. in Speech Communication, San Francisco State University.

MALCHOW, AARON, 2004
Instructor in Reading
M.A. in English Composition, San Francisco State University; B.A. in English; San Jose State University, CA.

MANSKE, STEVEN, 1990
Instructor in Accounting
M.B.A., University of Wisconsin, La Crosse; Certified Management Accountant (C.M.A.); B.S. in Accounting, University of Wisconsin, La Crosse.

MARTIN, CHRISTOPHER, 2001
Instructor in Work Experience

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.

McBRIDE, JANET, 2004
Instructor in Health Occupations
B.S. in Nursing, San Jose State University; A.S. in Nursing, Evergreen College, A.A. in Liberal Arts, West Valley Community College, Graduate Studies at Walden University, Minneapolis, MN.

McGEE, DONNELLE C., 1998
Counselor
M.A. in Counselor Education, San Jose State University; B.A. in Sociology, California State University, San Marcos; M.F.A. in Creative Writing, Goddard College.

MENDOZA, STEPHANIE, 1997
Instructor in Wellness and Human Performance
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. Chabot College; continuing educational units at Loyola Marymount University.

MESSERSCHMIDT, MARGARET STANLEY-1990
Instructor in English/Technical and Creative Writing
M.A. in Comparative Literature, University of California, Santa Barbara; Certificate in Composition, San Francisco State University; additional study at Stanford University; U.C. Berkeley, and the University of Grenoble, France; B.A. in Comparative Literature, University of California, Berkeley.

MEYER, MELANIE, 2002
Marketing/Supervision & Management Department Chair
Business Department Chair
Real Estate Department Chair
Instructor in Business, Marketing
M.B.A. CSU, Sacramento; M.S. Healthcare Administration, University of Maryland; B.S. in Marketing and Management, CSU, Sacramento; A.S. in Computer Information Systems, Mission College; Project Management Professional (CMP) certified.

MILLER, BOB, 2001
Counselor
M.A. in Educational and Psychological Counseling, University of the Pacific; additional graduate studies at San Jose State University and California State University Fullerton; B.A. in Psychology, University of the Pacific.

MORGAN, JANICE, 2004
Applied Science Division Chair
Instructor in Wellness and Human Performance
M.A. in Kinesiology, San Jose State University; B.A. in Human Performance, San Jose State University.

MOSTYN, GREG, 1978
Instructor in Accounting
M.B.A., Indiana University; C.P.A.; member of California Certified Public Accountants and American Institute of Certified Public Accountants; B.A., Willamette University.

MOYERS, CHRIS, 1997
Instructor in Sociology
Ph.D. in Sociology/Anthropology (with a specialization in Social Psychology), United States International University in San Diego; M.A. in Behavioral Physiology, San Francisco State University;
OLIVER, MARSHA, 2001  
Health Occupations Department Chair  
Department Chair of Allied Health, Vocational Nursing, 
and Psychiatric Technician Programs  
Instructor in Health Occupations  
M.S. in Nursing Education, Walden University, 
Minneapolis, MN; B.S. in Nursing, University of Phoenix;  
A.S. in Nursing, Oregon Institute of Technology, Klamath Falls, Oregon; additional graduate studies, University of Phoenix

O'NEILL, JOHN, 2005  
Instructor in English as a Second Language  
MA in International Affairs (African Studies), Ohio University; BA in History, Jersey City State College, New Jersey; ESL Teacher Training Course, School for International Training.

ORDAZ, JOSEPH, 1997  
Instructor in Music  
M.M. in Music, San Francisco Conservatory of Music, 1992; additional study at Hart School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.

OSTRANDER, HELEN, 2001  
Coordinator, Disability Instructional Support Center  
Instructor/DISC  
M.A. in Education/Special Education; Certificate in Assistive Technology Applications, California State University, Northridge; Additional course work at University of Southern Maine, Portland, ME; B.A. in Child Development, San Jose State University, San Jose, CA; A.A. in Business, West Valley College, Saratoga, CA.

PATTON, JANE, 1986  
Instructor in Communication Studies  
Ed.D. in Higher Education at University of Southern California; M.A. in Communication Arts, University of the Pacific; B.A. in Drama and Speech, University of the Pacific.

PAVAO, ROD, 2000  
Fire Protection Technology Department Chair  
Instructor in Fire Protection Technology  
Fire Instructor II, Fire Service Training and Education Program, State of California; A.S. in Fire Technology, Mission College. Additional course work at University of California, Santa Cruz; Human Resources

PEMBROKE, CURTIS, 2001  
Business and Technology Division Chair  
Instructor/Disciplinary Advisor  
M.A. in Instructional Technology, San Jose State University, San Jose, California; FAA Certified Flight Instructor and Advanced Ground Instructor; B.S. in Aeronautics, minor in Business Management, San Jose State University, San Jose, California.

PEREZ, MICHAEL, 1990  
Athletic Director  
Instructor in Wellness and Human Performance  
Baseball Coach  
B.S. in Physical Education, San Jose State University; M.A. in Education University of San Francisco; additional graduate studies, San Jose State University.

PERLAS, CHAR, 2001  
Student Support Services Division Chair  
Counseling Department Chair, MESA Prog. Director  
Masters in Public Administration, CSU, Eastbay; M.S. in School Counseling and Pupil Personnel Services Credential, CSU, Sacramento; B.A. in Psychology, Fresno State University.

PHAM, HUNG, 1998  
Instructor in Computer Networking Electronics Technology  
M.S. and B.S. in Electrical Engineering, University of Louisville, Kentucky.

PIEKARKSI, ASHLEY, 1995  
Instructor in Chemistry  
Ph.D. in Chemistry, University of California, Santa Barbara; B.S. in Chemistry, minor in Mathematics, Trinity University, San Antonio, TX

POE, CLINT H., 1995  
Physics, Astronomy and Engineering Department Chair  
Instructor in Astronomy  
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.A. in Physics, University of North Carolina, Chapel Hill.

POWERS, JOAN T., 1989  
Instructor in English as a Second Language  
M.A. in Education (Curriculum and Instruction), University of California, Riverside; Certificate in TESOL, University of California - Riverside Extension; B.A. in Individual Plans of Study (International Relations and Foreign Affairs), University of Illinois, Chicago-Urbana.

PRESKOT, RACHEL, 1997  
Instructor in English as a Second Language  
M.A. English with Concentration in English as a Second Language, San Francisco State University. Additional graduate study at University of Illinois, Chicago-Urbana; B.A. in Literature and Linguistics, San Francisco State University.

QAZI, CAROL, 1999  
Director, International Student Center  
M.A. in English/ESL, Arizona State University; B.A. in History, Northern Illinois University.

REPLICON, JEAN, 1995  
Instructor in Biological Sciences  
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

RETERATH, LINDA, 1990  
Instructor in Mathematics  
M.A. in Mathematics, University of California, Los Angeles; M.A. in Counselor Education, San Jose State University; Masters of Christian Studies, New College, Berkeley; B.A. in Mathematics, University of California, Los Angeles.

RITZ, CHRISTINE, 2002  
Instructor in English  
M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at U.C.S.C. Extension.

RIVAS, MONICA, 1999  
Foreign Language Department Chair  
Instructor in Foreign Language (Spanish and Italian)  
Ph.D. in Romance Languages, University of Oregon; M.A. in Spanish Literature, University of Oregon; graduate study, Universitaer Stranieri, Perugia, Italy and L’Instituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism, B.A. in Spanish, CSU, Chico.

RIVAS, RICK, 2004  
Instructor in Graphic and Multimedia Design  
M.S. in Multimedia Design and Marketing, California State University, Chico, CA; B.A. in Philosophy, University of California, Los Angeles, CA; additional course work and certification at Butte College and Mission College.

ROSE, DAVID, 2008  
EMT Program Director  
Instructor in Fire Protection Technology  

ROSNER, JULAINE, 2000  
Instructor in English as a Second Language  
M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Massachusetts, 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.

SABHERWAL, SAROJ, 1986  
Instructor in Computer Information Systems  
Ph.D. in Numerical Analysis (Computer Science), Indian Institute of Technology; M.A. in Mathematics (Operations Research), Delhi University; B.A. in Mathematics (Statistics) Honors, Delhi University, India.

SANCHEZ, REBECA, 1990  
Counselor  
M.S. Clinical Psychology, San Jose State University; LMFT, Licensed Marriage, Family and Child Counselor, State of California; B.A. in Social Work, San Jose State University.

SANIDAD, DANIEL A., 2001  
Dean of Education: Instruction and Student Support Services  
M.P.A. in Public Administration, San Jose State University; B.A. in Liberal Studies, San Jose State University.

SHEA, CATHERINE, 1984  
Instructor in Chemistry  
M.S. in Education, M.S. in Chemistry, California State University, Hayward; Certified Hazardous Materials Manager, University of California, Santa Cruz; B.A. in Chemistry, Marywood College, Scranton, PA.

SHIELDS, DONALD, 2007  
Instructor in Graphic Design and Multimedia  
M.F.A. Painting from Southern Methodist University, Dallas; BFA Painting and Drawing from Washington University in St. Louis.

SIENNA, PHILLIP, 1979  
Instructor in Wellness and Human Performance  
Ed.D. in Physical Education, Brigham Young University; M.S. in Physical Education, University of Colorado; B.S. in Physical Education, Springfield.

SLABAUGH, JACKIE, 2008  
Business Management Development Specialist  
Instructor, Tech Prep  
M.Ed in Pupil Personnel Services, University of Nevada; B.S. in Secondary Education, University of Nevada.

SPECK, MICHELE, 2004  
Librarian  
M.L.I.S. in Library and Information Studies, University of Hawaii; B.S. in Business Administration, University of Nevada, Reno.
WYLDE, NANETTE T., 2008
Instructor in Child Development
M.A. in Human Development with a specialization in Leadership in Education and Human Services from Pacific Oaks College.

WONG, ELAINE, 2004
Library Department Chair Librarian
M.A. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TEFL/TESL Certificate, University of California, San Diego; A.A. in Art, Mira Costa College.

WUNDRAM, BRENNA, 2001
Instructor in Wellness and Human Performance
M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

XU, WENXIAN (WILBERT), 1989
History/Geography Department Chair
Instructor in History
M.A. in History, University of Montana, Missoula; M.A. in History, University of California, Davis; B.A. in Western Literature, Beijing Foreign Languages Institute, Beijing, China.

ZEISLER, SUSAN, 2001
Instructor in English
M.A. in English Literature, San Jose State University; additional graduate study, University of Wisconsin, Madison, and University of Vienna, Austria; B.A. in English, University of Wisconsin, Oshkosh.

Associate Faculty

ALAMEDA, CORA Computer Applications
ALLEN, FRED ESL
ALLEN, GEORGE Reading
ALMEIDA, JOSE WHP / Athletics
AL-ZUBI, MOHAMMED CIT
ANDRUS-WAAGE, ELLEN Health Occupations
ANTISDEI, GENE Graphic Design
ARIAS, DANIEL JAMES Hospitality Management
ARONSON, MIKE Mathematics
AVERA, JOSHUA Psychology
BABU, PRIYA Mathematics
BACA, LEONARDO CIT
BALUTA, JOLANTA Health Occupations
BAPTISTA, RODRIGO WHP
BARTEN, GARY Art
BEADELL, BRAD Computer Applications
BECK, RONALD Computer Applications
BECKUM, CALVIN Sociology
BEDIC-BABIC, DANJELA CIT
BELL, LISA ESL
BERGEN, DAVID Management
BERNACCHI, WILLIAM Accounting
BERTOLA, MARIE French
BHAGI, SAVITA Mathematics
BHATNAGAR, RANJANA Child Development
BJORK, WILLIAM Accounting
BORROR, DAVID English
BOSNOYAN, EDDIE Biological Science
BOYCE, IRIS B. Math
BROEDER, MARINA ESL
BROWN, KAREN Health Occupations
BOUSSARD, ANDREA Counseling
BUGG, JASON WHP
CABRERA, FERNANDO Spanish
CAHILL, KATHLEEN Nutritional Science
CAHILL, RICHARD Chemistry
CAMPBELL, HUSAYN CIS
CARLSON, MARTHA Work Experience
CARPENTER, VALORIE C. Business
CHADWICK, JENNIFER Accounting
CHANG, BING RU Math
CHEN, MEEI-LING CIS
CHENNA, RAO V CIT
CHEW, JOHN Fire Technology
CHIN, JAMES Health Occupations
CLEMENTS, TONY Music

MISSION COLLEGE 2011–2013
<table>
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<th>Name</th>
<th>Department</th>
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<td>COBB, MELVIN</td>
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<td>COON, CHERYL</td>
<td>Art</td>
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<td>CORDY, LINDA J.</td>
<td>Retail Floristry</td>
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<td>CROWLEY, KARI</td>
<td>Business-Management</td>
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<td>DAILEY, DENAYA</td>
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<td>DAVIS, GEOFFREY</td>
<td>Mathematics</td>
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<td>DAY, CLINTON</td>
<td>Music</td>
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<td>DAYHARSH, GERRI</td>
<td>English</td>
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<td>DECKERT, ANNIE</td>
<td>Child Development</td>
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<td>DE LOURAILLE, PHILIP</td>
<td>Physics</td>
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<td>DEGEORGE, TONI F.</td>
<td>Health Occupations</td>
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<td>DEMIRAY, DENIZ</td>
<td>Economics</td>
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<td>DEVITO, LORI</td>
<td>Nutritional Science</td>
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<td>DIETZ, ELIZABETH</td>
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<td>DIAZ, FRANK</td>
<td>Real Estate</td>
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<td>DINGER, STEVEN</td>
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<td>DOBBS, MARK</td>
<td>Anthropology</td>
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<td>Biological Science</td>
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<td>EDDY, BOB</td>
<td>Management and Supervision</td>
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<td>EL FAHDI, MUSTAPHA</td>
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<td>FALLON, MICHAEL</td>
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<td>FARIES, BARBARA S.</td>
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STEPHENS, WENDDELL B.  Math
SUDARSANA, MADHAVI  Child Development
SUN, HELEN  Computer Applications
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SYKES, EDWARD LINCOLN  Computer Applications
TAGHPOUR, HOMA  CIS
TAKEDA, MAYUMI  Japanese
THIELKE, KATSUKO S.  Hospitality Management
THOMPSON, LORIN  CIT
THOPPAY, MALLIKA  Computer Applications
TOLENTINO, ANA  Spanish
TOMB, NATHIFA  English
MRUTHYUNJAYA  Computer Applications
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TITUS, MICHELE  Anthropology
TOMASSO, RAY  Art
TRAN, ANH  Chemistry
TURNER, PAT A.  Fire Technology
VALER, MICHAEL  English
VAN SULL, JENNIFER  English / Humanities / Political Science
VARGAS, PHIL  Music
VARMA, NEERA  Marketing
VASQUEZ, LISA M.  Reading
VENKATA, LAKSHMMAMMA  Accounting
VIDALES, HECTOR  Draft
VOIGHT, DUANE  Counseling
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WYATT, JIM  Fire Technology
YANG, J. C.  Mathematics
## Emeriti Administration and Faculty

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<td>AMARELL, DIETRICH</td>
<td>Instructor in Hospitality Management</td>
<td>(1979 –1998)</td>
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<td>BICOCCA, DIANNA DEE</td>
<td>Instructor in Health Occupations</td>
<td>(1973–2003)</td>
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<td>BOEGEHOLZ, MANFRED</td>
<td>Instructor in Hospitality Management</td>
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<td>BURROUGHS, PEGGY</td>
<td>Instructor in Emergency Medical Technician INA</td>
<td>(1986–2008)</td>
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<td>CHARLAND, RAY</td>
<td>Counselor</td>
<td>(1999–2009)</td>
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<td>CHIANG, YUN-HWA (TERI)</td>
<td>Instructor in Mathematics</td>
<td>(1975–2004)</td>
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<td>CLAUDIO, CESARE S.</td>
<td>Instructor in Music</td>
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<td>CROSS, SUE</td>
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<td>DELONGCHAMP, JIM</td>
<td>Cultural and Technical Arts, Graphic Arts</td>
<td>(1981–2009)</td>
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<td>DEMARCO, PHILIP</td>
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KENDALL, DON  
Instructor in Fire Protection Technology  
(2004–2007)

KLEPPINGER, ED  
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MAGALLON, MANUEL  
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High Tech Ctr Specialist  
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MCKENNA, MICHAEL  
Instructor in Fire Technology  
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MORALEZ, TAB  
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NAUGLE, ELIZABETH J.  
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PANCELLA, SUSANNA  
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PABICH, PHILIP  
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PETTE, DIANE  
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PINTO, JOSEPH  
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PRZYBYLSKI, RICHARD  
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RIEGERT, EVELYN  
Instructor in Health Occupations  
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(1967–2001)

RINGEL, KAY  
Instructor in Computer Applications  
(1977–2002)

ROBERTS, ANN  
Instructor in Reading  

ROBLES, HARRIETT  
Vice President, Instruction  
President  

SMEBYE, RON  
Instructor in Computer Applications  

SMITH, JUDIE  
Librarian  

STEPHENS, HYACINTH  
Instructor in Children Development  

SZABADOS, ANNA  
Instructor in Graphic and Multimedia Design  
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TANABE, SUMI  
Manager, Instruction  
(1973–2002)

TAYLOR, JAMES R.  
Instructor in English  
(1967–2001)

TAYLOR, LOUIS JR.  
Instructor in Psychology  
(1969–1987)

THODE, THOMAS A.  
Instructor in Physical Science  
(1964–1993)

TOPPEL, CAROL  
Instructor in Learning Services  
(1982–2006)

TRASK, TOM  
Instructor in Biological Science  
(1975–2006)

VERMA, KAMLESH  
Instructor in Computer Information Systems  
(1987–2011)

WALTON, JAN G.  
Instructor in Mathematics  
(1978–2011)

WILSON, CAROL  
Instructor in English  
(1988–2011)

WISNER, SALLIE  
Computer Lab Faculty Specialist/Webmaster  

WONG, REYNOLD  
Computer Networking Electronics Technology  
(1978–2011)

XQUIES, PETER  
Instructor in Drafting  
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