## College Calendar 2015/16

### Summer Session 2015
- **June 8, 2015 - July 31, 2015**
  - Summer Session begins: June 8
  - Legal Holiday, Independence Day: July 3 & 4
  - End of Summer Session: July 31

### Fall Semester 2015
- **August 29, 2015 - December 19, 2015**
  - Saturday Classes begin: August 29
  - Monday-Friday Class Instruction begins: August 31
  - Legal Holiday, Labor Day: September 7
  - Last day to register and add semester length classes: September 13
  - Census Day: September 14
  - Legal Holiday, Veterans’ Day: November 11
  - Last day to drop semester-length classes with a “W”: November 19
  - Thanksgiving Holiday: November 26–29
  - Fall semester final examinations: December 14–19
  - Winter Break, Campus closed: December 23–January 1, 2015

### Winter Session 2016
- **January 4, 2016 - January 28, 2016**
  - Winter Session begins: January 4
  - Legal Holiday, Martin Luther King Day: January 18
  - End of Winter Session: January 28

### Spring Semester 2016
- **January 30, 2015 - May 27, 2015**
  - Saturday Classes begin: January 30
  - Monday-Friday Class Instruction begins: February 1
  - Last day to register and add classes: February 15
  - Legal Holiday, Lincoln’s Day: February 12
  - Legal Holiday, Washington’s Day: February 15
  - Census Day: February 16
  - Spring Break: March 28–April 2
  - Legal Holiday, Ceasar Chavez Day: March 31
  - Last day to drop semester length classes with a “W”: April 30
  - Spring semester final examinations: May 21–27
  - Legal Holiday, Memorial Day: May 30
  - Commencement: May 27

## College Calendar 2016/17

### Summer Session 2016
- **May 31, 2016 - July 31, 2016**
  - Summer Session begins: May 31
  - Legal Holiday, Independence Day: July 4
  - End of Summer Session: July 31

### Fall Semester 2016
- **August 23, 2016 - December 13, 2016**
  - 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 11
  - Census Day: September 12
  - Legal Holiday, Veterans’ Day: November 11
  - Last day to drop semester-length classes with a “W”: November 19
  - Thanksgiving Holiday: November 24–29
  - Fall semester final examinations: December 12–17
  - Winter Break, Campus closed: December 23–January 1, 2016

### Winter Session 2017
- **January 3, 2017 - January 26, 2017**
  - Winter Session begins: January 3
  - Legal Holiday, Martin Luther King Day: January 16
  - End of Winter Session: January 26

### Spring Semester 2017
- **January 28, 2017 - May 26, 2017**
  - Saturday Classes begin: January 28
  - Monday-Friday Class Instruction begins: January 30
  - Last day to register and add classes: February 12
  - Census Day: February 13
  - Legal Holiday, Lincoln’s Day: February 17-18
  - Legal Holiday, Washington’s Day: February 20
  - Spring Break: March 27–April 1
  - Legal Holiday, Ceasar Chavez Day: March 31
  - Last day to drop semester length classes with a “W”: April 21
  - Spring semester final examinations: May 20-26
  - Legal Holiday, Memorial Day: May 29
  - Commencement: (tentative) May 26
Accreditation
Mission College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, (WASC) 10 Commercial Blvd. Ste. 204, Novato, CA 94949. (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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

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

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

Continuous Enrollment and Catalog Rights
Students maintaining attendance in the district in at least one regular semester, summer session, or winter session of an academic year are considered continuously enrolled and, therefore, receive “catalog rights.” Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who are not enrolled for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

While Catalog Rights retain graduation, general education, proficiency, and degree/certificate requirements, they do not apply to changes in prerequisites (courses required for a given course). Prerequisite requirements are stated in the Course Description section of the current catalog.

Please note that certification of a student’s CSU GE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution as long as they appeared on the general education list at the time they were completed.
Congratulations on choosing Mission College.

We’re excited about your educational future! Whether you plan to transfer to a four-year university, earn one of our certificates or degrees, or develop skills to advance your career, Mission College is committed to helping you succeed every step of the way. You’re surrounded by a community of caring faculty, staff, and administrators who are here to help you achieve your educational goals. You’ll experience top quality instruction and personal attention from our award-winning faculty. Our Student Activities Department is always planning new events to help connect you to the Mission Community. We strongly encourage you to take advantage of Mission’s many programs and services designed to meet your specific academic needs and career goals. Our counselors can help you with course planning so that you can make the most of your time here. If you need assistance, aren’t sure where to go next, or simply have questions, stop by our Welcome Center, located in the Main Building on the 1st floor.

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

Daniel Peck, President
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INTRODUCTION

Learning Outcomes

Institutional Learning Outcomes (ILOs)
The Institutional Learning Outcomes are listed below:

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

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

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

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

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

Service Area Outcomes (SAOs)

Service Area Outcomes are listed under each Student Service Area in this College Catalog. SAOs are also viewable on the individual Student Services webpages.

Student Learning Outcomes (SLOs)

Student Learning Outcomes for all courses are available by accessing CurricUNET, the college database for course outlines of record, at http://www.curricunet.com/mission. Login is not required.

Program Learning Outcomes (PLOs)

Program Student Learning Outcomes are listed under each degree and certificate in this College Catalog; the catalog is also available online at http://missioncollege.org/catalog/catalog.html.

Mission Statement

Mission College’s first priorities are students, their learning and their success.

Our College serves the diverse educational, economic and cultural needs of the student population of Santa Clara, the Silicon Valley and our global community by providing associate degrees, transferable, career and basic-skills courses and programs, as well as opportunities for life-long learning.

Through participatory governance in support of our first priorities, Mission College systematically commits to evaluating and improving educational programs, technological resources and student support services by making informed decisions, allocating resources and establishing institutional policies and procedures.

Vision Statement

Where today’s students meet tomorrow’s opportunity.
West Valley-Mission Community College District

History of the College

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

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

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

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

Mission College does not use the SSN or TIN as a student identifier, instead we assign a unique student ID to every student.

Steps to Enrollment

- Apply for Admission: missioncollege.edu
- Apply for Financial Aid:
  - Fafsa.gov or dream.csac.ca.gov
- Schedule the following appointments:
  - Assessment: http://www.missioncollege.org/student_services/assess/index.html
  - Orientation: http://www.missioncollege.org/depts/coun/orient.html
  - Counseling: http://www.missioncollege.org/depts/coun/default.html
- Register for classes
- Pay Registration Fees (listed later in this section)
  You can also call (408) 855-5083 for additional assistance.

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 under 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.

Admission 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 http://highschool.missioncollege.edu, in the Admissions Office, or the Counseling Office.

Pupils enrolled in grades below the junior, high school grade are subject to the college determining whether they are prepared for college level work. When requesting admission, the pupil must apply for admission to receive an identification number, use the identification number to complete the Mission College Placement Test, and the pupil must bring the test result, high school grade report and completed high school concurrent enrollment form to a meeting for college admission determination. Schedule the meeting through email: asmare.tadesse@missioncollege.edu (The minor pupil’s parent/guardian must accompany the minor to the admission meeting.)
ADMISSIONS AND REGISTRATION

The program provides for:

- **Advanced Academic Work:**
  Advanced Academic work can provide a head start in a college major or completion of college graduation requirements.

- **High School Credit for College Courses:**
  Completed college courses may be used for both high school and college credit (confer with the pupil’s governing K-12 school district for further information). 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. Mission College offers a no-TOEFL admission option for students who complete the highest level of its intensive English language program. The center provides intensive English language services for West Valley College, as well. Call (408) 855-5110 or email the Center at is@wvm.edu.

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

**Assembly Bill 540 - Waiver of Non-Resident Fees**

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 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.

**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 a 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.

**General Information**

Mission College offers registration by web via the MC Portal “MyWebServices” link. The “Schedule of Classes” lists the details, dates and procedures for each type of registration, and is available in April for the following Summer/Fall Semester and in November for the following Winter/Spring Semester.

**Adding Classes**

Students may add open classes via the MC Portal “MyWebServices” link until the day before the first day of instruction for those classes. On or after the first day of instruction, 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 the MC Portal “MyWebServices” link. Students must use the add code prior to census date. A student may not add a course on or after census date except with written permission of the instructor and the endorsement of the class-assigned Dean of Instruction.

**Auditing of Classes**

Beyond the last date to add classes as college credit a student may audit selected community college courses with the following provisions:

- The student must be otherwise ineligible to take the course she or he wishes to audit.
- Priority in class enrollment shall be given to students electing to take the course for credit.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

A student wishing to audit a class must obtain prior written permission from the instructor. Attendance, participation, and related academic expectations shall be determined by the instructor. Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards.

The fee for auditing a class shall be $15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are non-refundable.

**Course Repetition and Families of Courses**

State regulations limit the ability of courses to be repeated after either receiving a grade or a notation on student records. In addition, there are groupings of courses in the West Valley-Mission Community College District with similar active participatory content called “families” within the Kinesiology, Physical Education, Art, Theatre, and Music disciplines (additional disciplines may be added to a family when appropriate).

West Valley and Mission Colleges’ courses in these families are linked, independent of location taken, and students may only attempt up to 4 courses in any single family. An attempt is defined as receiving any grade or notation (e.g., W for withdrawal) in any previous or current terms—this is a cumulative count of attempts. If a family has fewer than 4 courses in its offerings and a student has received passing grades in these courses, the maximum attempts allowed may be fewer than 4.

Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions & Records Office for consideration of attempts beyond the 4 within an individual family. A current list of Families of Courses and The Student Petition form to challenge the regulation can be found at:

http://www.missioncollege.edu/admissions/repeating_courses.html

**Final Examinations**

A final examination is required of all students in all courses during the last
A normal class load is 15 units; students enrolling in 12 or more units

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.

Open Courses
It is District policy that, unless specifically exempted by statute, every course, course section or class for which weekly student contract hours are reported for state funding, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such Prerequisite:s as may be established pursuant to Chapter 11, Division 2, Part 1V, Title 5 of the California Administrative Code, commencing with Section 51820.

Overlapping Classes
Per Board Policy 4226 and Administrative Procedure 4226, students may not enroll in two or more classes where the meeting times overlap, unless:

1. The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
2. The overlapping time does not exceed 10% of the meeting time of the class meeting time.
3. The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the class. The petition can be obtained online at:
   www.missioncollege.edu/admissions/forms.html
   or from Counseling or Admissions and Records. The instructor of the class that will require make-up hours outside of the regularly scheduled class times must agree to the modified schedule and the form must be approved by the Chief Instructional Officer or designee.

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.

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.

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

Units of Work and Credit
Title 5 (55002) specifies that the minimum standard for unit calculation for all credit courses is three hours of work per week, including class time, for each unit of credit, prorated for short-term, laboratory, and activity courses for lecture classes. This usually means two hours of independent assigned work for each lecture hour spent in class, some or all of which may require the student to be on campus for completion. In the case of lab hours, a minimum of 3 hours are required for each unit of credit.

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:

1. A student may withdraw from a regular Fall or Spring semester-length class during the first two weeks of instruction, and no notation will be made on the student’s academic record. In Summer, Winter, or in courses of less than a regular semester’s duration, a student may withdraw prior to the census date, and no notation will be made on the student’s academic record.
2. Thereafter, a student may withdraw from a regular Fall or Spring semester-length class, whether passing or failing, at any time through the last day of the 12th week of instruction, and a “W” grade shall be authorized after the instructor has been informed. In Summer, Winter or in courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 75% of the period of instruction, and a “W” grade shall be posted and the instructor informed.
3. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than “W.” However withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. In such cases, the student must submit a Petition to the Student Petition Committee in Admission & Records. If a letter grade has been assigned, the student must confer with the instructor rather than submit a Petition as the instructor has sole authority for grade changes. Further information on this process is available in the Admissions & Records Office, website or portal.
4. Any student failing to follow the established withdrawal procedures may be assigned an appropriate letter grade by the instructor.
5. No faculty signatures are required when withdrawing from courses.
6. The responsibility for withdrawing from courses by the published deadlines rests with the student.

Student Fees

ASG Representation Fee
This is a $1.00 fee per semester. The proceeds support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the state government. Should a student choose not to be represented, the fee is refundable when requested by the “refund” deadline.

Associated Student Government (ASG) Fee
This $7 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships and discounts, and also covers the initial cost of the student ID card. 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.

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

**Enrollment Fee**
California residents are required to pay a Community College Enrollment Fee of $46.00 per unit per semester. Note: fees are subject to change after publication of the catalog.

Students planning to enroll in both West Valley and Mission College classes should show all receipts at the time of registration to avoid duplicate payment of some fees. All fees are payable at the time of registration.

Exemption for the enrollment fee will be allowed for those students who qualify for the Board of Governor’s Waiver A, B or C (BOGW A, B or C). BOGW applications may be obtained in the Financial Aid Office.

**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.

**Health Fee**
The health fee is $19.00 per semester and $16.00 for the summer terms. The mandatory health fee supports Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
2. Students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

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

**Holds on Student Records**
Holds will be placed on students’ records for unpaid fees, materials loaned and not returned, and any other financial obligations owed to the college. Mission College will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions when students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

**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.

1. Students are REQUIRED to provide certain instructional materials that have a continuing value.
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.

**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 2015-16 academic year, the non-resident tuition fee is $205.00 per semester unit.

*Assembly Bill 540–Waiver of Non-Resident Fees. 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.

**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 debit 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 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 $6.00 fee will be assessed for each transcript request.

**Additional Fees**
Rush transcripts can be requested at the Admissions & Records Office or online. A one-hour transcript may be obtained at a cost of $20 per transcript copy.

For online transcript requests, go to: https://www.credentiais-inc.com/tplus?ALUMTRO021191
STUDENT SUCCESS CHECKLIST

Student Success Checklist

☐ APPLICATION/ADMISSION
   I have completed and submitted a CCCApply application.

☐ STUDENT EMAIL
   I have an active email account, as a part of my student records.

☐ FINANCIAL AID (optional)
   I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Mission College Financial Aid Office, located in the Main Building, room E1-401.

☐ ORIENTATION
   I have completed the College orientation requirement.

☐ ASSESSMENT (Placement Test):
   I have completed appropriate assessment tests:
   • Mathematics (basic math, algebra, or college level math) AND
   • English Writing Skills and English Reading OR
   • English as a Second Language if necessary

☐ COUNSELING and ADVISEMENT
   I have met with a counselor for class selection and advising.

☐ STUDENT EDUCATIONAL PLAN (SEP)
   I have met with a counselor to develop a semester by semester student education plan based on my educational and individual circumstances.

☐ REGISTRATION
   I have registered in classes through MyMissionPortal, WebAdvisor registration.

☐ FOLLOW-UP
   I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees and majors, and to develop, revise, or complete an SEP.
STUDENT SUPPORT SERVICES

Academic Support Center for Tutoring (ASC)
The Academic Support Center (ASC) is the principal academic support center at Mission College. The ASC Tutorial Center offers tutorial services for many courses taught campus-wide. 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 ASC 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.

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. Tutoring is available for all subjects. 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.

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

ACCESS Program
ACCESS is an award-winning, federally funded TRIO SSS program focused on increasing the graduation and transfer rates for low-income, disabled and/or first-generation college students by providing support and resources to advance their educational attainment.

Our entire staff is committed to providing students with the most friendly, helpful and competent service possible!

In this program, students have ACCESS to a variety of services, such as:
- use of the program office (including computers, internet access, free printing)
- personal, career, and academic counseling
- priority registration
- scholarship searches and assistance with applications
- transfer and goal development activities and workshops as well as assistance with transfer applications, transcripts, and financial aid forms

The ACCESS Program is specifically tailored for students who are enrolled in at least 9 semester units and are motivated and serious about their education. Applications are accepted on an ongoing 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.edu/student_services/access/index.html.

Service Area Outcomes
SAO 1: ACCESS-TRIO SSS students will complete the semester with a 2.0 or higher GPA.
SAO 2: Newly admitted ACCESS students will complete the ACCESS-TRIO SSS orientation within their first semester of entering the program.
SAO 3: ACCESS-TRIO SSS students will meet with an ACCESS counselor at least once during the semester.
Admissions & Records
You will work with Admissions and Records staff from application to graduation. Admissions and Records staff manage the admission application and registration processes for students pursuing degrees, transfer, career and basic skills at Mission College. Under the umbrella of Enrollment Services, Admissions & Records works closely with Outreach & Recruitment, Financial Aid, Welcome Center and other Student Services department staff to ensure open access to all eligible students. Admissions and Records outreach staff offer assistance and information to potential students regarding our educational programs and available technological resources. The staff provide the support necessary for all students to successfully reach their educational objectives. Some of the common services provided are:

- General information – deadline dates; required forms; online services
- Registration assistance – adding and dropping classes
- Receiving payments; initiating refunds
- Parking Permit sales
- Transcript Requests
- Evaluations for degrees & certificates
- Student Petitions & Appeals

Service Area Outcomes

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

- Transcript requests
- Admissions applications
- Student information changes
- Payment per term

Records
SAO 2: Students who apply for degree completion will be informed of their status within four (4) weeks after final term grades are due.

Articulation
The Mission College Office of Articulation establishes and maintains articulation agreements between Mission College and other accredited colleges and universities, ensuring students a smooth transfer of course credit. The articulation office also supports faculty with associate degree curriculum and program development.

Service Area Outcomes

SAO 1: Articulation services provide Mission College students with Curriculum Guides that will be used to assist with academic planning.

SAO 2: The Office of Articulation provides online resources for Counseling Faculty to assist students in making a smooth transition to the University without experiencing a delay or duplication of coursework.

Asian American Native American Pacific Islander Serving Institution Programs (AANAPISI)
The mission of the Asian American Native American Pacific Islander Serving Institution (AANAPISI) programs are to strengthen the College’s ability to promote Asian American Pacific Islander (AAPI) student success. Fully funded by the U.S. Department of Education’s Title III program, AANAPISI implements a comprehensive set of best practices strategies to overcome the documented obstacles of AAPI students on campus. The programs work alongside the major units of the college including Student Support Services, Instruction, and the Office of Research to pilot programs, activities, curriculum, and other resources to promote student success.

AANAPISI’s aim is to strengthen the pipeline at Mission College to assist AAPI students from matriculation through degree attainment and transfer to four-year colleges/universities with a particular emphasis on transfer into Science, Technology, Engineering, and Mathematics (STEM) majors.

For more information about the AANAPISI programs, come visit our offices in the main building, room S2-101, or call the AANAPISI Program Offices at (408) 855-5526, or visit our website at www.missioncollege.edu/depts/aanapisi.

AANAPISI Counseling

Service Area Outcomes

SAO 1: Students who meet with the AANAPISI Counselor will have an established and updated comprehensive education plan.

SAO 2: Students who meet with the AANAPISI Counselor will have an improved ability to articulate the transferring process or graduation requirements.

SAO 3: Asian American/Pacific Islander students will meet with the AANAPISI Counselor to establish and update a comprehensive education plan.

AANAPISI STEM Learning Center
Please see STEM Learning Center

Assessment Center
Assessment Center: Assessment is the process of evaluating a new student’s proficiency in math, reading, writing, and (where applicable) English as a Second Language, to ensure they enroll in the appropriate course. Assessment is provided for all first time college students and non-exempt students who plan to earn a degree or certificate, and/or transfer, are required to take the placement tests. Continuing students who have not taken the tests and are taking courses with a prerequisite in English, ESL, Reading and/or Math may also be required to take the placement tests.

The Assessment Center is located in the Main Building, room E1-101. More information and testing hours can be found online at: missioncollege.edu/studentservices/assess/

Proficiency Testing: Students wishing to graduate with an Associate Degree must meet all of the basic competency requirements. The Assessment Center provides the Reading Proficiency, Math Proficiency, and Information Competency Exams which may be used to complete part of the graduation requirement.

Students with disabilities can contact the Disability Support Programs and Services (DSPS) in the Campus Center Second Floor Room 240 CC or by calling 408-855-5085 or TTY at (408) 727-9243.

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

Athletics - Intercollegiate
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 baseball, women’s softball, men’s and women’s tennis, women’s basketball, women’s badminton, and women’s volleyball.

Students interested in participation and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5640.
Service Area Outcomes
SAO 1: Students will demonstrate an expert knowledge of the strategies and skills of the sport and use critical thinking skills to apply this knowledge in competitive situations in order to participate to the best of ability in competition.
SAO 2: Students will demonstrate traits of good sportsmanship and teamwork in both competition and practice.

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

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

CalWORKs
CalWORKs is a state and federally funded program serving low-income students parenting at least one child under the age of 18. 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
  - On-campus and community resource referrals
  - Program assistance with county case workers Career and Employment Services:
    - CalWORKs on-campus work study employment
    - Job readiness preparation

Students interested in further information are encouraged to call the CalWORKs office at (408) 855-5228 or stop by Room C1-114.

Upon completion of the CalWORKs program, students will have acquired the skills needed to obtain part or full-time employment or have completed the necessary courses to transfer to a four year university.

Service Area Outcomes
SAO 1: CalWORKs students will create an educational plan with the Mission College CalWORKs counselor by the end of their first semester on CalWORKs.
SAO 2: CalWORKs students will be employed on-campus or off-campus positions, or will volunteer at non-profit organizations.
SAO 3: CalWORKs students will increase their knowledge of county and college resources by the end of their initial meeting with the CalWORKs counselor.

Career Center
The Career Center provides a variety of services to assist students with the career exploration and decision-making process. Utilizing the Career Center services, students will gain an understanding of the occupational outlook, salary, and qualifications related to various careers. The Eureka Career Information System (a computerized, up-to-date library of occupational and education information) and other career-related books and information are readily available. The Career Center is located in Room E1-201.

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

Child Development Center Services (CDC)
The Mission College Child Development Center provides child care for children of Mission College students, Mission College staff, and community members. Child Care subsidies are available for low income families. Eligibility is determined by income and availability of space. For information, please call the Child Development Center at (408) 855-5173.

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

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

We promote your Work, Life, Balance, through:
Work
Community Education offers courses to support your career growth, including:

- Palo Alto Networks, Security
- Net App, Storage
- VVWare, Virtualization
Life
Courses that enrich, such as

- Violin, beginning to advanced
- International Cooking
Balance
Courses on subjects that you have just always wanted to learn:

- Furniture Design and Construction
- Jewelry and Metal smith
- Motorcycle safety
And much, much more.

We welcome you to explore all that we have to offer at:
http://www.communityed.missioncollege.edu or call us at (408) 855-5106.

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 provide support in making informed decisions about their transfer options. Mission offers Transfer Admission Guarantees (TAGs—guaranteed admission to participating universities). Mission also has a Transfer Center in E1-201 to support students in researching potential 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 lifestyles, vocation and career testing, and presentation of resource speakers and special career counseling events and courses. Counselors also provide one-to-one counseling. Mission also has a Career Center in E1-201 to support students in researching potential careers.

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, and other family issues including problems with parents, spouses or significant others. This also includes dealing with feelings that arise because of lack of financial or emotional support. To schedule a confidential appointment, contact 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, Other
- Outreach and Counseling support to incoming high school students
- Orientations
- International Student
- Support for students on probation: Counseling Office (408) 988-2200

Service Area Outcomes
SAO 1: Students that meet with a counselor in an appointment will obtain an educational plan by the end of their counseling appointment.

SAO 2: Students with immediate educational and career counseling needs will have their issue(s) resolved through walk-in counseling services or they will be given guidance on what to do next.

Disability Support Program and Services (DSPS)
The program’s goal is to support students with disabilities entering campus life, college programs, and activities. DSPS emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DSPS is support and information for mainstream class instructors to ensure students success.

DSPS 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.

For information regarding specific support services available through DSPS and special classes (listed under Learning Services), please call (408) 988-2200 or TTY (408) 727-9243, FAX: (408) 855-5449, or email DSPS@wvm.edu

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

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

Employment Development Department (EDD)
If you are attending Mission College and need assistance with your unemployment forms, visit the Program Manager in the CalWORKS office, room C1-114. Our office will assist you in completing your forms and act as your liaison with the Employment Development Department. You can also call the Program Manager directly at (408) 855-5226.

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.edu/depts/eops/index.html.

Service Area Outcomes
SAO 1: EOPS students will meet three (3) times per semester with an EOPS Counselor.

SAO 2: ESL EOPS students will use tutoring resources specifically designed for ESL EOPS students.

SAO 3: CARE students will attend at least one workshop by the end of the semester.

Facilities Rental
Mission College facilities are available for rent. When not being used for campus activities, we rent short and long term and would love to discuss opportunities with you. We rent our parking lots, wireless and technology equipped classrooms, auditoriums, computer labs, tennis courts, ball fields, dance studio, gymnasium, dining rooms, our exterior quad area and Hospitality Management restaurant and catering facilities. Rental fees include rental and set-up, but custodial services, event coordination and
Financial Aid
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.

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 (BOGW) - BOGW 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 be 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;

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.

NOTE: BOGW eligibility may be lost if students fail to meet satisfactory academic progress and their status is Subject to Dismissal. This status may be appealed through the Student Petition Committee located in the Admissions and Records Office.

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

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

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

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

Food Services
Cafeteria – Mission College has a cafeteria in the Campus Center which is open daily when regular semester classes are in session.

Cafe – A coffee, beverage and pastry stand is located on the first floor, lobby area of the Main Building and in the Gilmor Building.

Vending Machines – The College also offers food and snacks from vending machines located throughout the campus. The Bookstore also sells snacks and beverages.

Hospitality Management – During the Fall and Spring, the Hospitality Management Program serves lunch in their dining room two days a week. The meals are open to the public and arrangements can be made to accommodate special parties by contacting the Hospitality Management Department Chair at 408-855-5252. The menu for the day can be accessed at www.missioncollege.edu/depts/food or by calling 408-855-5245.

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 Students 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 Students Center (ISC) directly at (408) 855-5110 for the latest information, deadlines and advising.

In general, the requirements for applying for admission for new students are:

• Completing an International Student Application Form
• Submitting an application fee
• Demonstrating completion of a foreign or domestic high school with a grade point average of C or higher
• Being at least 17 ½ years old at the time of applying to Mission College
• Demonstrating college English competence by taking the iBT TOEFL and receiving a score of 61 or higher. Students without such a score may attend Mission College’s Intensive English Language Program first. Students who have taken other kinds of English proficiency tests such as the IELTS, Cambridge, etc., are encouraged to contact the ISC as the TOEFL requirement may be waived in certain circumstances
• Providing proof of financial sponsorship of at least $21,500 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. For the 2015-16 academic year, the non-resident tuition fee is $205.00 per semester unit.
Persons from foreign countries with other kinds of visas are asked to call the ISC for advising. United States Department of Homeland Security regulations affect who may or may not take classes at community colleges.

**Service Area Outcomes**

SAO 1: F-1 international students will complete an education plan that will identify course requirements needed to meet their transfer goal.

SAO 2: Students will identify five (5) services available to them through International Student Services.

**Library**

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, streaming video, DVDs, textbook reserves, instructor reserves, and electronic databases. All databases are available off-campus using your Student/Staff ID number to log-in.

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public photocopiers.

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

Mission College Information Desk: (408) 855-5151
Mission College Check-Out Desk: (408) 855-5150
http://www.missioncollege.edu/lib

**Service Area Outcomes**:

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

SAO 2: The Mission College Library will provide online and print resources which meet student learning needs.

**Math Engineering Science Achievement (MESA)**

MESA CCP (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, engineering, and science so they excel academically and transfer to four-year institutions. MESA CCP is a partnership with the California Community College Chancellor’s Office.

Historically, the MESA program has resulted in outstanding results, providing a diverse pool of transfer-ready students who are prepared to excel as math, engineering, and science majors. MESA CCP’s rigorous academics, leadership preparation, and collaborative problem-solving training have helped produce transfer students who graduate as part of the high-tech workforce that is so urgently needed by industry.

The main components of the Mission College MESA Program include:

- Student Study Center (C1-118)
- Tutorial Center which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, Engineering and English (C1-120)
- STEM Learning Center (SCI-131)
- Academic Excellence Workshops
- Campus and Industry Tours
- Leadership Retreats
- Assistance in the transfer process
- Career advising
- Links with student and professional organizations
- Professional development workshops

In addition to the activities mentioned above, Mission College MESA program has a number of benefits to students who qualify including: priority registration, internships, MESA program positions, scholarship assistance, and on-going support throughout their college career.

For more information, please visit us on our website: http://www.missioncollege.edu/student_services/mesa/index.html.

**Service Area Outcomes**

SAO 1: MESA students will meet program requirements by attending a minimum of one (1) MESA event each semester.

SAO 2: MESA students will meet program requirements by volunteering a minimum of two (2) hours each semester.

**Parking Information**

Student Vehicles must display a WVMCCCD parking permit to park in campus parking lots, which are valid both at Mission College and West Valley College. Students are expected to observe parking regulation with regards to no-parking zones, restricted driveways, double parking, loading zones, handicapped & special permit spaces and zones, overnight parking, etc. Students are reminded that parking in these areas could result in citations or towing at the student’s expense. The WVMCCCD Police Department strictly enforces these regulations Monday - Sunday between 7:00 am and 10:00 pm, excluding district holidays.

Semester length Student Parking Permits can be purchased directly from the Admissions and Records office during normal business hours or online at: Mission College Parking Permit Online Order. Students or visitors can also purchase daily permits at the Parking Permit Machines located in Parking Lots B, C, and D. The price is based on the current Board approved parking fee. Mission College rents out its parking lots for Levi’s Stadium event parking and accommodates faculty, staff and students as first priority.

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

**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 may be available at the Campus Center Information Desk and Welcome Center.

**Puente Program**

The Puente Project assists underrepresented students in transferring to four-year colleges and universities. The program focuses on providing students with academic counseling, support with college-level writing, and mentoring. It also has a focus on Latino culture. Students in the Puente Project take part in a learning community during their first year in the program. They take English 908 and Counseling 5 in the fall semester and then take English 1A and Counseling 7 in the spring semester.
STUDENT SUPPORT SERVICES

Students also participate in additional events, such as trips to university campuses. Furthermore, the Puente Project continues to provide academic counseling to students until they transfer. The program is open to students of all backgrounds.

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

Scholarship Program
The Mission College Scholarship Program is administered by the Financial Aid Office. Scholarship funds are provided by the Mission College A.S.G., the West Valley-Mission Community College District Foundation, and various organizations and individual donors. 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.

STEM Learning Center
The STEM Learning Center is the central hub for students seeking majors/career paths in the Science, Technology, Engineering, and Math (STEM) areas of study at Mission College. All services provided by the STEM Learning Center are provided at no charge to all Mission College students and no prior sign-up is required to take advantage of services. Major funding for the STEM Learning Center comes from the federal Title III AANAPISI Part F grant.
Services provided through the center include:
- Tutoring in many STEM subjects from the MESA program
- Meeting space for individual and group studying with whiteboards
- Opportunities to meet with faculty and STEM peer mentors during office hours
- Personalized connection to internship opportunities with local corporations and industries
- Opportunities to participate in face-to-face and online mentoring opportunities with industry partners
- Use of STEM reference materials (textbooks, model kits, anatomical models, etc.)
- Student computers with science related programs (including Chem Draw and MATLAB)

For more information about the STEM Learning Center, come visit the center on the first floor of the Science Building, room SCI-131, call the STEM Learning Center at (408) 855-5261, or visit the Mission College STEM student resource website at http://www.missioncollege.edu/student_services/ stem/index.html.

Service Area Outcomes
SAO 1: The STEM Learning Center will provide a space for all individual study, group study and collaborative learning.
SAO 2: The STEM Learning Center will provide its cadre of online resources including the STEM Learning Center website (http://missioncollege.edu/student_services/ stem/index.html) and MentorNet (www.mentornet.net).
SAO 3: The STEM Learning Center will hold a series of professional speaker and panel discussions.

STEM Peer Mentor Program
The STEM Peer Mentor program is a pilot program sponsored by the AANAPISI programs where current Mission College students are placed in certain Science, Technology, Engineering, and Math courses to provide support for students in those courses and to guide them towards a track to successfully transfer and major in a STEM discipline. Peer Mentors answer students’ questions to help them navigate the college and work one-on-one or with small groups of learners to support successful completion of course work in Science, Technology, Engineering, and Math courses. For more information, please contact Brian Goo, STEM/Transfer Program Coordinator, at (408) 855-5261.

Service Area Outcomes
SAO 1: Students will be satisfied with the help they are receiving from the AANAPISI Peer Mentors.
SAO 2: AANAPISI Peer Mentors will convene study groups.
SAO 3: AANAPISI Peer Mentors will increase student engagement with their faculty.

Student Government and Activities
The district believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at Mission College is represented by the Associated Student Government and Student Activities. Student Government at Mission College is represented by the Associated Student Government organization which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the student body elects its own student trustee to the District Board of Trustees and the Student Senate. Students are also afforded a variety of opportunities to participate in various college-wide committees and task forces. All of these activities serve to provide the student with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential, and experiencing a sense of community at the college.

Service Area Outcomes
SAO 1: Based on Institutional standards, the Office of Student Activities and Associated Student Government (ASG) will hold up to four (4) educational and cultural activities each semester.
SAO 2: The ASG and campus clubs will be presented with several workshops and trainings each semester to understand Parliamentary procedures.

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.

Service Area Outcomes
SAO 1: The Mission College Student Health Services will provide clinical services consisting of immunizations, tuberculosis skin tests and laboratory tests to students each year.
SAO 2: The Mission Student Health Services will provide the “Student Health 101” website - an online health and wellness magazine - to a combined audience of student and employees.

Transfer Center
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 Counselor and Articulation Officer provide specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. The Transfer Center sponsors the annual college fair each fall semester. The Transfer Center is located in Room E1-201.

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

Veterans Program
Students applying for Veterans benefits may access the Veteran’s Checklist form on-line at www.missioncollege.edu/admissions/veterans/index.html. (Veterans Affairs students are required to furnish official transcripts from all prior colleges; go on-line for detailed information.) An evaluation of all college credits and an Education Plan must be completed before benefit certification can be initiated. For veterans with disabilities, please call (408) 855-5418.

If a student receiving veterans benefits remains on Academic Probation beyond two consecutive terms without an improvement in his or her academic standing, the college will cease to certify the student. Refer to the “Academic Regulations and Standards” in the Mission College Catalog. Veterans Affairs Education Service maintains a “One Stop” website (www.gibill.va.gov) and is a valuable resource to veterans.

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

Welcome Center
The Welcome 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 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, while building student community. Call the center at (408) 855-5083, or visit in the Main Building Lobby.

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

Academic Freedom

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

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


Academic Honesty/Discipline Process

Academic Honesty

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

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

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

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

Academic Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: knowingly assisting another student in cheating or plagiarizing, forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.
The methods listed below, while accepted by Mission College, may not be governing credit by examination are listed below. The regulations for credit by examination allows students to use acquired knowledge, abilities and competencies to challenge certain courses for units. Credit will be granted to any student who meets the requirements for credit by exam and who successfully passes an examination approved and conducted by the proper authorities of the college. Grading shall be according to the regular grading scale: except Pass/No Pass Option. shall be offered, as an option, if it is ordinarily available for the course. The regulations governing credit by examination are listed below.

Credit by Examination
(Title 5, 55050, Ed Code Section 70901 and 70902, Board Policy 4235, Administrator Procedure 4235)
Credit by examination allows students to use acquired knowledge, abilities and competencies to challenge certain courses for units. Credit will be granted to any student who meets the requirements for credit by exam and who successfully passes an examination approved and conducted by the proper authorities of the college. Grading shall be according to the regular grading scale: except Pass/No Pass Option. shall be offered, as an option, if it is ordinarily available for the course. The regulations governing credit by examination are listed below.

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.

Regulations for Credit by Examination
1. The credit by exam status for each course is determined by each department and is noted on the official course outline of record. A master list of all courses eligible for credit by exam can be found on the college website: http://missioncollege.org/admissions/documents/Courses_Approved_for_Credit_by_Exam_List_2015.pdf
2. The student must be registered and in good standing at Mission College.
3. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to complete such examination.
4. A maximum of twelve (12) semester units toward an associate degree may be earned by courses for which credit has been earned by examination.
5. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student. The student’s academic record will clearly indicate that the credit was earned by examination.
6. Grading for the examination shall be according to the regular grading system except that students shall be offered a “pass – no pass” option if that option is ordinarily available for the course.
7. The units earned through such examination shall not be used to satisfy the minimum twelve (12) semester hours of credit in residence required for an associate degree.
8. Credit by examination is not applicable to meeting of such load requirements a Selective Service deferment, Veteran’s or Social Security benefits.
9. Examinations are only during the Fall and Spring regular semesters and requests must be received by the 6th week of the semester to be processed during that semester.
A student wishing to challenge a course using credit by examination can obtain a student petition form for Credit by Examination form on line at: http://missioncollege.org/admissions/forms.html or from Admissions and Records. The student must file the application, with the Admissions and Records department prior to the end of the sixth week in Fall or Spring regular semesters.
If the petition is approved, the student will be notified of the time, place, and manner of the examination. The students will need to enroll in a course created specifically for this purpose and must pay a fee equal to the usual per unit enrollment fees for the course but will be exempted from paying any material fees for the course. Fees for credit by examination are non-refundable.

Definitions of Student Classifications (including dismissal)
Minimum Standards of Progress
The college’s minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty percent of the overall credits in which the student has enrolled. The 2.00 grade point standard is the minimum acceptable standard for graduation or transfer.
Academic & Progress Probation, Subject to Dismissal, and Dismissal Standards for Probation - A student shall be placed on probation if his or her academic record of performance, at Mission and/or West Valley College(s), falls under either of the two standards below:
1. **Academic grade point probation** - A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status as Subject to Dismissal for one additional semester before being academically disqualified (dismissed). Notification of dismissal status will appear on the student’s semester grade report and on the transcript of academic work.

2. **Progress probation** - A student who has enrolled in a total of at least 12 cumulative semester units, at Mission and/or West Valley College(s), and who has been assigned final grades of ‘W,’ ‘I’ and ‘NC’ in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation after the first semester, Subject to Dismissal after the second semester and Dismissed at the end of the third consecutive semester. Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

**Effect on Priority Registration Status**

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

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

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

**Removal from Probation** - A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average, at Mission and/or West Valley College(s), reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units, at Mission and/or West Valley College(s), in the ‘W,’ ‘I’ ‘NP’ and ‘NC’ category drops below fifty percent (50%).

Students on probation are strongly advised to promptly consult their counselor regarding the best and most appropriate course of action to be followed in being removed from probation.

Students who believe that their placement on academic probation is the result of an error may petition the Academic Council for relief.

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

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

Academically disqualified students who are dismissed from the college shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Academic Council. An academically dismissed student must apply for readmission when returning to the college. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above. Notification of academic disqualification status will appear on the student’s end-of-semester grade report and transcript.

**Equal Opportunity and Non Discrimination**

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

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

**PANTAY NA OPORTUNIDAD AT WALANG DISKRIMINASYON** (Tagalog)

Ang pamantasang 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 nagdiskrimina sa kanilang uri. kilay, pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakaran nito. Ang kakayahanes sa pag Iningles ay hindi mahina maging hadlang na pagsali sa mga palatuntunan ng Vocational Education. Ang mga taong nagahasanap ng impormasyon o kalutasan sa inaalalaang kilos na nakadiskriminante ay magtungo sa nararapat na opisina sa nakalista na iba ibaba.

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

**IGUAL OPORTUNIDAD SIN DISCRIMINACION** (Spanish)

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

Grading System
Symbol Definition Grade Point Value
A Excellent ............................................................... 4
B Good ................................................................. 3
C Satisfactory ......................................................... 2
D Passing, less than Satisfactory ............................... 1
F Failing .................................................................. 0
P Passing (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)
NP No Pass (less than Satisfactory or Failing.
Units not calculated in Grade Point Average.)
I Incomplete .......................................................... No Value
IP In Progress ......................................................... No Value
RD Report Delayed ................................................ No Value
W Withdraw ........................................................... No Value
MW Military Withdraw .......................................... No Value

The GPA (grade point average) is determined by dividing the total number of grade points earned (pass/no pass & no value grades are not counted) by the total number of units attempted.

The following non-evaluative symbols are used at Mission College:

I - Incomplete
Incomplete academic work for unforeseeable, emergency and justifiable reasons near the end of the term may result in an instructor assigning an “I” to the student. The condition(s) for removal of the “I” shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the “I.” A copy of this record shall be given to the student and a copy filed with the Admissions & 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.

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.

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 Admissions and Records Office prior to the termination of the initial one year Incomplete grade.
**IP - In Progress**

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic semester or term. It signifies that work is "in progress" and that unit credit and grade will be assigned when the course is completed. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The "IP" shall not be used in calculating grade point averages. If a student enrolled in a course designated as "open-entry, open-exit," is assigned an "IP" at the end of the stated attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign an evaluative symbol as described above, which shall be recorded on the student's permanent record for the course.

**RD - Report Delayed**

This symbol may be assigned by the Admissions & 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 for page listing.)

**MW - Military Withdrawal** (See Withdrawal from classes in Index for page listing.)

**Pass / No Pass or Letter Grade Options**

It is the policy of Mission College to enable students to enroll in courses on a Pass/No Pass basis as an alternate to letter grades, for these reasons: to improve basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education. Each Division shall determine which courses, if any, it will designate as appropriate for Pass/No Pass grading.

**There are three grading systems:**

1. **Letter Grades = A, B, C, D, F**
2. **Pass/No Pass Only: “P” = passing with “C” or better grade. “NP” 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 Admissions & Records Office of the selection of the “P/NP” or a Letter Grade option, no later than the end of the fifth week of the semester or 30% of the class duration for short-term courses.
   b. **Precautions:**
      1. Transfer of “P” units:
         Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “P” units.
      2. **Maximum number of “P” units:**
         At Mission College a maximum of 20 “P” units may be applied toward the completion of the associate degree.
         The student must have 12 units in residence at Mission College.
         Units earned on a “P/NP” 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.

**Grade Change Appeals**

Education Code Sections 76224 and 76232; Title 5 Section 55025; WVMCEA Administrative Procedure 5530

The instructor of the course shall determine the grade to be awarded each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. “Mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student’s grade. Per Educational Code 76232, the college will ensure that students receive a reasonable and objective review of a requested grade change.

**Grade Change Appeal Process**

1. Grade appeals must be made within a two-year period following completion of the course.
2. Students seeking grade changes should first contact the instructor who issued the grade.
3. If the instructor is unavailable or if the student alleges discrimination or gross misconduct by the original instructor, the student should contact the department chair. If the department chair is not available the student should contact the division chair or dean.
4. Students who believe their grade is the result of mistake, fraud, bad faith, incompetency, discrimination or gross misconduct may submit a petition to change the grade using the Student Petition form available at http://missioncollege.org/admissions/documents/student_petition.pdf
5. Requests to change an evaluative grade (A, B, C, D, F, CR, NC) to a non-evaluative grade (W) can be done only if extenuating circumstances apply. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.
6. The Student Petition Committee may recommend that another faculty member substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or if the District determines that there may have been gross misconduct by the original instructor.
7. If the Student Petition Committee determines that there may have been fraud, bad faith, or incompetence, they will make a recommendation to the Vice President of Instruction or designee that the grade be changed. The final determination concerning removal or change of grade will be made by the Vice President of Instruction or designee. The instructor who first awarded the grade will be given written notice of the change in grade.

Appropriate annotations of any courses repeated shall be entered on the student’s permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

**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.

**Honors Graduate -** Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

**Dean's List -** Students who complete 12 units or more in any semester, and earn a minimum 3.00 (“B”) grade point average, qualify for the Dean’s list.

**Dean's List for Part-Time Students -** Students who complete between 6 and 11 1/2 units in any semester and earn a minimum of 3.00 (“B”) grade point average, qualify for the Dean’s list for part-time students.
Alpha Gamma Sigma

Alpha Gamma Sigma is the California Community College Honor Scholarship Society. Membership in the Mission College Chapter (Sigma Iota) is open to Mission College students under the following classifications:

A. Temporary Membership - Open to new students who are life members of the California Scholarship Federation or who graduated from high school with a 3.5 GPA or higher. A CSF certificate or copy of the high school transcript must be submitted with the AGS application.

B. Initial Membership - Open to students who have completed 12 or more semester (or quarter equivalent) units at any college, and have maintained a cumulative 3.0 GPA. The student must be currently enrolled at Mission College in a minimum of 3 units.

C. Continuing Membership - Students who were Sigma Iota members in the previous semester, who have maintained a 3.0 GPA, and are currently enrolled in a minimum of 3 units at Mission College, qualify as Continuing members.

D. Permanent Membership - Students who have been ACTIVE members in any Chapter of AGS for at least 1 semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least 2 semesters with a cumulative 3.25 GPA or higher, and who have completed a minimum of 60 semester (or quarter equivalent) units of college, may apply for Permanent Membership.

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.)

Privacy Rights of Students Annual Notification (FERPA)

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the college must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of the college.

- 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 (PL. 93-380) and other pertinent information is available for review and inspection in the Records office during normal working hours.

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

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

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

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

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

Chapter 5: Student Services: wvm.edu/policies

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

Student Need-to-know Policies and Information

Campus Safety
WVMCCD Administrative Procedure – AP 3500

Campus Security Act of 1990

A campus safety plan shall be developed and provided to students and employees. Information is available in the printed schedule of classes and on the District's website.

The Chief of Police is responsible for the preparation and annual updates of a report of all occurrences reported to the District Police Department of arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

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

The Chancellor or Vice Chancellor shall ensure that the District is in compliance with State requirements for workplace safety and requirements of Federal Right-to-Know legislation.

Required reports will be shared with the Board.

In all aspects of plant operations and maintenance, the safety of employees, students, staff, and visitors will be a primary consideration. Safeguards against hazards, through avoidance of risks, through training of personnel (employees, staff, and students) and through practices and use of safety procedures will be observed.

Prohibition of Harassment

WVMCCD Administrative Procedure – AP 3430
Title IX, Education Amendments of 1972:
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

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

Definitions

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

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

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

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

Environmental – A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not
Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

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

This definition encompasses two kinds of sexual harassment:

“Quid pro quo” sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.

“Hostile environment” sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual’s learning or work environment, unreasonably interfere with an individual’s academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

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

For additional information on Harassment and filing a complaint, please refer to the website for instructions and process: http://missioncollege.org/gen_info/info_and_disclosures/title_IX/index.html

### Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### Student Participation in Institutional Government

As constituents of the college, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The Associated Student Government will participate in the formulation and application of college policy affecting academic and student affairs.

### Student Production of Goods and Services

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development.

### Student 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.
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.

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Title IX: Sexual Harassment and Assault

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

Mission College takes all complaints of sexual harassment and sexual violence very seriously. For victims or those who have witnessed a violation to come forward and file a complaint, please contact the Title IX Coordinator, Dr. John Mosby, by calling (408) 855-5195 or via email: TitleIX@MissionCollege.edu

Transfer of Credit from Other Colleges

Students transferring from another accredited institution may request to use some of this credit to meet Mission College requirements. Official transcripts should be sent directly from the transfer institution to the Admissions and Records Office. Transcripts from other countries may require review and translation from an authorized outside agency (fees may be charged by this agency). Students may also deliver a sealed, official transcript to the Admissions and Records Office. Eligible transfer credit will be applied to the student’s Mission College record. Transfer review is not immediate and may take several weeks during peak times.
ACADEMIC PROGRAMS

Note: Many of our degrees and certificates are under revision. Please consult with the Department Chair for program requirements.
# ACADEMIC PROGRAMS

## DEGREE & CERTIFICATE PROGRAMS

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## DEGREE & CERTIFICATE PROGRAMS

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<tr>
<th>Programs</th>
<th>Department</th>
<th>Associate in Arts</th>
<th>Associate in Science</th>
<th>Certificate of Achievement</th>
<th>Certificate of Proficiency</th>
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<td>Graphic Design &amp; Multimedia</td>
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<td>Graphic Design &amp; Multimedia</td>
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</table>
1. English Composition course

COMM 001, 001H, COMM 004, COMM 015 or COMM 020, 020H for the A.S Degree

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 at either college within WVMCCD.

2. **Scholarship Requirements:** An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.

3. **Major Requirement:** Fulfill a specialized major as listed in the college catalog with a grade of C (or "P") or better in each major requirement.

4. **Basic Competency Requirements:** Proficiency in the following areas is required for an Associate in Arts and Associate in Science degrees:

   - **Reading:**
     - A. Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
     - B. A grade of C (or "P") or better in Reading 054, Critical College Reading and Thinking (previously READ 053, in Area A2).

   - **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
     - B. A grade of C (or "P") or better in:
       - COMM 001, 001H or COMM 020, 020H for the A.A Degree
       - COMM 001, 001H, COMM 004, COMM 015 or COMM 020, 020H for the A.S Degree

   - **Mathematics:**
     - A. Successful completion of the proficiency exam, or
     - B. A grade of C (or "P") or better in Math 000C, MATH 000CG, 000CM or higher Math course.

   - **Information Competency**
     - A. Successful completion of the proficiency exam, or
     - B. A grade of C (or "P") or better in LIB 010 (in Area E)

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 Rationale – 6 semester/9 quarter units minimum

1. English Composition course
   - ENGL 001A English Composition I

2. One additional course:
   - COMM 001, 001H Public Speaking
   - COMM 004 Small Group Communications
   - COMM 020, 020H Argumentation and Debate
   - ENGL 001B English Composition
   - ENGL 001C Clear Thinking in Writing
   - ENGR 030, Intro to Computing for Engineers
   - FRNCH 003, 4, 5, 6 Intermediate/Advanced Language (Sea)
   - JPNS 003A+003B Intermediate Japanese (6 total)
   - JPNS 004A Intermediate Japanese II
   - MATH 000C, CG, CM or a more advanced Math course (5 units)
   - PHIL 002 Logic
   - PHIL 003 Introduction to Ethics
   - READ 054 Critical College Reading & Thinking (previously READ 053)
   - SPAN 003, 4, 5, 6 Intermediate/Advanced Language (Sea)

### 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
- ASTRO 001 Astronomy
- ASTRO 003 Astronomy with Lab (4)
- BIOSC 004 Microbiology (5)
- BIOSC 010 Introduction to Biology (4)
- BIOSC 010 Introduction to Biology
- BIOSC 010L Introduction to Biology Lab (1)
- BIOSC 011 Human Biology (4)
- BIOSC 012 Emerging Infectious Disease
- BIOSC 014 Introductory Neuroscience
- BIOSC 015 Human Genetics
- BIOSC 016 Marine Biology (4)
- BIOSC 017, 017H Genetics and Society
- BIOSC 019 Ocean: Life in the Sea
- BIOSC 022 Anat. & Physiology for Allied Health Workers (4)
- BIOSC 025 Environmental Biology
- BIOSC 030 Tropical Ecology (4)
- BIOSC 032 California Plants and Animal
- BIOSC 0124 Principles of Animal, Plant, Cell/Mol Biology (5a)
- BIOSC 047, 048, 48H Human Anatomy, Physiology (5a)
- CHEM 001A,001AH, 001B, 001BH General Chemistry (5a)
- CHEM 002 Introductory Chemistry (4)
- CHEM 002 Introductory Chemistry
- CHEM 02L1 Introduction to Chemistry Lab (1)
- CHEM 012A,012B Organic Chemistry (5a)
- CHEM 030A,030B Fundamentals of Chemistry (4)
- GEOG 001 Introduction to Physical Geography
- NS 015 Human Nutrition
- NS 040 Nutrition and Disease
- NS 052 Nutrition for Children
- PHYS 002A,002B General Physics (5a)
- PHYS 004A,004B,004C Engineering Physics (5a)
- PHYS 004D Engineering Physics - Atomic (2)
- PHYS 010 Introduction to Physics (4)
- PSYCH 007 Biological Psychology
**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-credit classes alone may not be used to satisfy this category.**

ARAB 50A, 50B Beginning Conversational Arabic and Culture

ART 001A Survey of Western Art I

ART 001B Survey of Western Art II

ART 001D Survey of Modern Art

ART 004 Art Appreciation

ART 007 Survey of Asian Art

ART 011 The History of Modern Design (Also GDES 011)

ART 020 Asian Roots and Culture

ART 022 Introduction to Islam

ART 024 The Asian American Experience

ART 031A,B Drawing

ART 032A,B/033A,B Beginning/Intermediate Voice (1 ea)

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 036A,B Beginning Guitar (1 ea)

ART 037A,B Painting

ART 038A,B Ceramics-Handbuilding

ART 039A Survey of Printmaking

ART 040A,B Ceramics-Potter's Wheel

ART 041A,B Metal Sculpture Casting

ART 042A,B Sculpture

ART 043A,B Three-Dimensional Modeling

ART 044A,B Ceramics-Handbuilding

ART 045A,B Ceramics-Potter's Wheel

ART 046A,B Sculpture

ART 047A,B Watercolor

ART 049A,B Painting

ART 050A,B Ceramics-Handbuilding

ART 051A,B Ceramics-Potter's Wheel

ART 052A,B Sculpture

ART 053A,B Three-Dimensional Modeling

ART 054A,B Ceramics-Handbuilding

ART 055A,B Ceramics-Potter's Wheel

ART 056A,B Sculpture

COMM 012 Intercultural Communication

ENGL 001B English Composition

ENGL 005A,B English Literature

ENGL 006B World Literature

ENGL 007A,B American Literature

ENGL 015 Intro. to Film Analysis (Also HUMAN 015)

ENGL 041 Intro. to Film Analysis (Also HUMAN 015)

ENGL 042 Classical Mythology

ENGL 043 Classical Mythology

ENGL 044 Introduction to Shakespeare

ENGL 047 Introduction to Shakespeare

ENGL 070 Creative Writing

FRNCH 001 First/Second Semester French - Elementary (5 ea)

FRNCH 002 First/Second Semester French - Intermediate (5 ea)

FRNCH 003, 4 Third/Forth Semester French - Intermediate (5 ea)

FRNCH 001L, 2L French Lab (0.5 ea)

GDES 011 The History of Modern Design (Also ART 011)

GDES 015 Photo-media and Social Change

GDES 073 Digital Photography

HUMAN 001A,B Human Values in and from the Arts

HUMAN 007 International Films (Also POLIT 007)

HUMAN 007 May only be counted in Area C

HUMAN 015 Intro to Film Analysis (Also ENGL 015)

HUMAN 016A Hispanic Roots and Culture

HUMAN 018 African American Culture/Humanities

HUMAN 020 Asian Roots and Culture

HUMAN 022 Introduction to Islam

HUMAN 024 The Asian American Experience

HUMAN 030, Cultural Studies

JPNS 001,2 First/Second Semester Japanese - Elementary (5 ea)

KIN 041 – 048 All Dance Classes see catalog for complete course titles and units

KIN 080 Dance Appreciation (formerly WHP 040)

MUSIC 010 Music Appreciation

MUSIC 016 History of Rock Music

MUSIC 017 Musics of the World

MUSIC 030A,B/031A,B Beginning/Intermediate Piano (1 ea)

MUSIC 032A,B/033A,B Beginning/Intermediate Voice (1 ea)

MUSIC 036A,B Beginning Guitar (1 ea)

PHIL 001 Introduction to Philosophy

PHIL 002 Logic

PHIL 003 Introduction to Problems in Ethics

PHIL 005 Introduction to Social and Political Philosophy (Also POLIT 003)

POLIT 003 Introduction to Social and Political Philosophy (Also PHIL 005)

SPAN 001,2 First/Second Semester Spanish - Elementary (5 ea)

SPAN 001L,2L Spanish Lab (.5 ea)

SPAN 003,4 Third/Forth Semester Spanish - Intermediate (5 ea)

SPAN 050A,B Basic Conversational Spanish

VIET 001,2 First/Second Semester Vietnamese - Elementary (5 ea)

VIET 049A,B Vietnamese Language & Culture for Fluent Speakers

**Area D — Social & Behavioral Sciences — 6 semester/9 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, 017AH History of United States to 1877

HIST 017B, 017BH History of United States since 1877

HIST 020 History and Geography of California

POLIT 001, 001H American Government
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 003 Cultural Anthropology
- ANTHR 045 Human Sexuality (Also PSYCH/SOC 045)
- ANTHR 055 Magic, Witchcraft, & Religion
- BUS 061 Business and Society
- CHD 001 Child Growth & Development
- CHD 002 Child, Family and Community
- COMM 025 Mass Communication and Society
- COUNS 055 Valuing Diversity
- ECON 001A Principles of Macroeconomics
- ECON 001B Principles of Microeconomics
- ECON 012 Valuing Diversity
- GEOG 001 Introduction to Physical Geography
- GEOG 002 Introduction to Cultural Geography
- GLOBL 001 Global Perspectives
- GLOBL 002 Global Issues
- GLOBL 004 The Developing World
- HIST 004A, 004AH, 004B, 004BH History of Western Civilization
- HIST 015 World History to 1500
- HIST 016 World History since 1500
- HIST 020 History and Geography of California
- HIST 031 History of East Asia
- HUMAN 016A Hispanic Roots and Culture
- HUMAN 018 African American Roots and Culture
- HUMAN 024 The Asian American Experience
- HUMAN 025 Environmental Biology
- BUS 061 Business and Society
- CHD 001 Child Growth & Development
- CHD 002 Child, Family and Community
- COMM 025 Mass Communication and Society
- COUNS 055 Valuing Diversity
- ECON 001A Principles of Macroeconomics
- ECON 001B Principles of Microeconomics
- ECON 012 Valuing Diversity
- GEOG 001 Introduction to Physical Geography
- GEOG 002 Introduction to Cultural Geography
- GLOBL 001 Global Perspectives
- GLOBL 002 Global Issues
- GLOBL 004 The Developing World
- HIST 004A, 004AH, 004B, 004BH History of Western Civilization
- HIST 015 World History to 1500
- HIST 016 World History since 1500
- HIST 020 History and Geography of California
- HIST 031 History of East Asia
- HUMAN 016A Hispanic Roots and Culture
- HUMAN 018 African American Roots and Culture
- HUMAN 024 The Asian American Experience
- PSYCH 001, 001H General Psychology
- PSYCH 002 Comparative Government
- PSYCH 004 International Relations
- PSYCH 006 Politics of Race, Class and Gender
- PSYCH 007 International Films (Also HUMAN 007)
- PSYCH 010 Social Psychology
- PSYCH 012 Human Growth and Development
- PSYCH 015, 015H Introduction to Research Methods
- PSYCH 025 Introduction to Abnormal Psychology
- PSYCH 030 Psychology of Addiction and Substance Abuse
- PSYCH 045 Human Sexuality (Also ANTHR/SOC 045)
- SOCI 001, 001H Introduction to Sociology
- SOCI 002, 002H Social Problems
- SOCI 021 Sociology of Minorities in the U.S.
- SOCI 040 Marriage and Family
- SOCI 045 Human Sexuality (Also ANTHR/PSYCH 045)
- SOCI 047 Sociology of Criminology
- SOCI 050 Introduction to Criminal Justice
- PSYCH 078 Introduction to Kinesiology (formerly WHP 030)
- LIB 010 Information Competency (1)
- LIB 010H Information Competency (1)
- NS 015 Human Nutrition
- NS 052 Nutrition for Children
- NS 040 Nutrition and Disease
- PSYCH 012 Human Growth and Development
- PSYCH 025 Introduction to Abnormal Psychology
- PSYCH 030 Psychology of Addiction and Substance Abuse
- PSYCH 045 Human Sexuality (Also ANTHR/SOC 045)
- SOCI 002, 002H Social Problems
- SOCI 021 Sociology of Minorities in the U.S.
- SOCI 040 Marriage and Family
- SOCI 045 Human Sexuality

Associate Degree Requirements, 2015-2016, page 3

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 humans to their social and physical environment.

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

- ANTHR 045 Human Sexuality (Also PSYCH/SOC 045)
- BIOC 025 Environmental Biology
- BUS 061 Business and Society
- CHD 002 Child, Family and Community
- COMHL 010 Community Health Problems
- COMM 004 Small Group Communication
- COMM 008 Interpersonal Communication
- COMM 012 Introduction to Intercultural Communication
- COUNS 005 Strategies for Success
- COUNS 012A Careers and Life Styles
- COUNS 012A Careers and Life Styles (1)
- COUNS 017 Transfer Success and Life Transitions
- COUNS 023 Becoming a Master Student-Athlete (2)
- COUNS 055 Valuing Diversity
- GLOBL 001 Global Perspectives
- GLOBL 002 Global Issues
- H ED 002 Health and Lifestyle
- KIN 078 Introduction to Kinesiology (formerly WHP 030)
- LIB 010 Information Competency (1)
- LIB 010H Information Competency (1)
- NS 015 Human Nutrition
- NS 052 Nutrition for Children
- NS 040 Nutrition and Disease
- PSYCH 012 Human Growth and Development
- PSYCH 025 Introduction to Abnormal Psychology
- PSYCH 030 Psychology of Addiction and Substance Abuse
- PSYCH 045 Human Sexuality (Also ANTHR/SOC 045)
- SOCI 002, 002H Social Problems
- SOCI 021 Sociology of Minorities in the U.S.
- SOCI 040 Marriage and Family
- SOCI 045 Human Sexuality

Note: Not all courses that satisfy the Associate Degree requirements satisfy transfer requirements. Please visit www.ASSIST.org or the Counseling Office for transfer requirements.
## 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>
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<tbody>
<tr>
<td>Art History</td>
<td>Area C – Humanities</td>
<td>Area C1</td>
<td>6 semester units</td>
<td>Area 3A or 3B</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Biology</td>
<td>BIOCSC 010</td>
<td>Area B2 and B3</td>
<td>6 semester units</td>
<td>Area 5B (w/ lab)</td>
<td>8 quarter/5.3 semester units</td>
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<td>Calculus AB</td>
<td>MATH 003A**</td>
<td>Area B4</td>
<td>3 semester units**</td>
<td>Area 2A</td>
<td>4 quarter/2.7 semester units***</td>
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<td>Calculus BC</td>
<td>MATH 003A**</td>
<td>Area B4</td>
<td>6 semester units**</td>
<td>Area 2A</td>
<td>8 quarter/5.3 semester units***</td>
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<td><strong>AP CALCULUS EXAM LIMITATIONS:</strong></td>
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<td>**Only one exam may be used toward transfer</td>
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<td>Chemistry</td>
<td>CHEM 001A</td>
<td>Area B1 and B3</td>
<td>6 semester units</td>
<td>Area 5A (w/ lab)</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>Area C – Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<td>Computer Science A</td>
<td>CIS 037A/172B**</td>
<td>N/A</td>
<td>3 semester units**</td>
<td>N/A</td>
<td>2 quarter/1.3 semester units***</td>
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<tr>
<td>Computer Science AB</td>
<td>CIS 037A/172B**</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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<td>**Maximum one exam toward transfer</td>
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<td>Economics - Macroeconomics</td>
<td>ECON 001A</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>Area 4B</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Economics - Microeconomics</td>
<td>ECON 001B</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>Area 4B</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>English - Language &amp; Composition</td>
<td>ENGL 001A</td>
<td>Area A2</td>
<td>6 semester units</td>
<td>Area 1A</td>
<td>8 quarter/5.3 semester units***</td>
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<tr>
<td>English - Literature &amp; Composition</td>
<td>ENGL 001A and Area C – Humanities</td>
<td>Area A2 and C2</td>
<td>6 semester units</td>
<td>Area 1A or 3B</td>
<td>8 quarter units/5.3 semester units*</td>
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<td>**Maximum 4 quarter/2.7 semester units for both</td>
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<tr>
<td>Environmental Science</td>
<td>Area B – Natural Science</td>
<td>Area B2 and B3</td>
<td>4 semester units (if taken prior to Fall 2009)</td>
<td>Area 5A (w/ lab)</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>French Language</td>
<td>FRNCCH 003X</td>
<td>Area C2</td>
<td>6 semester units (if taken prior to Fall 2009)</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>French Literature</td>
<td>FRNCCH 004X</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</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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<tr>
<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>
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<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, 3 semester units, Area 4F, 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<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 4F, 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td>Government and Politics - U.S.</td>
<td>POUT 301 – Area D, Series 1 3 units</td>
<td>Area D8 and US-2* 3 semester units</td>
<td>3 semester units</td>
<td>Area 4F 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>AP GOVT EXAM LIMITATIONS:</td>
<td>*Does not fulfill AHI CA Government req.</td>
<td></td>
<td>Student can satisfy the AHI requirement after transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History - European</td>
<td>HIST 034B 3 units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - U.S.</td>
<td>HIST 07A – Area D, Series 1 3 units</td>
<td>Area C2 or D6 (and US-1) 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</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 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</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 3 semester units</td>
<td>3 semester units</td>
<td>Area 4E 3 semester units</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 3 semester units (if taken prior to Fall 2010)</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>Japanese 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>Latin - Vergil</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Latin - Literature</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>4 quarter/2.7 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) 3 semester units</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 CO2A 5 units*</td>
<td>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>Physics C - Mechanics</td>
<td>PHYS CO4A 5 units*</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>PHYS CO4B 5 units*</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>AP PHYSICS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
<td>*Maximum 4 sem units toward GE and 6 semester units toward transfer</td>
<td></td>
<td></td>
<td>***Maximum 8 quarter/5.3 semester units for both</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC G01 3 units</td>
<td>Area D9 3 semester units</td>
<td>3 semester units</td>
<td>Area 41 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN G03 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>Spanish Literature</td>
<td>SPAN G04 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>
</tr>
<tr>
<td>AP SPANISH EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>MATH G10 4 units*</td>
<td>Area B4 3 semester units</td>
<td>3 semester units</td>
<td>Area 2 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>AP STATISTICS EXAM LIMITATIONS:</td>
<td>*Units may differ at other CCCs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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 AHI 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 B2, 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 B4, 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 B4, 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 B4, 3 semester units</td>
</tr>
<tr>
<td>CLEP English Literature</td>
<td>50</td>
<td>Humanities</td>
<td>3 semester units</td>
<td>Area C2, 3 semester units</td>
</tr>
<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 E, 3 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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Economics HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D2</td>
<td>4B</td>
</tr>
<tr>
<td>Geography HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D5</td>
<td>4E</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>C2 or D6</td>
<td>38 and 4F</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>4</td>
<td>Humanities</td>
<td>C2</td>
<td>3B</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>4</td>
<td>Humanities</td>
<td>C2</td>
<td>3B</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>4</td>
<td>Humanities</td>
<td>NA</td>
<td>6A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>4</td>
<td>Language and Rationality</td>
<td>B4</td>
<td>2A</td>
</tr>
<tr>
<td>Physics HL</td>
<td>5</td>
<td>Natural Science</td>
<td>B1</td>
<td>5A (w/out lab)</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>5</td>
<td>Social and Behavioral Sciences</td>
<td>D9</td>
<td>4I</td>
</tr>
<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.
**Associate Degrees for Transfer**

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

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

At the time of printing this catalog, Mission Colleges offers Associate Degrees for Transfer in 15 majors: Administration of Justice, Art History, Business Administration, Communication Studies, Early Childhood Education, English, History, Kinesiology, Mathematics, Physics, Political Science, Psychology, Sociology, Spanish and Studio Arts. For a current list of degrees, visit the Counseling Office or the Mission College Transfer Center website.

**Requirements for Associate Degree for Transfer**

A. Completion of the AA-T or AS-T major courses with grades of C or better

B. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

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

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

**University Transfer**

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 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 Guarantee/Agreements (TAG/TAA)**

A TAG/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, visit the Counseling Office, E1-301 or the Transfer Center, Room E1-201.

**Requirements for Transfer Students**

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

**Lower-Division Preparatory Major Courses**

Lower division courses normally taught in the first or second year of college are described as lower division courses. Articulation agreements which list detailed information concerning specific majors and which describe course transferability are available in the Counseling Office or at www.assist.org.

**General Education Requirements**

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

**Electives**

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

**Scholarship Requirement (Grade Point Average)**

Most colleges and universities have minimum grade point averages for admission.

2.4 is the minimum GPA for the UC system and 2.0 is the minimum for the CSU system (2.8 and 2.4 for non-residents, respectively). The minimum GPA for private colleges and universities varies. Please note that there may be higher GPAs required for specific majors at specific campuses.

**University of California**

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

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

**Admission Requirements for Transfer to UC**

All campuses of the University of California have the same undergraduate admission requirements. The summary of admission requirements and procedures that follows is designed to assist you in the application process.

For a more detailed description of the courses required for admission, consult a counselor or a university representative. The university has defined freshman and transfer applicants as follows:

**Freshman Applicant** - A freshman applicant is a student who has graduated from high school but has not enrolled 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 UC transferable college credit with a grade point average of at least 2.4 on a 4.0 scale. Non-residents must have a minimum 2.8 grade point average. (No more than 14 semester units may be taken Pass/No Pass) and

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

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

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

**Intersegmental General Education Transfer Curriculum (IGETC)**
The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. The IGETC is most helpful to students who want to keep their options open - those who know they want to transfer, but who have not yet decided upon a particular institution, campus, or major. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many major preparation courses. IGETC must be complete in its entirety before transfer; otherwise students may be required to fulfill additional lower division general education requirements at the UC. All IGETC courses must be complete with a grade of C or better.

**IGETC for UC**

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

Advanced Placement scores of 3, 4, or 5 can be used to satisfy IGETC requirements (see Index for page listing for Examination Chart). Visit the Counseling Office or www.assist.org for a complete listing of UC general education requirements and courses.
California State University has 23 campuses located throughout the state. The CSU offers more than 1,400 baccalaureate degrees, and Master’s degrees in over 200 subject areas. The campuses are as follows:

- CSU Bakersfield
- CSU Chico
- CSU Channel
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- CSU San Bernadino
- CSU San Marcos
- Island CSU Stanislaus
- California Maritime Academy
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- Fresno State University
- Humboldt State University
- San Diego State University
- San Francisco State University

**California State University**

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

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

B. Complete one of the following:
1. Minimum GE requirements
2. California State University General Education Breadth Course Pattern (CSU GE-B)
3. Intersegmental General Education Transfer Curriculum (IGETC)

**Minimum GE requirements for the CSU**
Complete at least 30 semester units of general education coursework with a C average or better. The 30 units must include the following GE Areas:

1. English Language (3.0 units)
2. Critical Thinking (3.0 units)
3. Oral Communications (3.0 units)
4. Mathematics and/or Quantitative Reasoning (3.0 - 5.0 units)

**California State University General Education-Breadth (CSUGE-B)**
The Board of Trustees of the California State University allows community colleges to certify the completion or partial completion of general education breadth requirements for students transferring to a California State University. Proper planning should enable students to satisfy the university lower division breadth requirements concurrently with the requirements for graduation with an associate degree from Mission College. Thirty-nine (39) units must be completed in the five areas outlined below for certification. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some courses will double count for Major and GE. Visit the Counseling Office or www.assist.org for updated information.
CSU GE-B
Area A, Oral/Written Communication (9.0 units)
Area B, Natural Science and Mathematics (9.0 units) Area C, Arts and Humanities (9.0 units)
Area D, Social and Behavioral Sciences (9.0 units) Area E, Lifelong Learning (3.0 units)
In addition, California State University also has an American Institutions graduation requirement which should be satisfied prior to transfer and can be 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 History and Institutions graduation requirement (AH&I) is an additional 6.0 units for those students who did not graduate from a High School in California.
Advanced Placement scores of 3, 4, or 5 can be used to satisfy CSU or IGETC requirements (see Index for Examination Chart). Visit the Counseling Office or www.assist.org for a complete listing of 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 Notre Dame de Namur University, University of Pacific, and University of Southern California. In addition, many independent institutions will accept completion of the California State University General Education-Breadth and/or the General Education Transfer Curriculum in place of their own lower-division general education requirements. Students transferring to independent or out-of-state institutions should 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.
TRANSFER PLANNING

FOR NEW STUDENTS STARTING
FALL 2015, SPRING 2016, SUMMER 2016

TRANSFER PLANNING GUIDE

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 P) or better to receive IGETC); and (3) with a counselor’s assistance, determine whether you are eligible for an Associate’s Degree and/or an Associate’s Degree for Transfer. 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.

<table>
<thead>
<tr>
<th>GROUP A: ENGLISH COMPOSITION</th>
<th>GROUP B: CRITICAL THINKING</th>
<th>GROUP C: ORAL COMMUNICATION</th>
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<tr>
<td>ENGL 001A English Composition I</td>
<td>ENGL 001B English Composition II (SP07)</td>
<td>COMM 001, 001H Public Speaking</td>
</tr>
<tr>
<td>ENGL 001C Clear Thinking in Writing</td>
<td>PHIL 003 Introduction to Problems in Ethics</td>
<td>COMM 020, 020H Argumentation and Debate</td>
</tr>
</tbody>
</table>

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course

| MATH 000G Math for Liberal Arts Students (4) | MATH 004C Linear Algebra (4) |
| MATH 001 College Algebra (4) | MATH 008 Finite Mathematics |
| MATH 002 Pre-Calculus and Trigonometry (6) | MATH 010, 010H Elementary Statistics (4) |
| MATH 003A,B Analytic Geometry and Calculus (5,5) | MATH 012 Calculus for Business, Biology and SocSci Majors (4) |
| MATH 004A Intermediate Calculus (4) | MATH 019 Discrete Mathematics (4) |
| MATH 004B Differential Equations (4) | |

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

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

One course must be selected from the Arts; another from the Humanities; and a third from either area.

<table>
<thead>
<tr>
<th>GROUP A: ARTS</th>
<th>GROUP B: HUMANITIES</th>
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</thead>
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<td>ART 001A Survey of Western Art I</td>
<td>COMM 012 Intercultural Communication</td>
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<tr>
<td>ART 001B Survey of Western Art II</td>
<td>ENGL 005A, 005B English Literature</td>
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<td>ART 001D Survey of Modern Art</td>
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<td>ART 004 Art Appreciation</td>
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<td>ART 007 Survey of Asian Art</td>
<td>ENGL 015 Introduction to Film Analysis (Also HUMAN 015)</td>
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<tr>
<td>ART 011 The History of Modern Design (Also GDES 011)</td>
<td>ENGL 043 Classical Mythology</td>
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<tr>
<td>GDES 011 The History of Modern Design (Also ART 011)</td>
<td>ENGL 048 Introduction to Shakespeare</td>
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<tr>
<td>GDES 012 History of Photography (EFF FA14)</td>
<td>FRNCH 002 Second Semester French – Elementary (5)</td>
</tr>
<tr>
<td>GDES 015 Photo-media and Social Change</td>
<td>FRNCH 003,004 Third/Forth Semester French – Intermediate (5,5)</td>
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<td>KIN 080 Dance Appreciation</td>
<td>HIST 004A,004B History of Western Civilization</td>
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<tr>
<td>MUSIC 005 Fundamentals of Music Theory I</td>
<td>HUMAN 001A,001B Human Values in and from the Arts</td>
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<td>MUSIC 010 Music Appreciation</td>
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<td>MUSIC 016 History of Rock Music</td>
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<td>MUSIC 017 Musics of the World</td>
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<td>HUMAN 020 Asian Roots and Culture</td>
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<td>JPN 002 Second Semester Japanese – Elementary (5)</td>
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<td>PHIL 001 Introduction to Philosophy</td>
<td>PHIL 005 Introduction to Social and Political Philosophy</td>
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<td>POLIT 007 International Films (Also HUMAN 007)</td>
<td>SPAN 002 Second Semester Spanish – Elementary (5)</td>
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<td>VIET 049A,049B Vietnamese Language &amp; Culture for Fluent Speakers</td>
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</tr>
</tbody>
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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 003 Cultural Anthropology
- ANTHR 045 Human Sexuality
- ANTHR 059 Magic, Witchcraft And Religion
- COMM 025 Mass Communication and Society
- ECON 001 Principles of Macroeconomics
- ECON 001B Principles of Microeconomics
- ECON 006 The Global Economy
- GEOG 002 Introduction to Cultural Geography
- GLOBL 001 Global Perspectives
- GLOBL 002 Global Issues
- GLOBL 004 The Developing World (Also GEOG/SOCSC 004)
- HIST 004A History of Western Civilization
- HIST 015 World History to 1500
- HIST 016 World History since 1500
- HIST 017A, 017AH, 017B, 017BH United States History
- HIST 020 History and Geography of California
- HIST 031 History of East Asia
- HUMAN 016A Hispanic Roots and Culture
- HUMAN 018 African American Roots and Culture (EFF FA14)

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 003 Astronomy with Lab (4)
- *CHEM 001A, 001AH, 001B, 001BH General Chemistry (5ea)
- *CHEM 002 Introductory Chemistry (3)
- CHEM 002L Introductory Chemistry Lab (1)
- CHEM 012A, 012B Organic Chemistry (5ea)
- *CHEM 030A Fundamentals of Chemistry (4)

Group B: Biological Sciences

- ANTHR 001 Physical Anthropology
- BIOSC 004 Microbiology (5)
- *BIOG 008 Exploring Biology (3)
- *BIOG 010 Introduction to Biology (3)
- BIOSC 010L Introduction to Chemistry Lab (1)
- BIOSC 011 Human Biology (4)
- BIOSC 012 Emerging Infectious Disease
- BIOSC 015 Human Genetics

Group SC: Laboratory Requirement

One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

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

Area 6 – Language Other than English – UC IGETC Requirement Only

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 documented to show proficiency):

1. FRNCH 001, JPN 001, SPAN 001, VIET 001, or other first level language course 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)

Depending on the CSU campus, courses used to meet this requirement may be used to satisfy requirements for IGETC.

POLIT 001 + HIST 017A, 017AH or HIST 017B, 017BH

*Transfer credit may be limited by either the UC or CSU or both. Visit www.assist.org for specific limitations.

Courses may be taken to satisfy only one Area.
FREQUENTLY ASKED QUESTIONS ABOUT IGETC

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

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

I have completed courses at other colleges. Will they count toward IGETC?
Yes. Courses that are completed at any accredited college can be used in the IGETC certification. Students should be aware, however, that coursework from other California community colleges will be applied in the IGETC category determined by the original college. Courses taken at a foreign institution not accredited by a US accrediting association are NOT permitted for certification on the IGETC.

Will the courses I take as transfer requirements for my major be counted toward IGETC?
Yes. UC will allow requirements completed as preparation for the major to be used in the IGETC whenever they appear.

I have passed an Advanced Placement test. Can my AP score be used to satisfy an IGETC requirement?
Yes. AP scores of 3 or higher can be used to satisfy any IGETC subject area except Critical Thinking and Oral Communication. Even though credit for more than one course can be awarded by Mission College for AP scores of 3 or higher, only one course in the subject for which the AP test was taken can be used on the IGETC. Please see the Mission College catalog for specific credit information.

Do courses completed need a minimum grade for certification?
Yes. Only grades of “C” or better will be accepted (no “C-“) and Pass/No Pass courses are acceptable only if the college catalog defines credit as equivalent to a letter grade of “C” or better (as it does at Mission).

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

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

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

**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.
One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

**T**ransfer Planning Guide

**FOR NEW STUDENTS STARTING**

**FALL 2015, SPRING 2016, SUMMER 2016**

**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 Associate’s Degree and/or an Associate’s Degree for Transfer. 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 from Area A must be complete with a “C” (or P) or better.

**A1. Oral Communication:**

COMM 001, 001H Public Speaking
COMM 020, 020H Argumentation and Debate

**A2. Written Communication:** ENGL 001A English Composition I

**A3. Critical Thinking**

COMM 020, 020H Argumentation and Debate
ENGL 001B English Composition II
ENGL 001C Clear Thinking In Writing
PHIL 002 Introduction to Logic

**PHIL 003 Introduction to Problems in Ethics**

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

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

**B1. Physical Sciences**

ASTRO 001 Astronomy
ASTRO 003 Astronomy with Lab (4)
CHEM 001A, 001AH, 001B, 001BH General Chemistry (5,5)
CHEM 002 Introductory Chemistry (4)
CHEM 002, Introductory Chemistry
CHEM 002L Introductory Chemistry Lab (1)
CHEM 012A, B Organic Chemistry I (5,5)

**CHEM 030A,B Fundamentals of Chemistry (4,4)**

**B2. Biological Sciences**

ANTHR 001 Physical Anthropology
BIOSC 004 Microbiology (5)
BIOSC 010 Introduction to Biology (4)
BIOSC 010 Introduction to Biology
BIOSC 010L Introduction to Biology Lab (1)
BIOSC 011 Human Biology (4)
BIOSC 012 Emerging Infectious Disease
BIOSC 014 Introductory Neuroscience
BIOSC 015 Human Genetics
BIOSC 016 Marine Biology (4)
BIOSC 017, 017H Genetics and Society

**BIOSC 019 Oceans: Life in the Sea**

**B3. Laboratory Requirement**

One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

**PHYS 004A, B General Physics (5,5)**

**PHYS 004A, B,C Engineering Physics (5, 4, 4)**

**PHYS 004D Atomic Physics (2)**

**PHYS 010 Introduction to Physics (4)**
TRANSFER PLANNING

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (CONTINUED)

B4. Mathematics/Quantitative Reasoning
Courses from Area B4 must be complete with a “C” (or P) better.
MATH 000D Trigonometry
MATH 000G Math for the Liberal Arts Students (4)
MATH 001 College Algebra (4)
MATH 002 Pre-Calculus and Trigonometry (6)
MATH 003A, 003AH, 003B 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, 010H Elementary Statistics (4)
MATH 012 Calculus for Business and Social Sciences (4)
MATH 019 Discrete Mathematics (4)

MATH 000G Math for the Liberal Arts Students (4)
MATH 003A, 003AH, 003B 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, 010H Elementary Statistics (4)
MATH 012 Calculus for Business and Social Sciences (4)
MATH 019 Discrete Mathematics (4)

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

C1. Arts
ART 001A Survey of Western Art I
ART 001B Survey of Western Art
ART 001D Survey of Modern Art
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 History of Modern Design (Also GDES 011)
ART 031A Drawing
ART 033A Basic Design: Two-Dimensional
ART 034A Introduction to Digital Art
ART 035A Life Drawing
GDES 011 History of Modern Design (Also ART 011)
GDES 012 History of Photography
GDES 015 Photo-media and Social Change
KIN 080 Dance Appreciation
MUSIC 005 Fundamentals of Music
MUSIC 010 Music Appreciation
MUSIC 016 History of Rock Music
MUSIC 017 Music of the World

C2. Humanities
ARAB 050A Beginning Conversational Arabic and Culture
CHIN 050A, 050B Conversational Chinese/Mandarin
COMM 012 Intercultural Communication
ENGL 001B English Composition II (EFF SP07)
ENGL 005A.B English Literature
ENGL 006B World Literature
ENGL 007A.B American Literature
ENGL 015 Introduction to Film Analysis (Also HUMAN 15)
ENGL 043 Classical Mythology
ENGL 048 Introduction to Shakespeare
ENGL 070 Creative Writing
FRNCH 001, 002 First/Second Semester French – Elementary (5 ea)
FRNCH 003, 004 Third/Fourth Semester French – Intermediate (5 ea)
FRNCH 001L, 002L French Laboratory (.5 ea)
HIST 004A, 004B History of Western Civilization (EFF FA14)
HUMAN 001A, 001B Human Values in and from the Arts
HUMAN 007 International Films (Also POLIT 7)
HUMAN 015 Introduction to Film Analysis (Also ENGL 15)
HUMAN 016A Hispanic Roots and Culture
HUMAN 018 African American Culture/Humanities
HUMAN 020 Introduction to Asian Roots and Culture
HUMAN 022 Introduction to Islam
HUMAN 024 Asian American Experience
JPNS 001, 002 First/Second Semester Japanese – Elementary (5 ea)
PHIL 001 Introduction to Philosophy
PHIL 003 Introduction to Problems in Ethics
PHIL 005 Introduction to Social and Political Philosophy
POLIT 007 International Films (Also HUMAN 7)
SPAN 001, 002 First/Second Semester Spanish – Elementary (5 ea)
SPAN 003, 004 Third/Fourth Semester Spanish – Intermediate (5 ea)
SPAN 001L, 002L Spanish Laboratory (.5 ea)
SPAN 050A, 050B Basic Conversational Spanish
VIET 001, 002 First/Second Semester Vietnamese – Elementary (5 ea)
VIET 049A, 049B Vietnamese Language/Culture for Fluent Speakers

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).

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<td>SOC 047</td>
<td>Sociology of Criminology</td>
</tr>
<tr>
<td>SOC 050</td>
<td>Introduction to Criminal Law</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 045</td>
<td>Human Sexuality (Also PSYCH/SOC 045)</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community (EFF FA11)</td>
</tr>
<tr>
<td>COMHL 010</td>
<td>Community Health Problems</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural Communication</td>
</tr>
<tr>
<td>COUNS 005</td>
<td>Strategies for Success</td>
</tr>
<tr>
<td>COUNS 012</td>
<td>Careers and Life Styles</td>
</tr>
<tr>
<td>COUNS 017</td>
<td>Transfer Success and Life Transitions</td>
</tr>
<tr>
<td>H ED 002</td>
<td>Health and Lifestyle</td>
</tr>
<tr>
<td>KIN 078</td>
<td>Introduction to Kinesiology</td>
</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>NS 052</td>
<td>Nutrition for Children</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSYCH 045</td>
<td>Human Sexuality (Also PSYCH/SOC 045)</td>
</tr>
<tr>
<td>PSYCH 055</td>
<td>Psychology of Death and Dying</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality (Also ANTHR/PSYCH 045)</td>
</tr>
</tbody>
</table>

**PHYSICAL EDUCATION:**

1. One (1) unit of physical education courses (KIN/WHP/PE) can be applied toward Area E. See www.assist.org for complete listing of approved courses.
2. Two (2) units of physical education courses (KIN/WHP/PE) satisfy a graduation requirement at SJSU and CSUEB unless there is an approved exception. Contact individual campus for further information.

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

Requirements are subject to change.

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

**Accounting**

**Associate in Science**

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Managerial Accounting</td>
<td>4.0</td>
</tr>
<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 Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus 3 units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 040</td>
<td>Introduction To Personal Financial Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>Insurance Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>Investment Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 043</td>
<td>Tax Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 044</td>
<td>Retirement Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>Estate Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 051A</td>
<td>Income Tax</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>Income Tax</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus 10 units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 033</td>
<td>Forecasting Financial Statements Using Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACCTG 034</td>
<td>Business Financial Planning Using Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACCTG 052</td>
<td>Payroll and Business Tax Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>Cost Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 058B</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 059A</td>
<td>Financial Auditing</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 060</td>
<td>Computerized Accounting: Quickbooks</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>Computerized Accounting: Sage 50</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Completion of Associate in Science graduation GE as needed to reach 60 units.

**Total Units:** 60.0

**Program Learning Outcomes:**

- **PLO 1:** Students will perform transaction analysis, process accounting information and prepare and analyze reports.
- **PLO 2:** Students will prepare and interpret the four basic financial statements.
- **PLO 3:** Students will use various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- **PLO 4:** Students will use various methods, including net present value and the time value of money, to make capital budgeting decisions.
Accounting

Certificate of Achievement

Select at least 24 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Managerial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 033</td>
<td>Forec sting Financial Statements Using Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACCTG 034</td>
<td>Business Financial Planning Using Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACCTG 040</td>
<td>Introduction To Personal Financial Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>Business Law</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>Investment Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 043</td>
<td>Tax Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 044</td>
<td>Retirement Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>Estate Planning</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCTG 051A</td>
<td>Income Tax</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>Income Tax</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 052</td>
<td>Payroll and Business Tax Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>Cost Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 058B</td>
<td>Intermediate Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 059A</td>
<td>Financial Auditing</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 060</td>
<td>Computerized Accounting: Quickbooks</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>Computerized Accounting: Sage 50</td>
<td>3.0</td>
</tr>
<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 Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 24.0

Program Learning Outcomes

PLO 1: Students will perform transaction analysis, process accounting information and prepare and analyze reports.

PLO 2: Students will prepare and interpret the four basic financial statements.

PLO 3: Students will use various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.

PLO 4: Students will use various methods, including net present value and the time value of money, to make capital budgeting decisions.

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

Gainful Employment Disclosure Information

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

Allied Health (AH)

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/index.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.

Nurse Assistant LEVEL I 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 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>
</tbody>
</table>

Total Level I Certificate Requirements: 6.0

Program Learning Outcomes

PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.

PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.

PLO 3: Demonstrate personal and professional growth

PLO 4: Successfully complete all requirements for eligibility to apply for the NA licensure and pass the certification examination.

Gainful Employment Disclosure Information

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

Home Health Aide: LEVEL II 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 012</td>
<td>Emergency and Disaster Preparedness</td>
<td>0.5</td>
</tr>
<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
**ART** *(ART)*

**ART (ART)*

**Program Learning Outcomes**

PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.

PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.

PLO 3: Demonstrate personal and professional growth

PLO 4: Successfully complete all requirements for eligibility to work as a home health aide.

**Gainful Employment Disclosure Information**

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

**Associate in Arts**

**Foundation Courses**

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

A. Survey of Art - 6 units selected from:

- ART 001A  Survey of Western Art I 3.0
- ART 001B  Survey of Western Art II 3.0
- ART 001D  Art of the 20th Century 3.0
- ART 020A  Museum/Gallery Internship 1.0

B. Drawing - 6 units selected from:

- ART 031A,B  Drawing 3.0
- ART 035A  Life Drawing 3.0

C. Design - 6 units selected from:

- ART 033A  Basic Design: Two-Dimensional 3.0
- ART 033B  Basic Design: Three-Dimensional 3.0
- ART 033C  Basic Design: Color 3.0

D. Professional Preparation - 2 or 3 units selected from:

- ART 020A,B  Museum/Gallery Internship 1.0 - 3.0

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

**Two-Dimensional Art**

- ART 033A  Basic Design: Two-Dimensional 3.0
- ART 033C  *Basic Design: Color 3.0
- ART 035A  *Life Drawing 3.0
- ART 035B  Life Drawing 3.0
- ART 039A  Survey of Printmaking 3.0
- ART 047A,B  Watercolor 3.0 each
- ART 048A,B  Airbrush Painting 3.0 each
- ART 049A,B  Painting 3.0 each

**Three-Dimensional Art**

- ART 033B  *Basic Design: Three-Dimensional 3.0
- ART 065A,B  Ceramics-Handbuilding 3.0 each
- ART 067A,B  Ceramics-Potter’s Wheel 3.0 each
- ART 075A,B  Metalsmithing 3.0 each

**American and European Art**

- ART 035A,B  Life Drawing 3.0 each
- ART 036A  Life Drawing 3.0
- ART 038A  Art of the 20th Century 3.0

**Non-Traditional Media**

**Units**

- ART 034A  Introduction to Digital Art 2.0
- ART 034B  Advanced Digital Art 2.0
- DANCE  A course in Ballet, Jazz, or Modern Dance 1.0

**Total Units:** 23.0 - 27.0

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60 units.

**Total Units:** 60.0

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

**Art Foundation**

**Certificate of Achievement**

Select 18 units from categories A,B,C,D:

A. Survey of Art - 6 units selected from:

- ART 001A  Survey of Western Art I 3.0
- ART 001B  Survey of Western Art II 3.0
- ART 001D  Survey of Modern Art 3.0
- ART 020A  Museum/Gallery Internship 1.0

B. Drawing - 6 units selected from:

- ART 031A,B  Drawing 3.0
- ART 035A  Life Drawing 3.0

C. Design - 6 units selected from:

- ART 033A  Basic Design: Two-Dimensional 3.0
- ART 033B  Basic Design: Three-Dimensional 3.0
- ART 033C  Basic Design: Color 3.0

**Total Units:**

- ART 085A,B  Sculpture 3.0 each
- ART 088A,B  Metal Sculpture Casting 3.0 each

" If not taken as a Foundation course"

**Non-Traditional Media**

**Units**

- ART 034A  Introduction to Digital Art 2.0
- ART 034B  Advanced Digital Art 2.0
- DANCE  A course in Ballet, Jazz, or Modern Dance 1.0

**Total Units:** 23.0 - 27.0

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60 units.

**Total Units:** 60.0

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**D. Professional Preparation - 2 or 3 units selected**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 020A,B</td>
</tr>
</tbody>
</table>

**Total Units**: 18.0

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

**Gainful Employment Disclosure Information**

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

**Art History**

**Associate in Arts for Transfer**

To earn this Art History AA-T degree, students must meet the following requirements:

A. Completion of the following major courses with grades of C or better

B. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

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

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

**Core Curriculum Courses Required (9 units)**

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

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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 007</td>
</tr>
</tbody>
</table>

**List B. Select one (1) course from the following (3 units):**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
</tr>
<tr>
<td>ART 033B</td>
</tr>
<tr>
<td>ART 035A</td>
</tr>
<tr>
<td>ART 034A</td>
</tr>
<tr>
<td>ART 065A</td>
</tr>
<tr>
<td>ART 085A</td>
</tr>
</tbody>
</table>

**List C. Select one (1) course from the following (3-5 units):**

Includes any CSU transferable Art History, except Art Appreciation; Any Art or Humanities course articulated as CSU GE Area C1; Any course articulated as CSU GE Area C2 in a Language other than English (except ASL), Art, History, Humanities, Philosophy, Religion/Religious Studies, or The History of Costume; Any course articulated as CSU GE Area D1, D3, D4, or D6.
Students who complete major in the Creative Arts A.A. 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.

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Total Units: ......................................................... 60.0

Program Learning Outcomes

PLO 1: 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 be able to communicate orally and in writing about art and design related topics.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

Creative Arts
Certificate of Achievement

Requirements of the Program: The program requires completion of 18 units in the following two areas:

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

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

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

Students who complete major in the Creative Arts A.A. 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.

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Total Units: ......................................................... 60.0

Program Learning Outcomes

PLO 1: 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 be able to communicate orally and in writing about art and design related topics.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

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Creative Arts
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Requirements of the Program: The program requires completion of 18 units in the following two areas:

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

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

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

Students who complete major in the Creative Arts A.A. 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.

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Total Units: ......................................................... 60.0

Program Learning Outcomes

PLO 1: 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 be able to communicate orally and in writing about art and design related topics.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

Gainful Employment Disclosure Information

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

Studio Arts

Associate in Arts for Transfer

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

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

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

Core Curriculum Courses Required:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B</td>
<td>Survey of Western Art II</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
</tr>
<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
</tr>
<tr>
<td>ART 007</td>
<td>Survey of Asian Art</td>
</tr>
<tr>
<td>ART 001D</td>
<td>Survey of Modern Art</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing</td>
<td>ART 035A</td>
<td>Life Drawing</td>
</tr>
<tr>
<td>Painting</td>
<td>ART 031B</td>
<td>Intermediate Drawing</td>
</tr>
<tr>
<td>Printmaking</td>
<td>ART 049A</td>
<td>Painting</td>
</tr>
<tr>
<td>Ceramics</td>
<td>ART 039A</td>
<td>Survey of Printmaking</td>
</tr>
<tr>
<td>Sculpture</td>
<td>ART 065A</td>
<td>Ceramics-Handbuilding</td>
</tr>
<tr>
<td>Digital Art</td>
<td>ART 075A</td>
<td>Furniture Design and Woodworking</td>
</tr>
<tr>
<td>Color</td>
<td>ART 085A</td>
<td>Sculpture</td>
</tr>
<tr>
<td>Other Media</td>
<td>ART 105A</td>
<td>Introduction to Digital Art</td>
</tr>
<tr>
<td>Applied Design</td>
<td>ART 107A</td>
<td>Digital Art</td>
</tr>
<tr>
<td>Woodworking</td>
<td>ART 108A</td>
<td>Ceramics-Potter’s Wheel</td>
</tr>
<tr>
<td>Ceramics</td>
<td>ART 109A</td>
<td>Ceramics-Potter’s Wheel</td>
</tr>
<tr>
<td>Ceramics</td>
<td>ART 110A</td>
<td>Sculpture</td>
</tr>
</tbody>
</table>

Units Required for the Major: 24.0

Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60 units.

Total Units: 60.0

Program Learning Outcomes

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

Three-Dimensional Arts

Certificate of Achievement

Select five (5) courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
</tr>
<tr>
<td>ART 065A</td>
<td>Ceramics-Handbuilding</td>
</tr>
<tr>
<td>ART 067A</td>
<td>Ceramics-Potter’s Wheel</td>
</tr>
<tr>
<td>ART 075A</td>
<td>Metalsmithing</td>
</tr>
</tbody>
</table>
Program Learning Outcomes

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

Gainful Employment Disclosure Information

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Two-Dimensional Arts

Certificate of Achievement

Select five (5) courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033C</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 035B</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 039A</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 047A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 048A,B</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 049A,B</td>
<td>3.0 each</td>
</tr>
</tbody>
</table>

Total Units: 15.0 Units

Program Learning Outcomes

PLO 1: 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.

PLO 2: Develop their vision to devise innovative solutions to creative and technical problems.

PLO 3: 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.

PLO 4: 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.

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BIOLOGICAL SCIENCES (BIOSC)

Biological Sciences

Associate in Science

Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 001A</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 011</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 041</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 042</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 043</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001A</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 047</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 048</td>
<td>5.0</td>
</tr>
<tr>
<td>NS 015</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Units: 18.0

Completion of Associate in Science graduation GE as needed to reach 60 units.

Total Units: 60.0

Program Learning Outcomes

PLO 1: Apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.

PLO 2: Identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.

PLO 3: Explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.
BUSEINESS (BUS)

Business Administration
Associate in Science for Transfer

To earn this Business AS-T, students must meet the following requirements:

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

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

Core Curriculum Courses Required: Units
ACCTG 001A Financial Accounting ........................................... 4.0
ACCTG 001B Managerial Accounting ........................................... 4.0
BUS 028A Business Law I .................................................. 3.0
ECON 001A Principles of Macroeconomics .......................... 3.0
ECON 001B Principles of Microeconomics .......................... 3.0
List A - Select one (1) course: Units
MATH 010 Elementary Statistics ........................................... 4.0
MATH 012 Calculus for Business and Social Sciences .... 4.0
List B - Select 6-8 units from the following: Units
Any math course not selected from List A ......................... 4.0
BUS 021 Introduction to Business Computing and ....... 3.0
BUS 021L Introduction to Business Computing Lab .......... 1.0
BUS 051 Introduction to American Business ................. 3.0
BUS 078B Business Communications .......................... 3.0
Units Required for the Major: ........................................ 27-29
Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60 units.
Total Units: ................................................................. 60.0

Program Learning Outcomes
PLO 1: Analyze business situations involving legal issues and determine best course of action.
PLO 2: Analyze business situations and determine best course of action.

Business Computing
Certificate of Achievement

Core Curriculum Courses Required: Units
BUS 021 Introduction to Business Computing ................. 3.0
BUS 021L Introduction to Business Computing .......... 1.0
Choose a minimum of 12 units from the following: Units
BUS 025 Introduction to Systems Analysis ................. 3.0
BUS 027 Starting an e-Business ........................................... 1.0
BUS 082A Business Spreadsheets Using Excel ................. 3.0
BUS 083A Business Presentations Using Powerpoint .......... 3.0
BUS 086 Building Business Websites .......................... 3.0
CA 045A Introductory Microsoft Project ..................... 1.0
CA 046D Introduction to Microsoft Powerpoint ............. 1.0
CA 046E Intermediate Microsoft Powerpoint ............. 1.0
CA 062B An Introduction to Microsoft Excel ............. 1.0
CA 063B Intermediate Microsoft Excel ..................... 2.0
Total Program Certificate Requirements: ........ 16.0

Gainful Employment Disclosure Information
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Global Business
Certificate of Achievement

Core Curriculum Courses Required:  Units
BUS 010 Global Business ............................................. 3.0
MGMT 103 Functions of Management ............................. 3.0
MKT 060 International Marketing .................................. 3.0

Choose a minimum of 7 units from the following:  Units
BUS 028A Business Law I ............................................. 3.0
COMM 12 Introduction to Inter multicultural ..................... 3.0
GLOBL 1 Global Perspectives ....................................... 3.0
BUS 074 Purchasing .................................................... 3.0
POLIT 04 International Relations .................................... 3.0

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

Program Learning Outcomes
PLO 1: Evaluate a global business scenario and determine best action.
PLO 2: Evaluate global marketing strategies.

Gainful Employment Disclosure Information
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Small Business Start Up
Certificate of Achievement

Core Curriculum Courses Required:  Units
BUS 054 Small Business Start Up and Management ... 3.0
BUS 054A The Business Plan ......................................... 1.0

Choose a minimum of 9 units from the following:  Units
BUS 028A Business Law I ............................................. 3.0
BUS 064A Basic Business Arithmetic ............................. 3.0
BUS 079 Human Relations Applied in Business ............ 3.0

Choose a minimum of 2 units from the following:  Units
ACCTG 1 Basic Accounting I ........................................ 2.0

Choose a minimum of 1 unit from the following Sales and Marketing electives:  Units
BUS 077A Maximizing Sales With Salesforce.com ........ 1.0

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

Program Learning Outcomes
PLO 1: Analyze small business situations and determine best course of action.
PLO 2: Develop an effective business plan.

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

BUSINESS: REAL ESTATE
(RLEST)

Real Estate Sales
Certificate of Proficiency

Core Curriculum Courses Required:  Units
RLEST 090 Principles of Real Estate ................................ 3.0
RLEST 091 Real Estate Practice ...................................... 3.0

Choose one (1) course from the following:  Units
BUS 028A Business Law I ............................................. 3.0

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

Program Learning Outcomes
PLO 1: Buy and sell real estate on their own.
PLO 2: Become licensed real estate salespersons, and/or brokers.
PLO 3: Become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers.
PLO 4: Trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

Gainful Employment Disclosure Information
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CHILD DEVELOPMENT (CHD)

Early Childhood Education
Associate in Science

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

Plus at least four (4) elective courses (12 units) from the following:  Units
CHD 004 Cognitive Experiences for Children .................... 3.0
CHD 005 Music and Movement ...................................... 3.0
CHD 006 Supervision and Administration ....................... 3.0
CHD 007 Management Issues in Child Development .......... 3.0
CHD 014 Art and Creative Development of Young .......... 3.0
CHD 016 Infant and Toddler Development ...................... 3.0
CHD 021 Children and Play ............................................. 3.0
CHD 022 Adult Supervision in Early Childhood ............... 2.0
CHD 003 Language and Literacy for the ......................... 3.0

Total Program Units: .....................................................42.0
Completion of Associate in Science graduation GE as needed to reach 60 units.

Total Units: ................................................................. 60.0

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

Program Learning Outcomes

PLO 1: 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.

PLO 2: 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.

PLO 3: 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.

**Early Childhood Education**

**Associate in Science for Transfer**

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

A. Completion of the following major courses with grades of C or better

B. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

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

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

**Core Curriculum Courses Required:**

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

**Units Required for the Major:** .................................. 24.0

Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60.

Total Units: ............................................................. 60.0

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

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: 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.

PLO 3: 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.

**Associate Teacher**

**Certificate of Achievement**

**Core Curriculum Courses Required:**

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

**Total Program Certificate Requirements:** .................. 18.0

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: 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.

PLO 3: 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.

**Gainful Employment Disclosure Information**

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**Master Teacher**

**Certificate of Achievement**

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family, and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008A</td>
<td>Practicum A</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision in Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CHD 026</td>
<td>Introduction to Curriculum</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus two (2) of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 005</td>
<td>Movement and Melody</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues in Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 013</td>
<td>Teaching in a Diverse Society</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant and Toddler Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units:** ..................................................... 32.0

**Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.**
**Early Intervention Assistant Certificate of Achievement**

Core Curriculum Courses Required: Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Principles and Practices in Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Field Experience in Early Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant Toddler Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood Programs: Managing Challenging Behaviors</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 025</td>
<td>Inclusion Strategies and Curriculum in Early Childhood Education</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus three (3) units from one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 003</td>
<td>Language and Literacy for the Young</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Units Required: **27.0**

* Strongly recommended.

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.

**Program Learning Outcomes**

PLO 1: 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.

PLO 2: 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.

PLO 3: 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.

**Gainful Employment Disclosure Information**

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

**COMMUNICATION STUDIES (COMM)**

**Communication Studies Associate in Arts for Transfer**

Core Curriculum Course Required: Units

<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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 004</td>
<td>Small Group Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020</td>
<td>Argumentation and Debate</td>
<td>3.0</td>
</tr>
</tbody>
</table>

List B - Select two (2) courses: Units

Any List A course not used above.                     | 3.0   |
| COMM 012    | Introduction to Intercultural            | 3.0   |

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

<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>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>
<tr>
<td>ENGL 001B</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>
</tbody>
</table>

Units Required for the Major: **18.0**

Completion of CSU GE-B or IGETC Pattern Electives as needed to reach 60 units.

Total Units: **60.0**

**Program Learning Outcomes**

PLO 1: Identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 2: Create and implement effective communication strategies to orally deliver a message appropriate to the context (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 3: Identify, analyze, and evaluate their own verbal and nonverbal
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

messages as well as those of others in a variety of contexts (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 4: Research, analyze and critically evaluate reference material to support the development of communication competence.

**Communication Studies**

**Certificate of Proficiency**

**Core Curriculum Course - Select one (1) course:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

**Plus 7 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 004</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 019A</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 001*</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020*</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 10.0

**Program Learning Outcomes**

PLO 1: Identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 2: Create and implement effective communication strategies to orally deliver a message appropriate to the context (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 3: Identify, analyze, and evaluate their own verbal and nonverbal messages as well as those of others in a variety of contexts (e.g., interpersonal, intercultural, group, debate, public and professional communication, and mass media).

PLO 4: Research, analyze and critically evaluate reference material to support the development of communication competence.

**Gainful Employment Disclosure Information**

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

**COMMUNITY HEALTH (COMHL)**

**Community Health Worker**

**Associate in Science**

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 012</td>
<td>0.5</td>
</tr>
<tr>
<td>COMHL 010</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 002</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 004</td>
<td>0.5</td>
</tr>
<tr>
<td>H ED 009</td>
<td>2.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>8.0</td>
</tr>
</tbody>
</table>

**Plus 4 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 011</td>
<td>0.5</td>
</tr>
<tr>
<td>AH 020D</td>
<td>3.5</td>
</tr>
</tbody>
</table>
COMMUNITY HEALTH

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

AH 020E Nurse Assistant Clinicals .......................... 2.0
Total Program Requirements: ......................................30.0
Completion of Associate in Science graduation GE as needed to reach 60 units.
Total Units: ..............................................................60.0

Program Learning Outcomes
PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
PLO 3: Demonstrate personal and professional growth
PLO 4: Successfully complete all requirements for eligibility to apply for the certification as a Community Health Worker.

Community Health Worker
Certificate of Achievement

Core Curriculum Courses Required:  ......................................Units
AH 012 Emergency and Disaster Preparation .................. 0.5
COMHLL 010 Community Health Problems .................... 3.0
COMM 008 Interpersonal Communication .............................3.0
H ED 002 Health and Life Style ......................................3.0
H ED 004 Standard First Aid ............................................0.5
H ED 009 Drug Use and Human Disease .........................2.0
SOC 001 Introduction to Sociology .....................................3.0
PSYCH 012 Human Growth and Development ..................3.0
WRKEX 301-304 Cooperative Work Experience .................8.0

Plus 4 units from the following:  .......................................Units
AH 011 Cardiopulmonary Resuscitation ............................0.5
AH 020D *Nurse Assistant Fundamentals ......................3.5
AH 020E *Nurse Assistant Clinicals .................................2.0
Total Program Requirements: ...........................................30.0

Program Learning Outcomes
PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
PLO 3: Demonstrate personal and professional growth
PLO 4: Successfully complete all requirements for eligibility to apply for the certification as a Community Health Worker.

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

Community Health Worker
For The Developmentally Disabled
Certificate of Achievement

Core Curriculum Courses Required:  ......................................Units
AH 012 Emergency and Disaster Preparedness .................. 0.5
COMHLL 010 Community Health Problems .................... 3.0
COMHLL 042 Field Experience: DD .................................4.0
COMM 008 Interpersonal Communication .............................3.0
H ED 004 Standard First Aid ............................................0.5
PT 013A Developmental Disabilities .................................3.0
PT 013B Care of the Developmentally Disabled Client-PT .......3.0
PSYCH 012 Human Growth and Development ..................3.0
WRKEX 301-304 Cooperative Work Experience .................4.0

Plus 6 units from the following:  .......................................Units
AH 003 Medical Terminology ............................................3.0
AH 011 Cardiopulmonary Resuscitation .........................0.5
AH 020D *Nurse Assistant Fundamentals ......................3.5
AH 020E *Nurse Assistant Clinicals .................................2.0
COUNS 001 College Survival Skills ....................................2.0
H ED 002 Health and Life Styles .....................................3.0
SOC 001 Introduction to Sociology .....................................3.0

Total Program Requirements: ...........................................30.0
Completion of Associate in Science graduation GE as needed to reach 60 units.
Total Units: ..............................................................60.0

* Highly Recommended

Community Health Worker
For The Developmentally Disabled
Associate in Science

Core Curriculum Courses Required:  ......................................Units
AH 012 Emergency and Disaster Preparedness .................. 0.5
COMHLL 010 Community Health Problems .................... 3.0
COMHLL 042 Field Experience: DD .................................4.0

Image 314x37 to 541x199

64 AUGUST 22, 2016 ADDENDUM MISSION COLLEGE CATALOG ADDENDUM JANUARY 1, 2015–2017
### COMPUTER APPLICATIONS (CA)

#### Microsoft Office

**Certificate of Achievement**

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

**Total Program Certificate Requirements**: 17.5

#### Program Learning Outcome

PLO: Students will acquire the skills needed to use the software packages contained in MS Office.

#### Gainful Employment Disclosure Information

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

#### Office Administration

**Certificate Certificate of Achievement**

<table>
<thead>
<tr>
<th>Core Curriculum Courses Required</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078  Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050  Administrative Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 013  Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>or CA 010C  Computer Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>or CA 010A  Learning the Keyboard</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033A  Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033B  Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036  Machine Transcription With Word</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A  Skills for Success: Computers, MS Office, and the Internet</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus three units from the following**: 3.0

- CA 046D  Introduction to Microsoft PowerPoint
- CA 062B  An Introduction to Microsoft Excel
- CA 081B  Introduction to Microsoft Access
- CA 045A  Introductory Microsoft Project

**Total**: 60.0 units
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

Computer Applications • Computer Information Systems

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>3.0</td>
</tr>
<tr>
<td>BUS 079B</td>
<td>Business Communications</td>
<td>3.0</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 037A</td>
<td>Skills for Success: Computers, MS Office, and the Internet</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 047B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 092A</td>
<td>Fundamentals of Web 2.0 &amp; Cloud Technologies</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus 6.5 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 011</td>
<td>Beginning Keyboarding With Word Processing</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 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 096B</td>
<td>Internet Use: 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>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 26.5 units

Completion of Associate in Science graduation GE as needed to reach 60 units.

Total Units: 60.0

Program Learning Outcome

PLO: Students will gain skills needed to work in an office environment.

Gainful Employment Disclosure Information

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

Office Information Systems

Certificate of Achievement

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>3.0</td>
</tr>
<tr>
<td>BUS 079B</td>
<td>Business Communications</td>
<td>3.0</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 037A</td>
<td>Skills for Success: Computers, MS Office, and the Internet</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 052</td>
<td>Computers Simplified for Beginning Learners</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Units: 22.0

Program Learning Outcomes

PLO 1: Demonstrate knowledge of computer skills and application software.

PLO 2: Demonstrate knowledge of other office skills

Gainful Employment Disclosure Information

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**COMPUTER INFORMATION SYSTEMS (CIS)**

**Computer Information Systems**

Associate in Science

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 044</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Plus two or more additional courses from the following electives (at least 8 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 040</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 065</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 086</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 20.0 - 22.0

Completion of Associate in Science graduation GE as needed to reach 60 units.

**Total Units:** 60.0

**Program Learning Outcomes**

- **PLO 1:** Demonstrate the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
- **PLO 2:** 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.
- **PLO 3:** Demonstrate the ability to use current techniques, skills, and tools necessary for computing practice.

---

**Linux System Administration**

**Certificate of Proficiency**

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 047</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 048</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Certificate Requirements:** 13.0

**Program Learning Outcomes**

- **PLO 1:** Demonstrate the ability to use current techniques, skills, and tools necessary for computing practice.
- **PLO 2:** Install and configure server operating systems.
- **PLO 3:** Manage operating systems, systems software, network services and security.

---

**C/C++ Programming**

**Certificate of Proficiency**

**Core Curriculum Courses Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 040</td>
<td>4.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 046</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Certificate Requirements:** 14.0

**Program Learning Outcomes**

- **PLO 1:** Demonstrate the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
- **PLO 2:** 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.
- **PLO 3:** Demonstrate the ability to use current techniques, skills, and tools necessary for computing practice.
Gainful Employment Disclosure Information

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

Computer Programming

Certificate of Proficiency

Choose a minimum of 12 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 002</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 003</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 040</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 041</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 044A</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 044B</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 065</td>
<td>4.0</td>
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<tr>
<td>CIS 066</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 068</td>
<td>3.0</td>
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<tr>
<td>CIS 045</td>
<td>3.0</td>
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<tr>
<td>CIS 046</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Certificate Requirements:</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Program Learning Outcomes

PLO 1: Demonstrate the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.

PLO 2: 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.

PLO 3: Demonstrate the ability to use current techniques, skills, and tools necessary for computing practice.

Gainful Employment Disclosure Information

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COMPUTER INFORMATION TECHNOLOGY (CIT)

Computer Network Technology

Associate in Science

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 012</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 021</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 022</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 078</td>
<td>4.0</td>
</tr>
<tr>
<td>Total Units:</td>
<td>16.0</td>
</tr>
</tbody>
</table>

Program Learning Outcomes

PLO 1: Describe and analyze the hardware, software, components of a network and the interrelations.

PLO 2: Explain networking protocols and their hierarchical relationship hardware and software. Compare protocol models and select appropriate protocols for a particular design.

PLO 3: Manage multiple operating systems, systems software, network services and security. Evaluate and compare systems software and emerging technologies.

Cisco Certified Network Administration (CCNA)

Certificate of Achievement

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 021</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 022</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 023</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 024</td>
<td>4.0</td>
</tr>
<tr>
<td>Total Units:</td>
<td>16.0</td>
</tr>
</tbody>
</table>

Program Learning Outcomes

PLO 1: Describe and analyze the hardware, software, components of a network and the interrelations.

PLO 2: Explain networking protocols and their hierarchical relationship hardware and software. Compare protocol models and select appropriate protocols for a particular design.

PLO 3: Manage multiple operating systems, systems software, network services and security. Evaluate and compare systems software and emerging technologies.
Gainful Employment Disclosure Information

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

Microsoft Windows Server
Certificate of Proficiency

Core Curriculum Courses Required: ............................................................................... Units
CIT 078 Microsoft Server Essentials 1 ......................................................... 4.0
CIT 079 Microsoft Server Essentials 2 ......................................................... 4.0
CIT 016 IT Security & Ethical Hacking .......................................................... 4.0
Total Certificate Requirements: ........................................................................... 12.0

Program Learning Outcomes

PLO 1: Describe and analyze the hardware, software, components of a network and the interrelations.
PLO 2: Install and configure server operating systems.
PLO 3: Manage operating systems, systems software, network services and security.

Gainful Employment Disclosure Information

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

Liberal Arts: Arts and Humanities
Associate in Arts

Select a minimum of 18 units from the approved CSU GE-B Area C. Include courses from at least 2 different disciplines. These courses emphasize the study of cultural, literary and humanistic activities as well as artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

See pages 49-51 for approved CSU GE-B Pattern, Area C courses.
Completion of Associate in Arts graduation GE as needed to reach 60 units.
Total Units: ............................................................................... 60.0

Program Learning Outcome

PLO: Students will be able to explain or demonstrate the connections between language, communication, and culture.

Liberal Arts: Communication in the English Language & Critical Thinking
Associate in Arts

Select a minimum of 18 units from the approved CSU GE-B Area A. Include courses from at least 2 different disciplines. These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

See pages 49-51 for approved CSU GE-B Pattern, Area A courses.
Completion of Associate in Arts graduation GE as needed to reach 60 units.
Total Units: ............................................................................... 60.0

Program Learning Outcome

PLO: Students will be able to use language as a tool for logical thought, clear and precise expression, and critical evaluation of communication.

Liberal Arts: Natural Science and Mathematics
Associate in Arts

Select a minimum of 18 units from the approved CSU GE-B Area B list. At least one mathematics course and one science course must be included. These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has
on the development of the world's civilizations.
See pages 49-51 for approved CSU GE-B Pattern, Area B courses.
Completion of Associate in Arts graduation GE as needed to reach 60 units.
Total Units: .........................................................60.0
Program Learning Outcome
PLO: Students will be able to use language as a tool for logical thought, clear and precise expression, and critical evaluation of communication.

Liberal Arts: Social and Behavioral Sciences
Associate in Arts
Select a minimum of 18 units from the approved CSU GE-B Area D list. Include courses from at least 2 different disciplines. These courses emphasize the perspectives, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences.
Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.
See pages 49-51 for approved CSU GE-B Pattern, Area D courses.
Completion of Associate in Arts graduation GE as needed to reach 60 units.
Total Units: .........................................................60.0
Program Learning Outcome
PLO: Evaluate and critique the interactions between individuals and the societies and/or social subgroups of which they are a part.

Transfer Studies - CSU GE-B
Certificate of Achievement
See CSU GE-B course listing on pages 49-51
Total Units: .........................................................39.0 - 48.0
Program Learning Outcomes
PLO 1: Students will comprehend, interpret, and analyze written and oral information effectively.
PLO 2: Students will solve challenging problems that require quantitative reasoning.
PLO 3: 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.
PLO 4: While studying about themselves and other members of a larger society, students will evaluate how societies and social subgroups operate.

Transfer Studies - IGETC
Certificate of Achievement
See IGETC course listing on pages 46-47
Total Units: .........................................................34.0 - 43.0
Program Learning Outcomes
PLO 1: Students will comprehend, interpret, and analyze written and oral information effectively.
PLO 2: Students will solve challenging problems that require quantitative reasoning.
PLO 3: 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.
PLO 4: While studying about themselves and other members of a larger society, students will evaluate how societies and social subgroups operate.

ENGINEERING (ENGR)

Engineering
Associate in Science
Complete 18 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 003</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 010</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 023</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 024</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 024L</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGR 025</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 026</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 030</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: ............... 18.0*
Completion of Associate in Science graduation GE as needed to reach 60 units.
Total Units: .........................................................60.0
*Note: A minimum of 11 units must be in Engineering courses.

Program Learning Outcomes
PLO 1: Formulate logical problem solving approaches, generate solutions, and assess the reasonableness of the solutions for engineering type analysis problems.
PLO 2: 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.
PLO 3: Demonstrate an understanding of the course material by writing clear, logical, and concise technical reports as well as presenting coherent technical presentations.
PLO 4: 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.
ENGLISH • ENGLISH AS A SECOND LANGUAGE

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

ENGLISH (ENGL)

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

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

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001B</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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 005A</td>
<td>English Literature through 18th Century</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 005B</td>
<td>English Literature from 19th Century to Present</td>
<td>3.0</td>
</tr>
</tbody>
</table>

List B - Select one (1) course and American Literature 1865 to present

Any course from List A not used above.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 070</td>
<td>Creative Writing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
<td>3.0</td>
</tr>
<tr>
<td>FRNCH 001</td>
<td>First Semester French (Elementary Level)</td>
<td>5.0</td>
</tr>
<tr>
<td>FRNCH 002</td>
<td>Second Semester French</td>
<td>5.0</td>
</tr>
<tr>
<td>FRNCH 003</td>
<td>Third Semester French</td>
<td>5.0</td>
</tr>
<tr>
<td>FRNCH 004</td>
<td>Fourth Semester French</td>
<td>5.0</td>
</tr>
<tr>
<td>HUMAN 001A</td>
<td>Human Values and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001B</td>
<td>Human Values and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>JPNS 001</td>
<td>Japanese I</td>
<td>5.0</td>
</tr>
<tr>
<td>JPNS 002</td>
<td>Second Semester Japanese</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 001</td>
<td>First Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 002</td>
<td>Second Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 003</td>
<td>Third Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 004</td>
<td>Fourth Semester Spanish</td>
<td>5.0</td>
</tr>
<tr>
<td>SPAN 050A</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPAN 050B</td>
<td>Basic Conversational Spanish and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>VIET 001</td>
<td>First Semester Vietnamese</td>
<td>5.0</td>
</tr>
<tr>
<td>VIET 002</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>
</tbody>
</table>

Units Required for the Major: 18-20

Total Units: 60.0

Program Learning Outcomes

PLO 1: Write focused organized, well-developed essays that support
clear thesis statements and demonstrate competence in Standard
English grammar and usage.

PLO 2: Demonstrate critical thinking skills by analyzing and evaluating
academic essays and literature.

PLO 3: Formulate and clearly communicate their positions on diverse
issues.

PLO 4: Write a research paper that demonstrates the effective
evaluation, integration, and documentation of sources.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language
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>ESL 970G</td>
<td>Advanced Grammar Review And Editing</td>
<td>3.0</td>
</tr>
<tr>
<td>ESL 970LS</td>
<td>Advanced Listening And Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ESL 970RW</td>
<td>Advanced Reading And Writing</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 11.0

Program Learning Outcomes

PLO 1: Identify and use the grammatical elements of college-level
Standard English to write an essay using academic level vocabulary.

PLO 2: Read a novel at the adult level and respond orally and in writing
to fictional elements such as character, plot and theme.

PLO 3: 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.

PLO 4: 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.

PLO 5: Produce speech which is intelligible and accurately articulated.

Gainful Employment Disclosure Information

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provides information on costs, normal time for completion, and
average load debt incurred by students for all Career Technical
Education programs that offer Certificates of Achievement. The link for
this information is: gainfulemployment.missioncollege.edu
FIRE PROTECTION TECHNOLOGY (FPT)

Fire Technology
Associate in Science

Core Curriculum Courses Required:  Units
CHEM 030A  Fundamentals of Chemistry ................................................................. 3.0
FPT 051  Fire Protection Organization ................................................................. 3.0
FPT 052  Fire Behavior and Combustion ................................................................. 3.0
FPT 053  Fire Protection Equipment and Systems .................................................. 3.0
FPT 054  Building Construction For Fire Protection .............................................. 3.0
FPT 055  Fire Prevention Technology ................................................................. 3.0
FPT 056  Hazardous Materials Technology .......................................................... 3.0
MATH 000C  Intermediate Algebra .................................................................. 4.0

Plus 6 units from the following:  Units
FPT 057  Rescue Practices ....................................................................................... 3.0
FPT 058  Fire Apparatus and Equipment ............................................................... 2.0
FPT 059  Firefighting Tactics & Strategy ............................................................... 2.0
WHP 004D  Fitness: Fire Agility Training ............................................................. 2.0
FPT 060  Wildland Fire Technology ....................................................................... 3.0
FPT 061  Fundamentals of Fire Suppression .......................................................... 3.0
FPT 065  Emergency Medical Technician I ............................................................ 3.0
FPT 065C  EMT I ........................................................................................................... 0.5
FPT 065L  EMT I Lab ................................................................................................. 1.5
FPT 075  Emergency Response Training ............................................................. 3.0
FPT 180  Emergency Medical Technician I Recertification .................................... 2.0
FPT 180A  EMT Recertification Part I (MCTV) ..................................................... 1.0
FPT 180B  EMT Recertification Part II (MCTV) ..................................................... 1.0

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

Completion of Associate in Science graduation GE as needed to reach 60 units.

Total Units: .............................................................................................................. 60.0

Program Learning Outcomes

PLO 1: Students will be able to engage in patient assessment considering patient pathophysiology and implement appropriate emergency medical care.
PLO 2: Students will be able to identify and analyze building components, hazardous materials classifications and automated suppression systems.
PLO 3: Students will be able to evaluate fire behavior and combustion and apply the appropriate fire suppression and rescue techniques.

FOREIGN LANGUAGES

Spanish
Associate in Arts for Transfer

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

Core Curriculum Courses Required:  Units
SPAN 001  First Semester Spanish (Elementary Spanish) ..................................... 5.0
SPAN 002  Second Semester Spanish (Elementary Level) .................................. 5.0
SPAN 003  Third Semester Spanish or .................................................................. 5.0
SPAN 049A  Spanish for Heritage or Native Speakers ....................................... 3.0
SPAN 004  Fourth Semester Spanish ................................................................. 5.0

Select one (1) courses from the following:  Units
SPAN 050A  Basic Conversational Spanish and Culture ..................................... 3.0
SPAN 050B  Basic Conversational Spanish and Culture ..................................... 3.0
HUMAN 016A  Hispanic Roots & Culture ............................................................ 3.0

Units Required for the Major: ............................................................................. 19-23

Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units.
Total Units: .............................................................................................................. 60.0

Program Learning Outcomes

PLO 1: Demonstrate comprehension by responding appropriately to written and spoken expressions of the target language according to the level of study.
PLO 2: Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language.
PLO 3: Express ideas clearly and accurately in writing according to the level of study.
PLO 4: Develop and demonstrate ability to value diverse cultural aspects and global awareness.
PLO 5: Customize the mode of communication appropriate to the specific audience.
GLOBAL STUDIES (GLOBL)

Global Studies
Certificate of Achievement

Core Curriculum Course Required: Units
GLOB 001 Global Perspectives 3.0
GLOB 002 Global issues 3.0
Any Foreign Language 5.0-6.0
BIOSC 025 Environmental Biology 3.0
BUS 010 Global Business 3.0

People and Culture - Choose one (1):
ANTHR 003 Cultural Anthropology 3.0
GEOG 002 Cultural Geology 3.0
COMM 012 Intercultural Communication 3.0

History and Humanities - Choose one (1):
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 (1):
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
BIOSC 030 Rainforest Ecology 3.0
COMM 012 Intercultural Communication 3.0
ECON 001A Principles of Macroeconomics 3.0
ECON 001B Principles of Microeconomics 3.0
ENGL 043 Classical Mythology 3.0
GEOG 001 Physical Geography 3.0
GEOG 002 Cultural Geography 3.0
GLOBAL 003 Intro to Peace Studies 3.0
GLOBAL 004 The Developing World 3.0
HIST 004B History of Western Civilization 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
PHIL 003 Introduction to problems in Ethics 3.0
PHIL 005 Intro. to Political and Social Philosophy 3.0
POLIT 002 Comparative Government 3.0
POLIT 004 International Relations 3.0
WORKEX 301-304 Occupational Cooperative Work Experience Education 3.0

Total Program Certificate Requirements: 29.0-30.0

Program Learning Outcomes

PLO 1: Students will identify and describe the major issues facing mankind currently.
PLO 2: Students will demonstrate understanding of the causes and solutions of at least one major global issue.
PLO 3: Differentiate multiple perspectives affecting behaviors and decisions.
PLO 4: Explain why/how the environmental well-being of the world demands personal and collective responsibility at both the local and global levels.
PLO 5: Describe core civic values which generate socially responsible behavior at both local and global levels.
PLO 6: Explain the interconnectedness of global decisions and events.
PLO 7: Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts.

Gainful Employment Disclosure Information

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GRAPHIC ARTS (GRART)

Graphic Arts
Associate in Science

Core Curriculum Courses Required: Units
GDES 062 Introduction to Adobe Illustrator 3.0
GRART 063 Introduction to Adobe InDesign 3.0
GRART 064 Introduction to Adobe Photoshop 3.0
GRART 066 Advanced Adobe Illustrator 3.0
GRART 067 Advanced Adobe InDesign: Portfolio 3.0
GRART 068 Advanced Adobe Photoshop 3.0

Plus additional course(s) required from the following to bring your total to a minimum of 24 units:

GDES 035 Introduction to Computer Graphic Design 3.0
GDES 045 Web Page Design with XHTML 3.0
GDES 060 Page Layout and Typography 3.0
GDES 085 Professional Portfolio and Design 2.0
CA 046D Introduction to Microsoft PowerPoint 1.0

Total Program A.S. Degree Requirements: 24.0

Completion of Associate in Arts graduation GE as needed to reach 60 units.

Total Units: 60.0

Program Learning Outcomes

PLO 1: Students will become proficient in software used in the print production environment.
PLO 2: Students will learn production techniques required in the production of digital media.

Graphic Arts
Certificate of Achievement

Core Curriculum Courses Required: Units
GRART 062 Introduction to Adobe Illustrator 3.0
GRART 063 Introduction to Adobe InDesign 3.0
GRART 064 Introduction to Adobe Photoshop 3.0
GRART 066 Advanced Adobe Illustrator 3.0
GRART 067 Advanced Adobe InDesign: Portfolio 3.0
GRART 068 Advanced Adobe Photoshop 3.0

Plus additional course(s) required from the following to bring your total to a minimum of 21 units:

GDES 035 Introduction to Computer Graphic Design 3.0
GDES 045 Web Page Design with XHTML 3.0
GDES 060 Page Layout and Typography 3.0
GDES 085  Professional Portfolio and Design .................. 2.0
CA 046D  Introduction to Microsoft PowerPoint ................ 1.0
Total Program Certificate Requirements: .................... 21.0

Program Learning Outcomes
PLO 1: Students will become proficient in software packages commonly used in digital illustration.
PLO 2: Students will be reasonably proficient in software used in the print production environment.

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Digital Illustration
Certificate of Achievement
Core Curriculum Courses Required:  Units
ART 031A  Beginning Drawing .................. 3.0
ART 031B  Intermediate Drawing ............ 3.0
ART 034B  Advanced Digital Art ............ 3.0
GDES 035  Introduction to Computer Graphic Design ...... 3.0
GDES 039A  Introduction to Computer Animation ........ 3.0
GDES 050  Graphic Design Presentation and Illustration Techniques .................. 3.0
GDES 073  Digital Photography .................. 3.0
Total Program Certificate Requirements: .................... 17.0

Program Learning Outcomes
PLO 1: Students will be able to create digital illustrations for use in various media.
PLO 2: Students will demonstrate proficiency in software packages commonly used in digital illustration.

Gainful Employment Disclosure Information
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Graphic Design
Associate in Science
Core Curriculum Courses Required:  Units
ART 033A  Basic Design: Two-Dimensional .................. 3.0
GDES 035  Introduction to Computer Graphic Design ...... 3.0
GRART 062  Introduction to Adobe Illustrator ............... 3.0
GRART 066  Advanced Adobe Illustrator .................. 3.0
GRART 063  Introduction to Adobe InDesign ............... 3.0
GRART 067  Advanced Adobe InDesign: Portfolio .......... 3.0
GRART 064  Introduction to Adobe Photoshop .............. 3.0
GDES 045  Web Page Design with XHTML .................. 3.0
GDES 060  Page Layout and Typography .................. 3.0
GDES 070  User Experience & Multimedia Design .......... 3.0
GDES 055A  Graphic Design-Image and Promotion .......... 3.0
GDES 055B  Advanced Topics in Graphic Design-The Agency ...... 3.0
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:  Units
ART 031A  Beginning Drawing .................. 3.0
ART 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
ART 033B  Basic Design: Three-Dimensional .......... 3.0
ART 034A  Introduction to Digital Art ............... 2.0
GRART 050  Exploring Careers in Graphic Arts .......... 3.0
GDES 029  Careers in Visual Communication ........ 2.0
Total Units: .................................. 33.0
Completion of Associate in Science graduation GE as needed to reach 60 units.
Total Units: .................................. 60.0

Program Learning Outcomes
PLO 1: Students will demonstrate basic proficiency in applying graphic design principles and techniques to create graphic design deliverables.
PLO 2: Students will demonstrate the ability to communicate with and produce materials for clients that are appropriate and effective.
**Graphic Design**  
**Certificate of Achievement**

**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>or</td>
<td>GDES 066 Advanced Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to InDesign</td>
<td>3.0</td>
</tr>
<tr>
<td>or</td>
<td>GDES 067 Advanced Adobe InDesign</td>
<td>3.0</td>
</tr>
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<td>GDES 064</td>
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<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>
<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 33 units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
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<td>ART 031A</td>
<td>Beginning Drawing</td>
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<td>GDES 011</td>
<td>The History of Modern Design</td>
<td>3.0</td>
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<td>Intermediate Computer Graphic Design</td>
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<td>Web Animation</td>
<td>3.0</td>
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<tr>
<td>GDES 080</td>
<td>Packaging Design</td>
<td>3.0</td>
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<tr>
<td>GDES 074</td>
<td>Digital Video Production with Final Cut Pro</td>
<td>3.0</td>
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<tr>
<td>GDES 081</td>
<td>Motion Graphics with After Effects</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 039A</td>
<td>Introduction to Computer Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 029</td>
<td>Careers in Visual Communication</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Total Units:** 33.0

**Program Learning Outcomes**

PLO 1: Students will be able to create web sites using XHTML, CSS, Javascript, Dreamweaver and various software packages.

PLO 2: Students will be able to create web sites using XHTML, CSS, Javascript, Dreamweaver and various software packages.

**Gainful Employment Disclosure Information**

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**Web Developer**  
**Certificate of Achievement**

**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>CA 097A</td>
<td>Creating Web Pages - Course 1</td>
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</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>or</td>
<td>GDES 045 Web Page Design with XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Web Design with Dreamweaver and CSS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 049</td>
<td>Dreamweaver, Jquery, Wordpress and CMS</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 070</td>
<td>User Experience, Interface, and Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 086</td>
<td>Web Development with PHP and MySQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 088A</td>
<td>Introduction to Javascript for the Web</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 088B</td>
<td>Intermediate Javascript for the Web</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Plus select an additional course(s) to complete the required minimum total of 22 semester units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 065</td>
<td>C# .NET Programming</td>
<td>4.0</td>
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<tr>
<td>CIS 066</td>
<td>Advanced C# .NET - Web Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 041</td>
<td>Microsoft Os Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 012</td>
<td>Introduction to Networking</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS 045</td>
<td>Linux Essentials I</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</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>GDES 083</td>
<td>Designing Websites for e-Commerce</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units:** 22.0

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**GRAPHIC DESIGN & MULTIMEDIA**
Program Learning Outcomes

PLO 1: Students will be able to develop front end code for interactive websites using technologies and languages including HTML, CSS, and JavaScript.

PLO 2: Students will be able to identify, discuss and apply current technologies in back end web development such as MySQL, PHP and CMS Systems as applied to the creation of websites.

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HISTORY (HIST)

History

Associate in Arts for Transfer

To earn this History AA-T degree, students must meet the following requirements:

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

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

Core Curriculum Courses Required: | Units
---|---
HIST 004A | History of Western Civilization | 3.0
HIST 004B | History of Western Civilization | 3.0
HIST 017A | History of the United States to 1877 | 3.0
HIST 017B | History of the United States Since 1877 | 3.0

Select one course from each group, Group 1 and Group 2

Group 1: | Units
---|---
HIST 031 | History of East Asia | 3.0
HUMAN 016A | Hispanic Roots & Culture | 3.0
HUMAN 018 | African-American Culture and Humanities | 3.0
HUMAN 022 | Introduction to Islam | 3.0
FRNCH 001 | First Semester French (Elementary Level) | 5.0
FRNCH 002 | Second Semester French | 5.0
FRNCH 003 | Third Semester French | 5.0
FRNCH 004 | Fourth Semester French | 5.0
JPNS 001 | First Semester Japanese | 5.0
JPNS 002 | Second Semester Japanese | 5.0
SPAN 001 | First Semester Spanish (Elementary Spanish) | 5.0
SPAN 002 | Second Semester Spanish (Elementary Level) | 5.0
SPAN 003 | Third Semester Spanish | 5.0
SPAN 004 | Fourth Semester Spanish | 5.0
SPAN 050A | Basic Conversational Spanish and Culture | 3.0
SPAN 050B | Basic Conversational Spanish and Culture | 3.0
VIET 001 | First Semester Vietnamese | 5.0
VIET 002 | Second Semester Vietnamese | 5.0
VIET 049A | Vietnamese for the Vietnamese-Speaking | 3.0
VIET 049B | Vietnamese Language and Culture for | 3.0

Group 2: | Units
---|---
ANTHR 003 | Introduction to Cultural Anthropology | 3.0
COMM 012 | Introduction to Intercultural Communication | 3.0
COUNS 055 | Valuing Diversity | 3.0
ENGL 018 | Asian American Literature | 3.0
GLOBL 002 | Global Issues | 3.0
GLOBL 001 | Global Perspectives | 3.0
GLOBL 003 | Introduction to Peace | 3.0
HIST 020 | History and Geography of California | 3.0
POLIT 001 | American Government | 3.0
POLIT 004 | International Relations | 3.0
PSYCH 001 | General Psychology | 3.0
SOC 001 | Introduction to Sociology | 3.0

Units Required for the Major: | 18.0

Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units

Total Units: | 60.0

Program Learning Outcomes

PLO 1: Demonstrate the ability to identify major historical issues.

PLO 2: Identify the main participants in historical events of the culture under study.

PLO 3: Analyze major historical events either verbally or in writing.

PLO 4: Define and be able to compare and contract key historical issues and cultural assumptions.

PLO 5: Become familiar with values of different cultures and societies and learn to appreciate them.

HOSPITALITY MANAGEMENT

Hospitality Management

Associate in Science

Core Curriculum Courses Required: | Units
---|---
FDRST 050A | Introduction to the Hospitality Industry | 2.0
FDRST 051 | Basic Food Preparation | 5.0
INFDS 050 | Sanitation and Safety | 2.0
FDRST 055 | Procurement for Foodservice Operations | 3.0
FDRST 075 | Menu Planning | 2.0
FDRST 059 | Hospitality Supervision and Leadership | 4.0
FDRST 058 | Food, Beverage and Labor Cost Controls | 3.0
Program Learning Outcomes

PLO 1: Students will demonstrate a beginning application of the transformational nature of management and leadership, and be able to effectively motivate a diverse team towards efficient and effective workplace execution.

PLO 2: Apply the concept of “service” and train others to anticipate and exceed guest expectations, in any hospitality industry environment.

PLO 3: Apply knowledge of the “audit trail” and be able to read, create and analyze source documents and apply analysis to sound operational decisions and conclusions.

PLO 4: Understand the significant nature of the menu and how it directly influences operational decisions and practices.

PLO 5: Ensure that a food service establishment is operating within current safety and sanitation codes, train workers in proper safety and sanitation procedures.

PLO 6: Describe and analyze the interrelationships between menu developments, food purchasing, cost control, and be able to make profitable operational decisions based upon that understanding.

PLO 7: Perform necessary food and labor calculations; profit and loss statement development and analysis; periodic and perpetual inventory summaries and calculations.

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Food Service & Restaurant Management Certificate of Achievement

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDRST 050A</td>
<td>2.0</td>
</tr>
<tr>
<td>FDRST 051</td>
<td>5.0</td>
</tr>
<tr>
<td>INFDS 050</td>
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<tr>
<td>FDRST 055</td>
<td>2.0</td>
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<tr>
<td>FDRST 075</td>
<td>2.0</td>
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<td>FDRST 059</td>
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<tr>
<td>FDRST 058</td>
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<tr>
<td>FDRST 057</td>
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<td>FDRST 056</td>
<td>3.0</td>
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<td>FDRST 054</td>
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<td>FDRST 076</td>
<td>3.0</td>
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<td>FDRST 060A</td>
<td>3.0</td>
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<tr>
<td>FDRST 075</td>
<td>5.0</td>
</tr>
<tr>
<td>INFDS 050</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Units: 55.0

CA Any Computer Applications course(s) totaling one unit.

*5 Units of Work Experience is composed of approximately 400 hours of hands-on experience in viable food service operations.

Gainful Employment Disclosure Information

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Food Service & Restaurant Management Certificate of Achievement

Core Curriculum Courses Required:

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<th>Units</th>
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<tbody>
<tr>
<td>FDRST 050A</td>
<td>2.0</td>
</tr>
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<td>FDRST 051</td>
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<tr>
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</table>

Total Units: 55.0

CA Any Computer Applications course(s) totaling one unit.

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Gainful Employment Disclosure Information

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Optional Recommended Courses (not included in 45 unit core) | Units
--- | ---
FDRST 072 Intermediate Cuisine | 3.0
FDRST 073 Fundamentals of Baking and Confectionery | 2.0
FDRST 074 Intermediate Baking and Confectionery | 2.0
HM 075 Housekeeping in Hotels, Motels and Institutions | 3.0
FDRST 081 Introduction to Wines and Spirits of the World | 2.0
HM 076 Hotel and Motel Front Office Management | 3.0
FDRST 079 Introduction to Food and Wine Pairing | 3.0

Total Program Certificate Requirements: 45.0

Program Learning Outcomes

PLO 1: Direct a diverse staff towards meeting the established operational objectives.

PLO 2: Define the concept of “service” and train others to meet and exceed guest expectations, in any hospitality industry environment.

PLO 3: Train workers in the proper and safe use of standard food service equipment.

PLO 4: Ensure that a food service establishment is operating within current safety and sanitation codes, train workers in proper safety and sanitation procedures.

PLO 5: Read, create and analyze accounting statements as they apply to hospitality operations; identify costing standards and communicate profit objectives in common industry language.

PLO 6: Describe and analyze the interrelationships between menu developments, food purchasing, cost control, and be able to make profitable operational decisions based upon that understanding.

PLO 7: Perform necessary food and labor calculations; profit and loss statement development and analysis; periodic and perpetual inventory summaries and calculations.

PLO 8: Describe the main departments within a full service commercial foodservice environment, and their functions, and describe how each department works together to ensure the overall objective is met.

PLO 9: Understand the significance of the transactional nature of supervision and management, and be able to communicate a clear understanding of common management tenants and terms; effective practices; operational principles and procedures.

Gainful Employment Disclosure Information

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

KINESIOLOGY (KIN)

Associate in Arts in Kinesiology for Transfer

To earn this Kinesiology AA-T degree, students must meet the following requirements:

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

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

Core Curriculum Courses Required: | Units
--- | ---
BIOSEC 047 Human Anatomy | 5.0
BIOSEC 048 Human Physiology | 5.0
KIN 078 Introduction to Kinesiology | 3.0

Movement Based Courses: Select three (3) courses from three (3) different movement based areas for a minimum of three (3) units:

- Combatives, Dance, Fitness, Individual Sports, Team Sports.

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

Dance | Units
--- | ---
KIN 040A Modern Dance - Introduction | 1.0
KIN 041A Ballet - Introduction | 1.0
KIN 041B Ballet - Beginning | 1.0
KIN 041C Ballet - Intermediate | 1.0
KIN 041D Ballet - Advanced | 1.0
KIN 042A Jazz Dance - Introduction | 1.0
KIN 042B Jazz Dance - Beginning | 1.0
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

KIN 046A Ballroom Dancing - Introduction ........................................ 1.0
KIN 046C Ballroom Dance - Intermediate ........................................ 1.0
KIN 046B Ballroom Dancing - Beginning ........................................ 1.0
KIN 046D Ballroom Dance - Advanced ........................................ 1.0
KIN 047A Hip Hop - Introduction ........................................ 1.0
KIN 047B Hip Hop - Beginning ........................................ 1.0
KIN 048A Latin Dance/Salsa - Introduction ........................................ 1.0
KIN 048B Latin Dance/Salsa - Beginning ........................................ 1.0

Program Learning Outcomes

PLO 1: With the completion of a Kinesiology degree, students have the skills and knowledge to transfer to a four year institution and pursue a career in the following areas: coach, teacher, athletic trainer, sports management, sports medicine, dance therapy, choreography, among others.

PLO 2: Students demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and applying principles of anatomy and physiology in various contexts.

PLO 3: Students will demonstrate the ability to critically analyze movement and activity and communicate their analysis to others effectively.

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

Program Learning Outcomes

PLO 1: With the completion of a Fitness Specialist (Personal Trainer emphasis) students will have the skills and knowledge to pursue a career in the fitness industry.

PLO 2: Students demonstrate an understanding of the major systems of the human body through which a Personal Trainer would utilize in a fitness specialist arena.

Gainful Employment Disclosure Information

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MATHEMATICS (MATH)

Mathematics

Associate in Science

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 Multivariable Calculus ................................ 4.0
MATH 004B Differential Equations ............................... 4.0
or
MATH 004C Linear Algebra .......................................... 4.0
MATH 010 Elementary Statistics ................................... 4.0

Units Required for the Major: .................................... 24-27
Completion of CSU, GE-B or IGETC Pattern electives as needed to reach 60 units.

Total Units: ................................................................. 60.0
Select one course from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 003</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 030</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 019</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total Units:** 60.0

---

Program Learning Outcomes

PLO 1: Solve mathematical problems using techniques appropriate to the course content and level of study.

PLO 2: Solve applied problems using mathematical methods appropriate to the course content and level of study.

PLO 3: Apply technology, including calculators and/or computers to problems.

---

**MUSIC (MUSIC)**

Digital Music

Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 005</td>
<td>4.0</td>
</tr>
<tr>
<td>MUSIC 016</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 080</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 081</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 083</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus any one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 010</td>
<td>3.0</td>
</tr>
<tr>
<td>DES 070</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001AorB</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001D</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 17.0

---

Program Learning Outcomes

PLO 1: Basic proficiency in reading and writing of music notation and applying them to a specific musical instrument (i.e., piano, guitar, voice).

PLO 2: Ability to identify elements of many types and styles of music, including historical periods, composers, performers, stylistic traits, cultural influences, and performance practices.

PLO 3: Ability to perform in a musical ensemble (i.e., chorus, orchestra, contemporary/jazz ensemble and Brass Ensemble).

PLO 4: Apply musical skills with knowledge of MIDI devices (i.e., keyboards, computers, software) to create a musical composition.

PLO 5: Ability to use music recording studio equipment for use with live and videotaped performance.

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Gainful Employment Disclosure Information

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NURSING LVN TO RN PROGRAM (LVNRN)

Registered Nursing (LVN to RN)
Associate in Science

Role Transition Courses:

LVNRN 021 Role Transition LVN to RN ........................................... 2.0
LVNRN 021A Role Transition Clinical .............................................. 1.0

Semester 1
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
LVNRN 041 Advanced Maternal-Child Nursing ............................... 2.0
LVNRN 042 Advanced Medical-Surgical/Nursing Theory 3.0
LVNRN 044 Advanced Clinical Practicum ....................................... 5.0
LVNRN 050 Leadership and Ethics .............................................. 1.0

LVN Advanced Placement Credit
LVN Advanced Placement Credit .............................................. 12.0
GE, BRN Requirements, Nursing pre-requisite ............................... Units
GE, BRN requirements, Nursing pre-requisite ................................ 36.0

Total Units: .................................................................................... 72.0

LVN to RN 30-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.

Program Learning Outcomes

PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.

PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.

PLO 3: Demonstrate personal and professional growth

PLO 4: Successfully complete all requirements for eligibility to apply for the RN licensure and pass the national examination.

PHYSICS (PHY)

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

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

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 004A</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 003A</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003B</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 004A</td>
<td>4.0</td>
</tr>
<tr>
<td>Total Units:</td>
<td>27.0</td>
</tr>
</tbody>
</table>

(10 units may be double-counted for GE)

Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units.

Total Units: ........................................................................ 60.0

Program Learning Outcomes

PLO 1: Apply the scientific method to investigate physics problems by collecting and quantitatively analyzing data.

PLO 2: 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.

POLITICAL SCIENCE (POLIT)

Political Science
Associate in Arts for Transfer

Core Curriculum Courses Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLIT 001</td>
<td>3.0</td>
</tr>
<tr>
<td>Select three (3) courses from the following:</td>
<td>Units</td>
</tr>
<tr>
<td>MATH 010</td>
<td>4.0</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 015</td>
<td>3.0</td>
</tr>
<tr>
<td>Select two (2) from the following:</td>
<td>Units</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>3.0</td>
</tr>
</tbody>
</table>
PSYCHIATRIC TECHNICIAN

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

ECON 001B Principles of Microeconomics .......................... 3.0
GLOBL 001 Global Perspectives ....................................... 3.0
GLOBL 003 Introduction to Peace ..................................... 3.0
PSYCH 001 General Psychology ...................................... 3.0
SOC 001 Introduction to Sociology ................................... 3.0

Units Required for the Major: ........................................... 18-19
Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units.

Total Units: ..................................................................... 60.0

Program Learning Outcomes
PLOs can only be assessed once a year due to the course offerings being spread out over the course of the year.

PLO 1: Students will be able to identify and describe major political institutions.
PLO 2: Students will be able to analyze the exercise of power
PLO 3: Students will be able to apply theories and concepts of political science to real world events and situations.

PSYCHIATRIC TECHNICIAN (PT)

Psychiatric Technician
Associate in Science
Core Curriculum Courses Required
Semester I Units
BIOSC 022 Anatomy & Physiology for Allied Health Workers 4.0
NS 015 Human Nutrition ................................................. 3.0
PT 067 Introduction to PT Program ................................... 1.0
PT 068 Medical Surgical Nursing Theory ....................... 7.0
PT 069 Medical Surgical Nursing Clinical ....................... 6.0
PT 060A Beginning Pharmacology - Part I ...................... 1.0

Semester II Units
PSYCH 012 Human Growth and Development ............... 3.0
PT 013A Developmental Disabilities: Etiologies & Classifications .......... 3.0
PT 013B Care of the Developmentally Disabled ............. 3.0
PT 019A Clinical Experience ........................................... 3.0
PT 060B Beginning Pharmacology - Part II ..................... 1.0

Semester III Units
PT 011 Introduction and Application of General Psychology .......................................... 3.0
PT 017A Introduction to Abnormal Psychology .............. 3.0
PT 017B Care of the Mentally Disabled Client .............. 2.0
PT 017C Group Process Techniques for Use With Mental Health Clients ............. 1.0
PT 018 Preparation for Paraprofessional Practice ........... 1.0
PT 019B Clinical Experience with Mental Health Clients ... 7.0
PT 060C Beginning Pharmacology - Part III .................. 1.0

Total Units: ..................................................................... 57.0
Completion of Associate in Science graduation GE as needed to reach 60 units.
Total Units: ..................................................................... 60.0

Program Learning Outcomes
PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.

PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.

PLO 3: Demonstrate personal and professional growth

PLO 4: Successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

Psychiatric Technician
Certificate of Achievement
Core Curriculum Courses Required
Semester I Units
BIOSC 022 Anatomy & Physiology for Allied Health Workers 4.0
NS 015 Human Nutrition ................................................. 3.0
PT 067 Introduction to PT Program ................................... 1.0
PT 068 Medical Surgical Nursing Theory ....................... 7.0
PT 069 Medical Surgical Nursing Clinical ....................... 6.0
PT 060A Beginning Pharmacology - Part I ...................... 1.0

Semester II Units
PSYCH 012 Human Growth and Development ............... 3.0
PT 013A Developmental Disabilities: Etiologies & Classifications .......... 3.0
PT 013B Care of the Developmentally Disabled ............. 3.0
PT 019A Clinical Experience ........................................... 3.0
PT 060B Beginning Pharmacology - Part II ..................... 1.0

Semester III Units
PT 011 Introduction and Application of General Psychology .......................................... 3.0
PT 017A Introduction to Abnormal Psychology .............. 3.0
PT 017B Care of the Mentally Disabled Client .............. 2.0
PT 017C Group Process Techniques for Use With Mental Health Clients ............. 1.0
PT 018 Preparation for Paraprofessional Practice ........... 1.0
PT 019B Clinical Experience with Mental Health Clients ... 7.0
PT 060C Beginning Pharmacology - Part III .................. 1.0

Total Units: ..................................................................... 57.0

Program Learning Outcomes
PLO 1: Demonstrate the use of theoretical concepts and clinical skills during the performance of patient care to prepare for employment as Licensed Psychiatric Technician.

PLO 1: Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.

PLO 2: Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.

PLO 3: Demonstrate personal and professional growth

PLO 4: Successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

Gainful Employment Disclosure Information
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**PSYCHOLOGY (PSYCH)**

**Psychology**

**Associate in Arts for Transfer**

Core Curriculum Courses Required:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 010</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 015</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 011</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYCH 007</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 010</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 048</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Any course not used above:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 025</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 045</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 055</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Units Required for the Major:**  

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.0-20.0</td>
</tr>
</tbody>
</table>

Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units.

**Total Units:**  

| 60.0 |

**Program Learning Outcomes**

PLO 1: Design and demonstrate an exercise showing how psychosocial factors influence behavior.

PLO 2: Explain the effects of genetic and environmental factors on personality and behavior.

PLO 3: Describe how an appreciation of cultural relativity and human diversity might enrich the understanding of psychology.

PLO 4: Identify research models and relate the findings of research to life situations.

PLO 5: Develop critical thinking exemplified in their uses of psychological techniques in analyzing, comparing and contrasting human behavior.

---

**REGISTERED NURSING (LVNRN)**

See Nursing LVN to RN Program for program and course information.

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**RETAIL FLORISTRY (RF)**

**Retail Floristry**  

**Certificate of Achievement**

Core Curriculum Courses Required:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 024</td>
<td>3.0</td>
</tr>
<tr>
<td>RF 028</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 031</td>
<td>1.5</td>
</tr>
<tr>
<td>RF 032</td>
<td>1.5</td>
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<tr>
<td>RF 037</td>
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<td>1.0</td>
</tr>
<tr>
<td>WRKEX 301</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus one of the following courses:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 052</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 062B</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Plus an additional six (6) courses from the electives listed below:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 033</td>
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</tr>
<tr>
<td>RF 038</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 041A</td>
<td>1.0</td>
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<tr>
<td>RF 041B</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 045</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 061</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 062</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 066</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Units:**  

| 18.0 - 19.5 |

**Program Learning Outcomes**

PLO 1: To prepare and equip students to succeed in the ever changing floral industry by producing a better trained employee or shop owner.

PLO 2: 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.
PLO 3: Students will be able to demonstrate the wide range of designs and effectively discuss reasons for floral selections with prospective patrons. Students will be able to identify, by name, by region, and by sight, the increasing varieties of floral selections in the market. Students will display a working knowledge of the multitude of design techniques.

PLO 4: The Work Experience aspect of the program will give the student an ability to see first-hand the different existing floral shops in the area. Students will work in the shops for a period of time practicing techniques, strategies, customer relations, and see potential problem areas.

Gainful Employment Disclosure Information
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PLO 2: Apply the sociological imagination to analyze your own personal issues in terms of social influences.

PLO 3: Evaluate possible solutions to social problems.

PLO 4: Gain insight into the formal and informal rules of social behavior.

PLO 5: Compare and contrast dimensions of social inequality with respect to race, class, and gender.

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

Core Curriculum Courses Required: Units
SOC 050 Introduction to Criminal Justice .................. 3.0
SOC 054 Concepts of Criminal Law ........................ 3.0

List A - Complete the following two (2) courses: Units
SOC 060 Community and Justice System .................. 3.0
SOC 058 Introduction to Corrections ........................ 3.0

List B - Choose any two (2) of the following courses: Units
MATH 010 Elementary Statistics ............................. 4.0
PSYCH 001 General Psychology .............................. 3.0
SOC 051 Introduction to Sociology ........................... 3.0
SOC 047 Sociology of Criminology ........................... 3.0

Units Required for the Major: ................................. 18-19

Completion of CSU GE-B or IGETC Pattern electives as needed to reach 60 units.

Total Units: ..................................................... 60.0

Program Learning Outcomes
PLO 1: Understand the history, development, and structure, and function of American police, courts, and corrections.

PLO 2: Demonstrate an understanding of criminological theories used to explain crime and criminality.

PLO 3: Identify the innovative programs designed for specific Correctional Institutions and describe their impact on the Corrections client and society at large.

PLO 4: Critically analyze various components of our system of criminal law.
### Vocational Nursing Certificate of Achievement

**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>
<td>0.5</td>
</tr>
<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>
</tr>
<tr>
<td>VN 055A3</td>
<td>Communications and Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>VN 055A4</td>
<td>Introduction to Nursing Process</td>
<td>1.0</td>
</tr>
<tr>
<td>VN 060A</td>
<td>Beginning Pharmacology - Part I</td>
<td>1.0</td>
</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>VN 055B1</td>
<td>Medical-Surgical Clinical Lab</td>
<td>6.0</td>
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<tr>
<td>VN 055B2</td>
<td>Medical-Surgical Nursing Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 056</td>
<td>Obstetrical Nursing</td>
<td>3.0</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>VN 055C1</td>
<td>Medical-Surgical Clinical Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 055C2</td>
<td>Medical-Surgical Nursing Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 055C3</td>
<td>Vocational Nursing Seminar Issues and Trends</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 057</td>
<td>Introduction to Gerontology</td>
<td>2.0</td>
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<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>
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</tbody>
</table>

**Total Units:** 54.0

### Program Learning Outcomes - Certificate of Achievement

- **PLO 1:** Use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- **PLO 2:** Critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- **PLO 3:** Demonstrate personal and professional development.
- **PLO 4:** Successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

**Gainful Employment Disclosure Information**

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average load debt incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.
ACCOUNTING

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

COURSE DESCRIPTIONS

ACCOUNTING (ACCTG)

001A • FINANCIAL ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Included are issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. This course may be offered via distance learning. Grade only.

021A • BASIC ACCOUNTING I 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
Accounting 021A is a step-by-step yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who: are new to accounting and need to acquire an understanding of essential concepts and procedures which other courses cover more quickly or require as Prerequisite(s); may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting; or need a basic accounting review, but do not have time for a standard course. This course includes basic business concepts, transaction analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may be offered via distance learning. Pass/No Pass Option.

001B • MANAGERIAL ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: University of California, California State University
This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. The focus is on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Included are issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course may be offered via distance learning. Grade only.

022 • BASIC ACCOUNTING PRINCIPLES AND PROCEDURES 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: California State University
Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough
031 • PRACTICAL ACCOUNTING PROCEDURES 1.0 UNIT
Total Lecture: 18 hours
Advisory: ACCTG 001A
This is the study of practical accounting procedures used in accounting departments. Students work with procedures and documents such as sales, purchases and cash journals, subsidiary ledgers, adjusting entries using two methods, reversing entries, and cash control procedures. After satisfactory completion of this course, students are able to maintain accounting records for service and merchandising companies that use special journals and subsidiary ledgers, both methods of adjusting entries, reversing entries, and cash control procedures. Pass/No Pass Option.

033 • FORECASTING FINANCIAL STATEMENTS 1.5 UNITS USING EXCEL
TOTAL LECTURE: 27 HOURS
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
The course covers financial forecasting models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models to project an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may be offered via distance learning. Pass/No Pass Option.

034 • BUSINESS FINANCIAL PLANNING 1.5 UNITS USING EXCEL
TOTAL LECTURE: 27 HOURS
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: ACCTG 001A (Note: ACCTG 033 is not a Prerequisite)
Acceptable for credit: California State University
The course covers financial planning and analysis models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models for loan amortization, break even analysis, lease versus buy decisions, capital budgeting and project selection, and net present value using the time value of money. This course may be offered via distance learning. Pass/No Pass Option.

040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets are introduced, and students prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process is stressed. This course may also be offered via distance learning. Pass/No Pass Option.

041 • INSURANCE PLANNING 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance are studied. Students prepare their own personal insurance plans. This course may be offered via distance learning. Pass/No Pass Option.

042 • INVESTMENT PLANNING 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. Pass/No Pass Option.

043 • TAX PLANNING 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. This course may be offered via distance learning. Pass/No Pass Option.

044 • RETIREMENT PLANNING 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. Pass/No Pass Option.
051B • INCOME TAX
Total Lecture: 54 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
The course, through problem and case study materials, develops a basic understanding of the taxation principles applied to partnerships, corporations, estates and trusts. This course may also be offered via distance learning. Grade only.

052 • PAYROLL AND BUSINESS TAX ACCOUNTING
Total Lecture: 54 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. This course may be offered via distance learning. Grade only.

053A • VOLUNTEER INCOME TAX ASSISTANCE (VITA) I
Total Lecture: 54 hours
Advisory: ACCTG 051A and MATH 903
This is the first course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course covers Federal and California tax theories and laws appropriate for the current tax year. Students apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the IRS VITA Basic and Intermediate exams, the students are able to assist low-income individuals and families with tax return preparation through the VITA program for the current year. This course may be offered via distance learning. Pass/No Pass Option.

053B • VOLUNTEER INCOME TAX ASSISTANCE (VITA) II
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: ACCTG 053A
Advisory: MATH 903, ACCTG 051A
Acceptable for credit: California State University
This is the second course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. This course may be offered via distance learning. Grade only.

053C • VOLUNTEER INCOME TAX ASSISTANCE (VITA) III
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: ACCTG 053B
Advisory: MATH 903, ACCTG 051A
Acceptable for credit: California State University
This is the third course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. This course may be offered via distance learning. Grade only.
ACCOUNTING • ALLIED HEALTH

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

058A • INTERMEDIATE ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course is a review of fundamental accounting processes, techniques and principles including control and theory of accounting for assets, correction of prior years’ earnings, and measurement and determination of income. Current standards and pronouncements are presented. This course may be offered via distance learning. Grade only.

058B • INTERMEDIATE ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: ACCTG 058A and MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course provides a comprehensive study of liabilities, formation and changes in stockholders’ equity, statement of cash flows, pension plans, leases, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. This course may be offered via distance learning. Grade only.

059A • FINANCIAL AUDITING 4.0 UNITS
Total Lecture: 72 hours
Advisory: ACCTG 058A and ACCTG 058B
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. This course may be offered via distance learning. Grade only.

060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS 3.0 UNITS
Total Lecture: 54 hours
Advisory: It is recommended that students have completed, or be concurrently enrolled in ACCTG 001A or have previous accounting experience.
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. It is recommended that students have either completed, or are concurrently enrolled in, ACCTG 001A or have practical accounting experience. This course may be offered via distance learning. Pass/No Pass Option.

065 • COMPUTERIZED ACCOUNTING: SAGE 50 3.0 UNITS
Total Lecture: 54 hours
Advisory: It is recommended that students have completed, or be concurrently enrolled in ACCTG 001A or have previous accounting experience.
Acceptable for credit: California State University
In this course, students use Sage 50 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. It is recommended that students have either completed, or are concurrently enrolled in, ACCTG 001A or have practical accounting experience. This course may be offered via distance learning. Pass/No Pass Option.

070 • ETHICS IN ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ACCTG 001A
Acceptable for credit: California State University
This course involves the study of ethical problems which arise within the contexts of accounting and corporate management. Topics include major ethical theories, professional code of conduct for accountants, auditors, and tax preparers. The focus is on ethical issues in corporate case studies such as Enron, Worldcom, Sunbeam, and Madoff. This course may be offered via distance learning. Grade only.

ALLIED HEALTH (AH)

001A • HEALTH OCCUPATIONS BOOTCAMP 2.0 UNITS
Total Lecture: 36 hours
Advisory: MATH 900 and/or completion of a higher math course
This course is designed to assist the potential Health Occupations student with their preparation for and success in a Health Occupations program. The course includes topics such as development of study skills, time management, stress management, test-taking strategies, mathematics for dosage calculation, and critical thinking, critical reasoning skills and introduction to the nursing process. Grade only.

003 • MEDICAL TERMINOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides techniques for medical word building and interpretation using basic word elements (root words, prefixes and suffixes) of Greek and Latin background Students learn anatomical, physiological, and pathological medical terminology, as well as therapeutic and diagnostic words with the overview of each body system. Students demonstrate their ability to define and analyze, pronounce and understand the meaning of medical terms through assignments such as analyzing medical records and creating a power point presentation to demonstrate their understanding of medical terms. 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 054.

011 • CARDIOPULMONARY RESUSCITATION 0.5 UNIT
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. Materials Fee. Pass/No Pass Option.

012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS 0.5 UNIT
Total Lecture: 9 hours
The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Pass/No Pass Option.

020D • NURSE ASSISTANT FUNDAMENTALS 3.5 UNITS
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 020E, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Grade only.

020E • NURSING ASSISTANT CLINICAL 2.0 UNITS
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 020D, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Pass/No Pass Only.

020F • HOME HEALTH AIDE FUNDAMENTALS 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: AH 020G
Acceptable for credit: California State University
This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AH 020G provides eligibility for a California Home Health Aide (HHA) certificate. Grade only.

020G • HOME HEALTH AIDE CLINICAL 0.5 UNIT
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 020F are eligible to apply for the California Home Health Aide Certificate. Pass/No Pass Only.

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

ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course introduces the concepts, methods of inquiry, and scientific explanation for biological evolution and its application to humans. It examines the evolution of human biology and behavior, theories of human origins, principle of evolution, genetics, human variation, bio-cultural adaptations, prehistoric humans, and primate behavior. The scientific method serves as the foundation for this course. This course may be offered via distance learning. Pass/No Pass Option.
**ANTHROPOLOGY • ART**

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

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**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.

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**004 • ART APPRECIATION**

**3.0 UNITS**

**Total Lecture:** 54 hours  
**Advisory:** Eligibility for ENGL 001A and READ 054  
**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.

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**005 • 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.

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**ART (ART)**

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**001A • SURVEY OF WESTERN ART I**

**3.0 UNITS**

**Total Lecture:** 54 hours  
**Acceptable for credit:** University of California, California State University

This course is a chronological survey of painting, sculpture and architecture in Western civilization from Prehistoric through Medieval times. Works of art are viewed within their historical, religious, political, and social context. A museum field trip is required. Pass/No Pass Option.

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**001B • SURVEY OF WESTERN ART II**

**3.0 UNITS**

**Total Lecture:** 54 hours  
**Acceptable for credit:** University of California, California State University

This course is a chronological survey of western painting, sculpture and architecture from the Renaissance to Modern times. Works of art are viewed within their historical, religious, political, and social context. The course consists of illustrated lectures and discussion. A museum field trip is required. Pass/No Pass Option.

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**001D • SURVEY OF MODERN ART**

**3.0 UNITS**

**Total Lecture:** 54 hours  
**Acceptable for credit:** University of California, California State University

This course provides a general survey of painting, sculpture, and architecture in the Western World, from the Impressionists to the present day, emphasizing the evolution of style and content. The course consists of illustrated lectures and discussion. A museum field trip is required. Pass/No Pass Option.

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**007 • SURVEY OF ASIAN ART**

**3.0 UNITS**

**Total Lecture:** 54 hours  
**Acceptable for credit:** University of California, California State University

This course provides a general survey of the painting, sculpture, architecture and minor arts from prehistoric times to the present day in India, China, Korea, Japan, and Southeast Asia, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option.

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**011 • THE HISTORY OF MODERN DESIGN**

**3.0 UNITS**

**Total Lecture:** 54 hours

This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students develop an understanding of the evolution and role of the Modern Movement in society. The students also learn about the evaluation criteria of two-dimensional and three-dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students are introduced to outstanding Twentieth Century design figures and their work. Pass/No Pass Option.

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**020A • MUSEUM/GALLERY INTERNSHIP**

**1.0 UNIT**

**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. Pass/No Pass Option.
031A • BEGINNING 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 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.

032A • BASIC DESIGN: TWO-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
This course is an introduction to the principles and elements of two-dimensional design and composition. Materials Fee. Pass/No Pass Option.

032B • BASIC DESIGN: THREE-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

032C • BASIC DESIGN: COLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of color. 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 course is an introductory computer art course. The course introduces students to microcomputers and visual design software. Applications that manipulate flat images and 3D space are explored. This course introduces the student to basic design elements and principles. Linear perspective is covered, and projects that focus on line, shape, form, the illusion of deep space, and color are pursued. Students learn the basic procedures needed to use computers and related peripheral devices. Pass/No Pass Option.

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. Pass/No Pass Option.

035A • LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035A
Acceptable for credit: University of California, California State University
This course is a 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.

035B • LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035A
Acceptable for credit: University of California, California State University
This is a low intermediate study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. Pass/No Pass Option.

035C • LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035A
Acceptable for credit: University of California, California State University
This 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.

036 • HISTORY OF ART 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Optional Fee. This course introduces students to microcomputers and visual design software. Applications that manipulate flat images and 3D space are explored. This course introduces the student to basic design elements and principles. Linear perspective is covered, and projects that focus on line, shape, form, the illusion of deep space, and color are pursued. Students learn the basic procedures needed to use computers and related peripheral devices. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.
### 035D • LIFE DRAWING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 035C  
Acceptable for credit: University of California, California State University  
This course is an advanced study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. Pass/No Pass Option.

### 039A • SURVEY OF PRINTMAKING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
Course covers various techniques and media used in fine art printmaking. It explores the use of the etching press as well as other transfer tools used in making the printed image. In addition, the course explores the development of printing plates, i.e., intaglio, monotype, collograph and others. Media includes both water-based inks as well as the more traditional oil based inks and paints. Pass/No Pass Option.

### 047A • WATERCOLOR  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This course is an introduction to painting using various water base media, with a focus on color mixing, composition, and content. Pass/No Pass Option.

### 047B • WATERCOLOR  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 047A  
Acceptable for credit: University of California, California State University  
This course provides continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student’s artistic direction. Pass/No Pass Option.

### 047C • WATERCOLOR  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 047B  
Acceptable for credit: University of California, California State University  
This course is high intermediate level painting with various water base media. Pass/No Pass Option.

### 047D • WATERCOLOR  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 047C  
Acceptable for credit: University of California, California State University  
This course is advanced level painting with various water base media. Pass/No Pass Option.

### 048A • AIRBRUSH PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 031A or ART 033C  
This course is an introduction to the airbrush as a painting tool. Students explore water-based media, principles of color, transparency, masking techniques, and composition. Pass/No Pass Option.

### 048B • AIRBRUSH PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048A  
This course is low intermediate studio practice which focuses on strengthening the basic skills learned in ART 048A. Pass/No Pass Option.

### 048C • AIRBRUSH PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048B  
This course is high intermediate studio practice which focuses on a continued progression of intermediate techniques and portfolio development. Pass/No Pass Option.

### 048D • AIRBRUSH PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048C  
This course is advanced studio practice which focuses on advanced techniques and portfolio development. Pass/No Pass Option.

### 049A • PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048A  
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.

### 049B • PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048B  
This course is high intermediate studio practice which focuses on a continued progression of intermediate techniques and portfolio development. Pass/No Pass Option.

### 049C • PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048C  
This course is advanced studio practice which focuses on advanced techniques and portfolio development. Pass/No Pass Option.

### 049D • PAINTING  
**3.0 UNITS**  
Total Lecture: 36 hours, Total Lab: 54 hours  
Prerequisite: ART 048D  
This course is an advanced studio practice which focuses on developing individual style and direction in painting. Pass/No Pass Option.

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065A • CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introductory course in ceramic hand-building techniques. Students learn the physical properties of clay and other ceramics materials, ceramic decorative techniques, 2-dimensional and 3-dimensional design, and use this knowledge to express themselves creatively. Materials Fee. Pass/No Pass Option.

065B • CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065A
Acceptable for credit: University of California, California State University
This course is an advanced course in ceramics/hand-building techniques, firing kilns, clay body construction, and ceramic development of projects directed toward individualized self-expression. Topics also include advance decoration and an in-depth study of two and three dimensional ceramic design. Materials Fee. Pass/No Pass Option.

065C • CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065B
This course focuses on different aspects of ceramics providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

065D • CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065C
This course focuses on different aspects of ceramics, providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

067A • CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces students to those basic skills and techniques of the potter’s wheel needed to create a variety of ceramic forms. Instruction includes clay and glaze formulation, construction, and stacking and firing of ceramic kilns. Students develop aesthetic awareness of three-dimensional design. Materials Fee. Pass/No Pass Option.

067B • CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067A
Acceptable for credit: University of California, California State University
This course is an advanced course working on the potter’s wheel. The course is directed toward: refinement of skills on the potter’s wheel, production throwing techniques, advanced kiln firing techniques, clay compositions, thrown sculpture, and combining hand and wheel techniques. Focus is on developing a personal design style. Materials Fee. Pass/No Pass Option.

067C • CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067B
Acceptable for credit: University of California, California State University
This course will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

067D • CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067C
Acceptable for credit: University of California, California State University
This course focuses on specialized clay bodies for a variety of glaze firing, specialized glazes for specific glaze characteristics, and specific artistic styles. Materials Fee. Pass/No Pass Option.

075A • METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART033A, ART033B or demonstrated subject/skills proficiency
Acceptable for credit: California State University
This course is a studio course which introduces students to the elements of design and metalsmithing 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.

075B • METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
This course is a studio course which introduces students to the elements of design and metalsmithing 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
This course 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
This course is an advanced course in metalsmithing which focuses on different aspects of course content from previous levels. Students are provided with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.
AUGUST 22, 2016 ADDENDUM MISSION COLLEGE CATALOG ADDENDUM JANUARY 1, 2015–2017

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

078A • FURNITURE DESIGN AND WOODWORKING
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART033A or ART033B
Acceptable for credit: California State University
This course develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Materials Fee. Pass/No Pass Option.

078B • FURNITURE DESIGN AND WOODWORKING
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054.
Prerequisite: ART078A
Acceptable for credit: California State University
This course introduces more advanced techniques and design skills in furniture construction. The students develop individual and/or group projects under the direction of the instructor, focusing on special aspects of furniture and woodworking. Materials Fee. Pass/No Pass Option.

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

078D • FURNITURE DESIGN AND WOODWORKING
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART078C
This course 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. Materials Fee. Pass/No Pass Option.

085A • SCULPTURE
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054.
Prerequisite: ART085A or ART033A.
Acceptable for credit: University of California, California State University
This course is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques including modeling, casting and carving are covered. Utilizing clay, wood, plaster and metal are covered as well. Materials Fee. Pass/No Pass Option.

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

085C • SCULPTURE
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054.
Prerequisite: ART085B
Acceptable for credit: University of California, California State University
This course is an advanced course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C focuses on different aspects of course content with supervised participatory experience. Materials Fee. Pass/No Pass Option.

085D • SCULPTURE
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054.
Prerequisite: ART085C
Acceptable for credit: University of California, California State University
This course focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

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

088B • METAL SCULPTURE CASTING
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
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART088B
Acceptable for credit: California State University
This course focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.

088D • METAL SCULPTURE CASTING
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART088C
Acceptable for credit: California State University
This course focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

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

ASTRONOMY (ASTRO)

001 • ASTRONOMY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a descriptive astronomy lecture only course covering the entire panorama of the universe, including early human observations, the origin and structure of the solar system, and the properties, origin and evolution of stars, galaxies and cosmology. Grade only.

003 • ASTRONOMY WITH LAB 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 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. Materials Fee. Grade only.

003H • ASTRONOMY WITH LAB – HONORS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course covers the entire panorama of the universe from the observations of the night sky to the origin and structure of the planets, stars, galaxies and the universe. The laboratory portion of the course includes practical experience with the methods of astronomy using computers and other equipment. Students cannot get credit for both ASTRO 003 and ASTRO 003H. Enrollment in the Honors Transfer Project is required. Grade only.

BIOLOGICAL SCIENCES (BIOSC)

Important curriculum change notification for current and prospective Mission College Biology Majors
BIOSC 041, 042, and 043 will be phased out during the 2015-2016 academic year. The new majors sequence (BIOSC 001A/001B) will begin in Fall 2016.

Last semester old sequence offered:
BIOSC 041: Spring, 2016 (one section)
BIOSC 042: Fall, 2016 (one section)
BIOSC 043: Fall, 2016 (one section)

New sequence start:
BIOSC 001A: Fall, 2016
BIOSC 001B: Spring, 2017

Students taking the BIOSC 041/042/043 sequence must complete all three courses by Fall 2016. If they haven't taken BIOSC 041 by Spring 2016 they should wait and start with the new sequence (BIOSC 001A/001B) in Fall 2016. We do NOT recommend that students attempt to complete their lower-division biology requirement by taking courses from both the BIOSC 041/042/043 sequence and the BIOSC 001A/001B sequence. Students should contact Thais Winsome (Biological Sciences; thais.winsome@wvm.edu) with any questions about the new majors sequence.

001A • GENERAL BIOLOGY: CELLS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite CHEM 001A, MATH 000C or any higher math and BIOSC 010 or BIOSC 011.
Advisory CHEM 001B
Acceptable for credit: University of California, California State University
This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. Grade only.

001B • GENERAL BIOLOGY: ORGANISMS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: BIOSC 001A
Acceptable for credit: University of California, California State University
BIOSC 001B is an introduction to organisms and higher levels of biological organization. It examines the unity and diversity of multicellular life, ecological and evolutionary principles, and form/function relationships in plants and animals. The course is designed for students majoring in the biological sciences or seeking entry to professional programs such as Medicine, Pharmacy, and Dentistry. This course may be offered via distance learning. Grade only.
004 • MICROBIOLOGY  5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHEM 001A or CHEM 060 or CHEM 030A or CHEM 030B and BIOSC 010 and BIOSC 010L or BIOSC 011 or BIOSC 022 or BIOSC 041 or BIOSC 043 or BIOSC 048.
Acceptable for credit: University of California, California State University
This survey course in microbiology is intended for nursing and other health-science majors. Lecture topics include the morphology and physiology of the major groups of microorganisms, bacterial and viral genetics, mechanisms of infection and disease, and the human immune response to infection. Laboratory activities focus on techniques employed in the culture and identification of bacteria of medical importance. This course may be offered via distance learning. Grade only.

010 • INTRODUCTION TO BIOLOGY  3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
BIOSC 010 is an introductory course in biology designed for the non-biological sciences major. Topics include cell structure and function, energy exchange and life processes, taxonomy, ecology, heredity, diversification and evolution. This lecture course may be taken with or without BIOSC 010L, Introduction to Biology Lab. This course may also be offered via distance learning. Pass/No Pass Option.

010L • INTRODUCTION TO BIOLOGY LAB  1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Corequisite: BIOSC 010 or
Prerequisite: BIOSC 010
Acceptable for credit: University of California, California State University
This is an introductory general biology laboratory course designed for non-science majors. It reinforces biological principles presented in BIOSC 010 using laboratory and field exercises. Pass/No Pass Option.

011 • HUMAN BIOLOGY  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to biology, with an emphasis on human beings. The principles and concepts of biology are covered, including the scientific method, cells, genetics, evolution, ecology and basic anatomy and physiology of humans. This course may also be offered via distance learning. Pass/No Pass Option.

012 • EMERGING INFECTIOUS DISEASES  3.0 UNITS
Total Lecture: 54 hours
This course is an introduction to infectious diseases and the microbes that cause them. Recent outbreaks of human diseases are explored, as well as interrelationships between infectious disease agents, human biology, and the environment. Clinical approaches and surveillance methods to detect, investigate, and monitor emerging pathogens and bioterrorism agents are discussed. This course may be offered via distance learning. Pass/No Pass Option.

014 • INTRODUCTORY NEUROSCIENCE  3.0 UNITS
Total Lecture: 54 hours
This course is an introduction to the organization and functions of the nervous system. The physiology of the brain and senses are discussed. Emotions, sleep, language, attention, memory, and a survey of nervous system disorders are explored.

016 • MARINE BIOLOGY  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Marine Biology is an introduction to ocean environments and marine life. General ecological principles, biodiversity and marine conservation issues are emphasized. Human activities that modify ocean ecosystems are examined. Discussions include overviews of characteristics and the inhabitants of a variety of marine ecosystems, such as: rocky and sandy shores, estuaries, kelp forests, coral reefs, continental shelves, the open ocean and the deep sea. This field-intensive course has seven required field trips in the San Francisco and Monterey bays, allowing students to investigate ocean life in our local marine environments. This four-unit science course with lab is open to students of all majors. Materials Fee. Pass/No Pass Option.

017 • GENETICS AND SOCIETY  3.0 UNITS
Total Lecture: 54 hours
This course is a broad survey of genetics, with a focus on the societal impacts of topics such as human genetic disease, biotechnology, reproductive technologies, and evolution. It is designed for the general education student. This course may be offered via distance learning. Pass/No Pass Option.

017H • GENETICS AND SOCIETY - HONORS  3.0 UNITS
Total Lecture: 54 hours
This course is a broad survey of genetics, with a focus on the societal impacts of topics such as human genetic disease, biotechnology, reproductive technologies, and evolution. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both BIOSC 017 and BIOSC 017H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

019 • OCEANS: LIFE IN THE SEA  3.0 UNITS
Total Lecture: 54 hours
This non-majors course surveys the biological principles of marine science. It provides an overview of the ocean environment and examines the diversity of marine life, basic ecological principles and major marine ecosystems. The relationship between humans and the ocean is emphasized, with a focus on conservation biology and sustainability. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**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 physician technician programs. Grade only.

**025 • ENVIRONMENTAL BIOLOGY**
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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

The amazing diversity of life in the tropics is the subject of this introductory level class. Students explore rainforest inhabitants and their relationships, and learn about their value and conservation. This lecture course may be taken with or without BIOSC 030L, Tropical Ecology Lab. Pass/No Pass Option.

**030L • TROPICAL ECOLOGY FIELD STUDIES**
Total Lab: 54 hours

In this introductory level class, students carry out research methods that ecologists use to observe and investigate tropical ecosystems. This lab course may be taken with or without BIOSC 030, Tropical Ecology. Pass/No Pass Option.

**032 • CALIFORNIA PLANTS AND ANIMALS**
Total Lecture: 54 hours, Total Lab: 54 hours

This field course explores the ecology of California flora and fauna through the study of plants and animals in terrestrial and aquatic ecosystems, with a primary focus on the San Francisco Bay region. The role of abiotic and biotic factors in communities is emphasized. Students examine the natural history of common plants and animals in different ecosystems, as well as their adaptations to the environment. Native American uses of flora and fauna are discussed. Laboratory and field investigations are conducted using the scientific method and environmental sampling techniques. Selected regional conservation issues and endangered species are discussed. Recommended for non-science majors to fulfill laboratory science requirement (4-units). Pass/No Pass Option.

**041 • PRINCIPLES OF EVOLUTION AND ANIMAL BIOLOGY**
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 000C (or any higher level mathematics course), CHEM 002 (or any higher level chemistry course), and BIOSC 011 or Equivalent

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

**042 • PRINCIPLES OF ECOLOGY AND PLANT BIOLOGY**
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: High School or College biology course and 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. Ecological principles are also discussed. Laboratory activities include microscopic work, computer simulations 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 054
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.
043H • PRINCIPLES OF CELL AND MOLECULAR BIOLOGY - HONORS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: CHEM 001B
Prerequisite: BIOSC 011 or BIOSC 041 or BIOSC 042 or Prerequisite: equivalent course in College Biology and CHEM 001A and MATH 000C
Acceptable for credit: University of California, California State University
This honors course provides students with 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. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both BIOSC 043 and BIOSC 043H. Enrollment in the Honors Transfer Project is required. 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 is recommended for all students.
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.

048 • HUMAN PHYSIOLOGY
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: BIOSC 047 and CHEM 060 or CHEM 001A or CHEM 001AH or CHEM 030A
Advisory: MATH 000C or MATH 000CM
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.

048H • HUMAN PHYSIOLOGY - HONORS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: MATH 000C or MATH 000CM
Prerequisite: BIOSC 047 and CHEM 060 or CHEM 001A or CHEM 001AH or CHEM 030A
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.

081H • HONORS SEMINAR IN BIOLOGY
Total Lecture: 18 hours
Acceptable for credit: University of California, California State University
This course is an honors course involving discussion and analysis of current and significant research work in the field of biological science. Students develop an in-depth understanding of the application of the scientific method to research areas such as cell and molecular biology, genetics, cancer, neuroscience, ecology, sustainability, etc. The course includes presentations by students and invited guests. Grade only.

BUSINESS (BUS)

010 • GLOBAL BUSINESS
Total Lecture: 54 hours
Advisory: MATH 903, Eligibility for ENGL 001A and READ 054
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
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Corequisite: BUS 021L 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. 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 054.

021L • INTRODUCTION TO BUSINESS COMPUTING LAB
1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

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 28A or 28B) This course may also be offered via distance learning. Pass/No Pass Option.

037 • FUNDAMENTALS OF PROJECT MANAGEMENT
3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 054
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 MGMT038. This course may also be offered via distance learning. Pass/No Pass Option.

040 • PROFESSIONAL SELLING
3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 056A
Acceptable for credit: California State University
This course is a study of sales principles and strategies. Areas in sales include retail sales, wholesale sales, engineering sales, specialty sales and manufacturing representatives. The course explores in detail the “selling cycle”. Students taking this course explore how to succeed in sales regardless of their chosen field. 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 of business and its role in society, how today’s worker fits in the workplace, and who gets hired, promoted or fired. The students are exposed to the skills that will be needed in the future, how decisions are made in the workplace and in business, including sole proprietorship, partnership and corporate functions, and international trade and competitiveness. This is a required first course for all business majors, and should be taken within their first year as a business major. This course may also be offered via distance learning. Pass/No Pass Option.

052 • FUNDAMENTALS OF FINANCIAL INVESTING
3.0 UNIT
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 involves 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. Other topics include the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects cover techniques of investment analysis, timing, decision making, investment planning and management. This course may also be offered via distance learning. Pass/No Pass Option.

054 • SMALL BUSINESS START UP AND MANAGEMENT
3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise. This course may also be offered via distance learning. Pass/No Pass Option.
056A • MARKETING PRINCIPLES 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers various activities involved in the transfer of goods from producer to consumer. This course gives students an overall understanding of marketing functions and their society. Retail, wholesale, industrial, and online marketing channels and institutions are investigated. The Four Ps - Product, Price, Promotion and Place are covered, as are the Three Cs - Customers, Competitors and Cost. This course may also be offered via distance learning. Pass/No Pass Option.

061 • BUSINESS AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines business and its impact on society and society’s influence on business. 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.

064B • BUSINESS MATH 4.0 UNITS
(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.

074 • PURCHASING & SUPPLY CHAIN MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 may also be offered via distance learning. Pass/No Pass Option.

078B • BUSINESS COMMUNICATIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment. Topics covered include communication theory, business writing style and oral communication. Various forms of written communication are covered such as letters, email, memorandums, and reports. This course may also be offered via distance learning. Pass/No Pass Option.

079 • HUMAN RELATIONS APPLIED IN BUSINESS 3.0 UNITS
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.

084 • INTERNET MARKETING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization's marketing strategies in this dynamic environment. This course may also be offered via distance learning. Pass/No Pass Option.

102 • LEADERSHIP 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
This course guides students in developing life-long learning skills for leadership that apply to any organizational level in a wide variety of business environments. Both historical and cutting-edge leadership theory and practice are explored. Topics discussed include visioning, inspiring, motivating as well as the effective use of power. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today's workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. This course may be offered via distance learning. Pass/No Pass Option.

103 • FUNCTIONS OF MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
In this course students study the basic managerial functions of planning, organizing, staffing, leading and controlling. Emphasis is placed on the theory of management, organization and executive leadership. Case studies of actual business situations present problems requiring executive decisions for solution. This course may be offered via distance learning. Pass/No Pass Option.

115 • OPERATIONS MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
This course is an introduction to the field of operations management and addresses the design and management of the activities and resources that a firm uses to produce and deliver its products or services. Topics covered include product design, applied forecasting, aggregate planning, scheduling, total quality management, statistical process control, personnel management, inventory management, facility layout operations planning, and lean/JIT business processes. Concepts are illustrated by using abundant real world case studies, articles, illustrations, problems and cases. This course may be offered
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

118 • HUMAN RESOURCE MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
This course is designed as an overview of the Human Resource functions and the employment of human resources to achieve organizational strategic goals by working with and through people. Topics include HR legal environment, recruitment and selection, training and development, compensation and benefits, performance appraisals, workforce diversity, downsizing, outsourcing, contracting, and HR systems. This course offers a balance of practical and applied material in case study analysis. This course may be offered via distance learning. Pass/No Pass Option.

201 • BUSINESS WORK EXPERIENCE 1.0 - 3.0 UNITS
Total Work Experience: 72-216 hours
This course introduces the student to the workplace and allows a student to explore a chosen field of work. Students are selected based on their field of study; thereby extending the learning experience of the classroom to the workplace. Units of credit are awarded on the basis of number of hours of employment and the successful completion of learning objectives. Internships may be paid or unpaid, and offer many benefits besides money. For example, taking an internship can: Show you what the working world is like; Teach you important skills, such as time management and computer skills; Help you choose a major; Inspire a career choice; Connect you with experienced people who can mentor you. This course is intended for students intending to complete a certificate or degree in Business. Students can work in the private or public sectors, and can focus on one of several areas: Supply Chain Internship; Purchasing Internship; Human Resource Internship; Sales Internship; Marketing Communications Internship Students will use information gained from other classwork and develop a foundation for future employment. Pass/No Pass Option.

BUSINESS: REAL ESTATE (RLEST)

090 • PRINCIPLES OF REAL ESTATE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 also 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.

001A • GENERAL CHEMISTRY 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
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. Grade only.

001AH • GENERAL CHEMISTRY I - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 000C, CHEM 002 or high school chemistry with a “B” or better.
Acceptable for credit: University of California, California State University
Chemistry 001AH is the honors version of the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include atomic structure, stoichiometry, chemical bonding, thermochemistry, chemical reactivity, and the properties of solids, liquids, gases, and solutions. Students cannot get credit for both CHEM 001A and CHEM 001AH. Enrollment in the Honors Transfer Project is required. Grade only.
001B • GENERAL CHEMISTRY 5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 equilibria, thermodynamics, electrochemistry, chemistry of the transition elements, and selected topics in nuclear chemistry. This course may also be offered via distance learning. Grade only.

001BH • GENERAL CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University
Chemistry 001BH is the honors version of the second of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include organic compounds, chemical kinetics, chemical equilibria, acid-base theories, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships. Grade only.

002 • INTRODUCTORY CHEMISTRY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MATH 000C or any MATH course higher than MATH 000C.
Acceptable for credit: University of California, California State University
CHEM 002 is designed specifically to prepare students for Chemistry 001A (general chemistry). It introduces the principles of atomic structure, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships. Grade only.

002L • INTRODUCTORY CHEMISTRY LABORATORY 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Corequisite: CHEM 002 or
Prerequisite: CHEM 002
Acceptable for credit: University of California, California State University
This course is a laboratory component to accompany CHEM 002: Introductory Chemistry. Grade only.

007 • BIOCHEMISTRY: AN INTRODUCTION TO STRUCTURE, ENZYMES, AND METABOLISM 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHEM 012B or CHEM 012BH, or
Corequisite: CHEM 012B or CHEM 012BH
Acceptable for credit: University of California, California State University
Biological chemistry is the study of the molecular nature of life. This course surveys biological structures (proteins, nucleic acids, carbohydrates, and lipids), enzyme function, and the chemical processes of metabolism. Pass/No Pass Option.

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

012AH • ORGANIC CHEMISTRY I - HONORS 5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHEM 001B or CHEM 001BH
Acceptable for credit: University of California, California State University
CHEM 012AH is the honors course for the first semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHEM 012A and CHEM 012AH. Enrollment in the Honors Transfer Project is required. Grade Only.

012B • ORGANIC CHEMISTRY II 5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHEM 001B or CHEM 001BH
Acceptable for credit: University of California, California State University
CHEM 012B is the honors course for the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHEM 012B and CHEM 012BH. Enrollment in the Honors Transfer Project is required. Grade Only.

012BH • ORGANIC CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHEM 012A or CHEM 012AH
Acceptable for credit: University of California, California State University
CHEM 012BH is the honors course for the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHEM 012B and CHEM 012BH. Enrollment in the Honors Transfer Project is required. Grade Only.

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.
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**CHEMISTRY • CHILD DEVELOPMENT**

**012B • ORGANIC CHEMISTRY II**
5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHEM 0012A

Acceptable for credit: University of California, California State University

CHEM 012B is the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. This course may be offered via distance learning. Grade only.

**030A • FUNDAMENTALS OF CHEMISTRY**
4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 903 or MATH 903M

Acceptable for credit: University of California, California State University

CHEM 030A is an introductory chemistry course designed for nursing and allied-health majors. Topics include dimensional analysis, inorganic nomenclature, atomic and molecular structure, bonding, chemical reactions, gas laws, solutions, acids-bases, oxidation-reduction, equilibrium and electrolyte systems. This course is not recommended for students majoring in biology or chemistry or for those seeking entry to professional programs in medicine or pharmacy. This course may also be offered via distance learning. Grade only.

**030B • FUNDAMENTALS OF CHEMISTRY**
4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CHEM 030A

Acceptable for credit: University of California, California State University

This course is a continuation of CHEM 030A. It is intended for pre-nursing students and is not recommended for science majors or those seeking entry to professional programs in medicine or pharmacy. This course is a survey of the major classes of biological macromolecules and their role in the chemistry of life processes. Topics include the biochemistry of carbohydrates, proteins, lipids, and nucleic acids, basic reactions of biosynthesis and metabolism, and applications of basic biochemistry to human physiology and disease processes. This course satisfies the general education requirements for non-science majors. Grade only.

**060 • SURVEY OF GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY**
4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MATH 903 or MATH 903M or any higher math. Chemistry 060 is a one-semester survey of General, Organic, and Biological Chemistry. Topics include atomic structure, chemical bonding, and acid-base chemistry; organic chemistry nomenclature, functional groups, stereochemistry, and classes of organic reactions; an introduction to the structure and function of biological macromolecules (carbohydrates, lipids, DNA/RNA, and proteins) and an overview of metabolism. This course may be offered via distance learning. Grade Only.

**CHILD DEVELOPMENT (CHD)**

**001 • CHILD GROWTH AND DEVELOPMENT**
3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University, University of California

This course is a study of typical and atypical child growth and development in all domains from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors within the family cultural context. Students observe children using investigative research methods, evaluate differences and analyze characteristics of development at various stages. This course may also be offered via distance learning. Grade only.

**002 • CHILD, FAMILY, AND COMMUNITY**
3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University, University of California

This class focuses on the relationship among children, families, and the community. Variations in family structure, cultural patterns, and the nature of parent child relationships are examined. Emphasis is on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers, and the media is examined. Current issues and problems facing families today are discussed. Agencies and resources which offer services or provide support to families are introduced. This course fulfills requirements as a core course for Title 22 licensing and the Child Development Permit. Grade only.

**003 • LANGUAGE AND LITERACY FOR THE YOUNG CHILD**
3.0 UNITS

Total Lecture: 54 hours

Advisory: CHD 001 and CHD 002

Acceptable for credit: California State University

This course is designed to give students an opportunity to learn about the development of language in children and to learn about which experiences and techniques are needed to enable children to further that development. Students learn how to promote oral language abilities through activities offered by books, poetry, dramatic play, and group discussions. Pass/No Pass Option

**004 • COGNITIVE EXPERIENCES FOR CHILDREN**
3.0 UNITS

Total Lecture: 54 hours

Advisory: CHD 001 and CHD 002

Acceptable for credit: California State University

This course will examine the cognitive development in children by reviewing the theories, research and curriculum experiences that will enhance the child’s thinking or understanding of the child’s physical and social world. The implications of Piaget’s theory for curriculum design and the role of the teacher and the environment in cognitive development will also be examined. Observation of children will be required. Grade only.
005 • MUSIC AND MOVEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is a study of music and movement activities and how these activities affect the child’s growth and development. Students learn how to assess musical and movement experiences and design activities that promote the child’s development. Students gain skills in determining how these musical experiences help with the pre-reading period, cognitive development, and sensory and creative expressions. Observation of children is required. Grade Only.

006 • SUPERVISION AND ADMINISTRATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: CHD 001, CHD 002, and CHD 010
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. Grade Only.

007 • MANAGEMENT ISSUES IN CHILD DEVELOPMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 focusing 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
Prerequisite: CHD 001, CHD 002, CHD 010, CHD 015, CHD 026
This course introduces students to developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. All aspects of curriculum development and implementation are emphasized. Students work under the supervision of a practicum supervisor at the Mission College Child Development Center. Grade Only.

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 is 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.

010 • PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001, CHD 002.
Acceptable for credit: California State University
This is a survey course that explores the issues and methodology of Early Childhood Education from a diverse perspective including: career options, historical roots, developmentally appropriate practices with children, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. Students become familiar with the nomenclature of the field and practices promoting advocacy, professionalism, and ethical behavior. This course may be offered via distance learning. Grade only.

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

014 • ART AND CREATIVE DEVELOPMENT OF YOUNG CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on creative art experiences for the child. Students explore the factors that affect the development of creativity, artistic expression, and aesthetics in children. Developmentally appropriate art experiences are explored with the emphasis on process rather than product. The role of the teacher and the importance of environment are discussed. Understanding and analyzing children’s art and its importance for the child’s overall development is studied. Students design creative art experiences to further the child’s creative expression. Observation of children is required. Pass/No Pass Option.
015 • OBSERVATION AND ASSESSMENT OF CHILDREN
Total Lecture: 54 hours
Prerequisite: CHD 001, CHD 002
Acceptable for credit: California State University
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Grade only.

016 • INFANT AND TODDLER DEVELOPMENT
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from 0-3. 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, SAFETY AND NUTRITION
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the laws, regulations, standards, policies and procedures of health, safety and nutrition in early childhood programs. Early childhood curriculum related to the topic is developed. The key components that ensure physical health, mental health and safety for both children and staff are identified along with the importance of collaboration with families and health professionals. The practice of integrating these concepts into everyday planning and program development with children is studied. Grade only.

018 • PARENTING ISSUES FOR TEACHERS
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give teachers or caregivers the skills to help parents develop positive attitudes, behavior and skills in their parent-child relationship. Students learn how to conduct parent/family meetings, parent/family conferences, and make other parent/family contacts. Grade only.

020 • THE CHILD WITH SPECIAL NEEDS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed for students who are considering a career or certificate in special education or who desire to work with children with special needs and their families. This course provides an overview of atypical development, a variety of disabilities and the impact a child with disabilities has on families. Educational, historical, societal and developmental issues are explored. The course examines special education laws, the identification and referral process, the development and implementation of an IFSP and an IEP, methods of intervention, and case management. Observation of children and conversations with family members and community agencies are required. Grade only.

021 • CHILDREN AND PLAY
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, language and physical development. Students observe children’s play behavior 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
Total Lecture: 36 hours
Advisory: CHD 001 and CHD 010
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments, including the National Association for the Education of Young Children (NAEYC) Accreditation self-study materials, designed for use in assessing staff performance and program quality are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. This course may also be offered via distance learning. Grade only.

024 • POSITIVE GUIDANCE IN EARLY CHILDHOOD
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course takes a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes stressors, child temperament, and disabilities. Positive guidance strategies, prevention techniques, supportive relationships, classroom management, observation, and intervention plans are discussed. Grade only.

025 • INCLUSION STRATEGIES AND CURRICULUM IN EARLY CHILDHOOD EDUCATION
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 020
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered include using observation and assessments and implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Curriculum modification strategies for children with disabilities are discussed with the goal of meeting their unique developmental needs in inclusive and natural environments. Specific attention is aimed at the role of the teacher as a professional working with families, collaborating with interdisciplinary teams, and creating cultural competence. Grade only.
COMMUNICATION STUDIES

COMMUNICATION STUDIES (COMM)

001 • PUBLIC SPEAKING 3.0 UNITS
Total Lecture: 54 hours
Advisory: LIB 010, ENGL 001A, READ 054
Acceptable for credit: University of California, California State University
This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Grade only.

001H • PUBLIC SPEAKING – HONORS 3.0 UNITS
Total Lecture: 54 hours
Advisory: LIB 010
This honors course is an enhanced version of the traditional curriculum, emphasizing the fundamentals of informative and persuasive speaking with extemporaneous speaking style. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Students cannot receive credit for both COMM 001 and COMM 001H. Enrollment in the Honors Transfer Project is required. Grade only.

004 • SMALL GROUP COMMUNICATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University
This course is designed to provide students with theoretical and practical experiences in problem solving, conflict management, decision making, and leadership in various group contexts. Students learn and practice effective oral communication skills important to the social-emotional, task and leadership functions of small groups in a variety of situations. Grade only.

008 • INTERPERSONAL COMMUNICATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENGL 001A, and READ 054
Acceptable for credit: California State University
This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. Pass/No Pass Option.

012 • INTRODUCTION TO INTERCULTURAL COMMUNICATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University
This is an introductory course examining the effects of culture on interpersonal communication. Students learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. Grade only.

019A • COMMUNICATION ACTIVITIES 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
In this course students participate in a variety of speech communication activities at a novice level. These may include leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, and judging high school competitions. Students are required to meet one-on-one with the instructor regularly to conduct and assess activities. Pass/No Pass Option.

020 • ARGUMENTATION AND DEBATE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University
This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Satisfies the 3 unit General Education oral communication requirement. Grade only.
COMMUNICATION STUDIES • COMMUNITY HEALTH • COMPUTER APPLICATIONS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

020H • ARGUMENTATION AND DEBATE – HONORS 3.0 UNITS
Total Lecture: 54 hours
This honors course provides an introduction to rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Students cannot receive credit for both COMM 020 and COMM 020H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option.

025 • MASS COMMUNICATION AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A
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.

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.

COMPUTER APPLICATIONS (CA)

How to determine placement in computer keyboarding classes
A student should enroll for:
• CA 11 with no previous keyboarding training;
• CA 10A with no previous keyboarding training;
• CA 10C with previous keyboarding training.

010A • LEARNING THE KEYBOARD 1.0 UNIT
Total Lab: 54 hours
This course is designed for anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. This course may also be offered via distance learning. Pass/No Pass Option.

010C • COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 UNIT
Total Lab: 54 hours
Advisory: CA 010A or CA 011
This course is designed for anyone who wants to improve basic keyboarding technique, speed, and accuracy on the computer. There is extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course may also be offered via distance learning. Pass/No Pass Only.

011 • BEGINNING KEYBOARDING WITH WORD PROCESSING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CA 070
Acceptable for credit: California State University
This course is designed for anyone who wishes to learn the “touch” system of keyboarding and word processing. Students practice on simple business letters, manuscripts, and personal-use correspondence as well as develop proper keyboarding techniques, speed, and accuracy on the computer. This course may also be offered via distance learning. Pass/No Pass Option.

013 • TEN-KEY NUMERIC KEYPAD 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CA 010A or CA 010C. 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
Acceptable for credit: California State University
Word processing is accomplished on a microcomputer using Microsoft Word. 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: Eligibility for ENGL 001A and READ 054, CA 033A and, CA 010A
Acceptable for credit: California State University
Word processing is accomplished on a computer, and students develop in-depth knowledge of Word to prepare documents. Course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. This course may also be offered via distance learning. Pass/No Pass Option.
**BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.**

**037A • SKILLS FOR SUCCESS: COMPUTERS, MS OFFICE, AND THE INTERNET**
3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, CA 010A or CA 011, CA 070.
Acceptable for credit: California State University
This course provides students with an overview of computer hardware and software, the Internet, and Office Applications to improve their confidence and success in using computers. The course provides students with hands-on experience, and emphasis is placed on Microsoft Applications, specifically Word, Excel, PowerPoint and Access. Other Cloud applications are also explored. This course may also be offered via distance learning. Pass/No Pass Option.

**045 • MANAGING PROJECTS WITH MICROSOFT**
3.0 UNITS
PROJECTS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CA 070
Acceptable for credit: California State University
This is a comprehensive course on Microsoft Project covering introductory and advanced topics on Project Management and MS Project features such as assigning, modifying, and fine-tuning tasks, resources, views, and reports within the overall project plan. Students use Microsoft Project software to successfully design, develop, manage, and complete a project. This course may 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 and the essential components of Microsoft Project. Students utilize Microsoft Project’s features such as creating and linking tasks, setting up and assigning resources, modifying the work calendar and formatting and printing a plan 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 054
Acceptable for credit: California State University
This course covers more advanced concepts of project management and advanced features of Microsoft Project. Students work with the project management tools of Microsoft Project to analyze schedules, 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.

**046 • INTRODUCTION TO MICROSOFT POWERPOINT**
1.0 UNIT
Total Lecture: 18 hours
Advisory: CA 010A
Acceptable for credit: California State University
The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course 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 and CA 046D
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 and other advanced features. This course may also be offered via distance learning. Pass/No Pass Option.

**047 • VISIO FOR VISIONARIES**
2.0 UNITS
Total Lecture: 36 hours
Advisory: CA 010A CA 046D and CA 070
Acceptable for credit: California State University
Visualize your world more with Microsoft Visio. Students learn how to use MS Visio to create organization charts, flow charts, floor and landscaping plans, and network and data diagrams. Students also learn to enhance shapes, design graphics and create visual reports. This course may also be offered via distance learning. Pass/No Pass Option.

**052 • COMPUTERS SIMPLIFIED FOR BEGINNING LEARNERS**
0.5 UNIT
Total Lecture: 9 hours
Advisory: CA 010A
This course takes students through the basics of using a computer to effectively perform essential tasks for workforce and academic survival. Highlights of the course include: operating system basics, applications software, e-mail basics, computer peripherals, and Internet basics. 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 also 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
Students learn Excel features that are used in decision-making. They experiment with scenarios, data lookups, goal seek, solver, pivot-table charts and graphs, and more. Students create macros to automate Excel tasks and 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. 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 054.

064 • EXCEL INSIDE AND OUT  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CA 070
Acceptable for credit: California State University
This is a comprehensive course on Excel covering both introductory and advanced topics. Topics include, but are not limited to, advanced formulas and functions, formatting a workbook, charts and graphs, pivot tables and charts, what-if analysis, and more. This course may be offered via distance learning. Pass/No Pass Option.

070 • USING MS WINDOWS  1.0 UNIT
Total Lecture: 18 hours
Advisory: CA 052, Eligibility for ENGL 001A and READ 054
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.

071E • MICROSOFT OUTLOOK  1.0 UNIT
Total Lecture: 18 hours
Advisory: CA 070
Students learn the basic features of Microsoft Outlook, a desktop information management system. Students learn how to manage email with rules and folders, enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks, and manage contacts and contact groups. Computer literacy skills and keyboarding skills are recommended. This course may be offered via distance learning. Pass/No Pass Option.

081B • INTRODUCTION TO MICROSOFT ACCESS  1.0 UNIT
Total Lecture: 18 hours
Advisory: CA 010A and CA 070
Acceptable for credit: California State University
Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. 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
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.

088A • INTRODUCTION TO JAVASCRIPT FOR THE WEB  1.0 UNIT
Total Lecture: 18 hours
Advisory: CA 097A, Eligibility for ENGL 001A and READ 054.
Acceptable for credit: California State University
This is an introductory course on Javascript programming for the web. Students learn to program interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. This course is cross-listed as GDES 088A. This course may also be offered via distance learning. Pass/No Pass Option.

088B • INTERMEDIATE JAVASCRIPT FOR THE WEB  2.0 UNITS
Total Lecture: 36 hours
Advisory: CA 088A, Eligibility for ENGL 001A and READ 054.
Acceptable for credit: California State University
Students learn to create interactive web pages using JavaScript. This course builds upon the introductory course to cover advanced objects, Web forms, events, DOM Scripting dynamic content, cookies and Web storage, and an introduction to advanced topics such as AJAX and JavaScript libraries. This course is cross-listed as GDES 088B. This course may also be offered via distance learning. Pass/No Pass Option.

092A • INTRODUCTION TO CLOUD TECHNOLOGIES AND SOCIAL MEDIA  2.0 UNITS
Total Lecture: 36 hours
Advisory: CA 010A
Acceptable for credit: California State University
This course is designed for anyone who wants to learn more about Web 2.0 and cloud technologies. This course provides an introduction to Web 2.0 applications, such as social networking sites (SNS), video-sharing sites, wikis, blogs and mashups. Students utilize Web 2.0 applications to facilitate interactive information sharing and collaboration via the Internet. This course may be offered via distance learning. Pass/No Pass Option.

092B • GOOGLE APPS FOR PERSONAL PRODUCTIVITY  2.0 UNITS
Total Lecture: 36 hours
Advisory: CA 010A or CA 037A
Acceptable for credit: California State University
This course introduces students to Google Drive and Google applications. Students learn to use GMail, Google Calendar, Document, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. Students also identify opportunities to utilize Google apps to communicate and collaborate within a virtual-social network. This course may also be offered via distance learning. Pass/No Pass Option.

097A • CREATING WEB PAGES - COURSE I  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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**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 054  
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.

**097C • CREATING WEB PAGES - COURSE 3**  
1.0 UNIT  
Total Lecture: 18 hours  
Advisory: CA 010A, CA 070, CA 097A, CA 097B, Eligibility for ENGL 001A and READ 054  
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.

**COMPUTER INFORMATION SYSTEMS (CIS)**

**007 • PYTHON PROGRAMMING**  
4.0 UNITS  
Total Lecture: 54 hours, Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This is an introductory course in programming using Python. No prior programming experience required. Students learn to design, code, and execute programs using the Python programming language. This class covers basic programming skills such as data types, control structure, algorithm development, and program design with functions. It also includes object-oriented programming and GUI programming concepts and topics. This course may also be offered via distance learning. Pass/No Pass Option.

**008 • ADVANCED PYTHON PROGRAMMING**  
4.0 UNITS  
Total Lecture: 54 hours, Total Lab: 54 hours  
Advisory: CIS 007  
Acceptable for credit: University of California, California State University  
This is an advanced course in Python programming that covers features of the language and its libraries. Students learn about parallel programming using threads and processes, network programming (client-side and server-side), database programming and persistence, text processing and regular expressions, and HTML and XML parsing. Pass/No Pass Option.

**037A • INTRODUCTION TO C PROGRAMMING**  
4.0 UNITS  
Total Lecture: 54 hours, Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This course is an introduction to the concepts and methods of computer programming using C language. The course covers data types, expressions, control structures, functions, sequential files, arrays, pointers, strings, string library and ADTs. It also covers low level programming elements such as memory manipulations, pass-by-reference pointers, structs and bit level manipulation. This course may also be offered via distance learning. Pass/No Pass Option.

**039 • INTRODUCTION TO COMPUTER SYSTEMS 3.0 UNITS**  
Total Lecture: 45 hours, Total Lab: 27 hours  
Acceptable for credit: University of California, California State University  
This course provides a solid introduction to computer systems and machine language programming. Students learn the inner working of computer systems, instruction sets, assembly language programming, and data representation. Students also learn how to understand the code that a compiler generates, the memory layout and hierarchy, and the details of linking and loading. This course may also 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 054  
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 class includes object-oriented programming concepts and topics. 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.

**044 • INTRODUCTION TO DATA STRUCTURES USING JAVA**  
4.0 UNITS  
Total Lecture: 54 hours, Total Lab: 54 hours  
Advisory: CIS 043 and MATH 003A, Eligibility for ENGL 001A and READ 054  
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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

045 • LINUX ESSENTIALS I 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27
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.

046 • LINUX ESSENTIALS II (SHELL PROGRAMMING) 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CIS 045
Acceptable for credit: California State University
This course builds upon CIS 045, Linux Essentials I, to cover shell and scripting in depth. Students learn to program in Bourne Again Shell, including variables, expressions, control structure, files and subroutines. This course also includes networking and internet scripting. This course may be offered via distance learning. Pass/No Pass Option.

047 • LINUX SYSTEM ADMINISTRATION I 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 045, Eligibility for ENGL 001A and READ 054
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.

048 • ADVANCED LINUX SYSTEM ADMINISTRATION 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CIS 047
Acceptable for credit: California State University
This is an advanced course in the Linux system administration series. Students learn to set-up and configure Linux based servers and networks. The course covers file systems, file sharing, mail server, LDAP, DNS, firewall, web server and network security. This course may be offered via distance learning. Pass/No Pass Option.

055 • INTRODUCTION TO DATABASE AND SQL 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CA 070
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. Pass/No Pass Option.

056 • DATABASE ESSENTIALS - PL/SQL 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CA 084A
This course is an introduction to PL/SQL language. It builds upon the basic SQL course to cover PL/SQL language, stored procedures, functions, packages, and database triggers. This course may be offered via distance learning. Pass/No Pass Option.

060 • MOBILE APPS PROGRAMMING - IPHONE 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 007, CIS 043
Acceptable for credit: California State University
This course is an introduction to programming iPhone and iPad applications in Cocoa using an object-oriented paradigm. Students learn to develop simple to more advanced applications using Cocoa Touch, Model-View-Control framework, graphical-user interface, classes, methods, and messages. This course may also be offered via distance learning. Pass/No Pass Option.

063 • MOBILE APPS PROGRAMMING - ANDROID 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, CIS 043
Acceptable for credit: California State University
This course is an introduction to programming applications for the Android operating system. Students learn to develop simple to more advanced applications using the latest Java technologies and the Android SDK. This course may also be offered via distance learning. Pass/No Pass Option.

064 • ADVANCED ANDROID APPS DEVELOPMENT 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CIS 063
This is an advanced course on Android application development that builds upon CIS 063, Mobile Apps Programming-Android. Topics include broadcast, services, custom views, widgets, SMS, and device hardware features. This course may be offered via distance learning. Pass/No Pass Option.

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 054
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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

082 • RUBY AND RUBY ON RAILS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CA 097A and CA 088A
This is a web programming course on agile web development using Ruby on Rails. It covers Ruby on Rails framework, Ruby programming language, Model-View-Controller (MVC) framework, site layouts, data models, authentication, validations, updates, user management and application deployment. 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, Total Lab: 54 hours
Advisory: CA 097A, CIS 037A
Acceptable for credit: California State University
This is an introductory course on web server side programming using PHP and MySQL. This course covers basic PHP programming elements including variables, strings, arrays, files and forms processing. It covers MySQL database basics and how to create a database driven web application. This course may be offered via distance learning. Pass/No Pass Option.

088 • ADVANCED JAVASCRIPT FOR WEB DEVELOPERS  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CA 088B, CA 097A or GDES 045
Acceptable for credit: California State University
This is an advanced course on JavaScript. It covers the following advanced topics: IIFEs, Regular expressions, JSON, XML, REST, HTML5 Canvas, jQuery, MVC, single page applications, Angular, client-server interaction, Node.js and Ajax. Pass/No Pass Option.

COMPUTER INFORMATION TECHNOLOGY (CIT)

011 • INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE (A+)  4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, mobile devices such as tablets and smartphones, client side virtualization, and the responsibilities of an IT professional. It helps students prepare for entry-level career opportunities in ICT and the CompTIA A+ certification. It also provides a learning pathway to Cisco CCNA. Students who complete this course are able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students learn to connect to the Internet and share resources in a networked environment. Hands-on lab activities are an essential element of the course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive “hands-on” experience in learning environments with limited physical equipment. The use of Packet Tracer supports alignment with the new CompTIA A+ certification objectives. This course may 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 054.

021 • INTRODUCTION TO CISCO NETWORKS (CISCO-1) 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 the first of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP/IP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing in IPv4 and IPv6 environments, and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices, including routers and switches, and implementing IP addressing schemes. This course may be offered via distance learning. Pass/No Pass Option.

022 • ROUTING AND SWITCHING ESSENTIALS (CISCO-2) 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 021
Acceptable for credit: California State University
This course is the second of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students participate in procedural labs, and then present basic configuration, implementation, and troubleshooting. Packet Tracer (PT) activities reinforce new concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This course may be offered via distance learning. Pass/No Pass Option.

023 • SCALING NETWORKS (CISCO-3) 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 022
Acceptable for credit: California State University
This course is the third of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. This course may be offered via distance learning. Pass/No Pass Option.

024 • CONNECTING NETWORKS (CISCO-4) 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 023
Acceptable for credit: California State University
This course is the fourth of four courses leading to the CCNA Routing and Switching designation. This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. This course may be offered via distance learning. Pass/No Pass Option.

029 • CISCO SECURITY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 024
Advisory: Eligibility for ENGL 001A and READ 05
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. This course includes a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop specialized security skills, along with critical thinking and complex problem solving skills. 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 054.

078 • MICROSOFT SERVER ESSENTIALS I 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIT 011
Acceptable for credit: California State University
This is the first of three courses leading to the Microsoft Certified Server certificate. 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. This course may be offered via distance learning. Pass/No Pass Option.

COUNSELING (COUNS)

000A • ORIENTATION TO MISSION COLLEGE 0.5 UNIT
Total Lecture: 9 hours
This course provides new students with basic information needed to attend college. It includes an orientation to Mission College programs and services, assessment information, registration procedures, an overview of general education requirements, and educational planning. This course may be offered via distance learning. Pass/No Pass Only.

005 • STRATEGIES FOR SUCCESS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This survey course includes a study of the following topics: role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Emphasis is on the attainment of life-long success in academic, professional and personal development. This course may be offered via distance learning. 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. Lower division major and general education requirements, college/university selection, admission procedures, state-wide transfer policies, application deadlines, financial aid and scholarship information are covered. 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.

007H • UNIVERSITY TRANSFER PLANNING - HONORS 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: (University of California - pending), California State University
This honors course provides in-depth information and assistance with the transfer process to four-year colleges/universities. Lower division major and general education requirements, college/university selection, admission procedures, state-wide transfer policies, application deadlines, financial aid and scholarship information are covered. Students have the opportunity to broaden their perspectives by examining the changes in the education policies and regulations that impact society and may influence their transfer planning and admission to a university. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. Students cannot get credit for both COUNS 007 and COUNS 007H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Pass/No Pass Option.

012 • CAREERS AND LIFE STYLES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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
Acceptable for credit: California State University
This course assists students in exploring individual interests through the use of a variety of career assessments. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options. This course may be offered via distance learning. Materials Fee. Pass/No Pass Option.

012C • CAREERS AND LIFE STYLES 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 and interview skills, and to identify different types of skills and how they relate to job requirements. Occupational trends are examined. This course may also be offered via distance learning. This course may be offered via distance learning. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

017 • TRANSFER SUCCESS AND LIFE TRANSITIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Through the context of transferring from a community college to a university, this course introduces students to appropriate life skills that can help them achieve greater success in their educational, personal, and professional lives. The course is designed specifically for students interested in successfully navigating the process of transferring to a college or university. Topics include: self-awareness; goal setting; motivation; learning styles; critical thinking; decision making; degree options; university systems and transfer programs; education planning; time management and procrastination; money management and financial aid; effective communication; unique transitional considerations for transfer students; and maintaining a healthy lifestyle. Pass/No Pass Option.

023 • BECOMING A MASTER STUDENT-ATHLETE 2.0 UNITS
Total Lecture: 36 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University
In this course, student-athletes learn tools for success to be applied in the classroom and in their sport. This survey course includes a study of the following topics: the role of education in life, college systems, learning strategies, academic survival, career information, and awareness of personal development and techniques of interpersonal communication. In addition, students learn how to balance academics and athletics, and how to prepare for a bright future. Pass/No Pass Option.

051A • PERSONAL GROWTH-INCREASING SELF-ESTEEM 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 054
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.

145B • BRIDGE TO COLLEGE 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for ENGL 001A and READ 054
This course is designed to provide new students with basic information needed to attend college. It includes an orientation to Mission College programs and services, assessment information, registration procedures, an overview of general education requirements and educational planning. The course is also designed to improve students’ study skills. Time management, note taking, preparation for exams and other study habits and techniques are covered. This course may be offered via distance learning. Pass/No Pass Option.

ECONOMICS (ECON)

001A • PRINCIPLES OF MACROECONOMICS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MATH 903
Advisory: MATH 000C
Acceptable for credit: University of California, California State University
This course is an introduction to macroeconomic analysis. Topics include determinants of national output, employment and price level, structure of macroeconomic models, macroeconomic equilibrium, economic growth, effects of fiscal and monetary policy, evolution of economic thought, and market systems and international economics. This course may be offered via distance learning. Grade only.

001AL • PRINCIPLES OF MACROECONOMICS LAB 1.0 UNIT
Total Lab: 54 hours
Corequisite: ECON 001A
Advisory: MATH 000C
Prerequisite: MATH 903
Acceptable for credit: University of California, California State University
This online lab course reinforces concepts learned in ECON 001A, Principles of Macroeconomics, and provides additional practice with solving problems in economics. Topics may include determinants of national output, employment and price level, structure of macroeconomic models, macroeconomic equilibrium, economic growth, effects of fiscal and monetary policy, evolution of economic thought, market systems, and international economics. Concurrent enrollment in ECON 001A is required. Pass/No Pass Only.

001B • PRINCIPLES OF MICROECONOMICS 3.0 UNITS
Total Lecture: 54 hours
Advisory: MATH 000C
Prerequisite: MATH 903
Acceptable for credit: University of California, California State University
This course is an introduction to microeconomic analysis that focuses on choices of individual economic decision makers. Topics include scarcity and resource allocation; elasticity; market equilibrium in competitive and non-competitive market structures; consumer behavior; production decisions; income distribution; market failure and effects of government intervention. This course may be offered via distance learning. Grade only.
ECONOMICS • ENGINEERING

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

006 • THE GLOBAL ECONOMY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe are presented to expand insight into the increasing economic interdependence of nations. This course is cross-listed as GLOBL 006 and SOCSC 006. This course may be offered via distance learning. Pass/No Pass Option.

ENGINEERING (ENGR)

010 • INTRODUCTION TO ENGINEERING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MATH 003
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 054
Prerequisite: MATH 003B or any higher level math 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 two- and three-dimensional engineering structures. Topics include the equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed loads, internal forces in beams, shear and bending moment diagrams, truss analysis, and friction. This course is primarily for engineering transfer students. 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 electric circuits. The emphasis is on analysis and setting up equations arising from the applications of Kirchoff’s Laws, Ohm’s Law, and Thevenin’s & Norton’s Theorems, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, transient responses, dependent sources, and operational amplifiers. This course is primarily for engineering transfer students. Grade only.

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
Introduction to Circuit Analysis Lab. This course is an introduction to the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function enharators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Construction and measurement of basic operational amplifier circuits. This course is primarily for engineering transfer students. Grade only.

025 • ENGINEERING GRAPHICS AND DESIGN 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MATH 000D or MATH 002 or MATH 003A or MATH 003AH
Acceptable for credit: University of California, California State University
This course develops graphical visualization and design skills by applying graphics based engineering methods. The course also teaches engineering design by applying the conceptual design process and integrating graphics into design projects. Graphics assignments develop sketching, manual drafting, and computer aided drafting (CAD) skills. This course is primarily for engineering transfer students. Grade only.
026 • ENGINEERING MATERIALS  
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  
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 software development using a high level language such as C or C++. Engineering problems are solved through software programming techniques and by interfacing software to hardware circuits. A microcontroller system such as Arduino is used. Pass/No Pass Option.

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 go directly to the Testing Center in E1-101 or call 408-855-5099.

001A • ENGLISH COMPOSITION  
Total Lecture: 54 hours 
Advisory: 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 001A fulfills the English requirement for the Associate degree; this is a baccalaureate course. This course may be offered via distance learning. Pass/No Pass Option.

001B • ENGLISH COMPOSITION  
Total Lecture: 54 hours 
Advisory: Eligibility for ENGL 001A and READ 054 
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  
Total Lecture: 54 hours 
Advisory: Eligibility for ENGL 001A and READ 054 
Prerequisite: ENGL 001A 
Acceptable for credit: University of California, California State University 
English 001C is an advanced composition course that emphasizes critical thinking, particularly in the reading and writing of arguments. Course content includes analytical reading skills and methods of analysis, principles of logic, techniques of reasoning and of style, and research skills. Grade only.

005A • ENGLISH LITERATURE THROUGH 18TH CENTURY  
Total Lecture: 54 hours 
Prerequisite: ENGL 908 or Qualify for English 1A on the English Placement test. 
Acceptable for credit: University of California, California State University 
This course is a survey of English literature that begins with Anglo-Saxon writings and the epic “Beowulf” and extends through the works of the eighteenth century ending with the writings of Samuel Johnson. Pass/No Pass Option.

005B • ENGLISH LITERATURE FROM 19TH CENTURY TO PRESENT  
Total Lecture: 54 hours 
Prerequisite: ENGL 908 or Placement at the English 1A level on the English Placement Test 
Acceptable for credit: University of California, California State University 
This course is a survey of English literature, the second half chronologically, beginning with the Romantic Period of the nineteenth century and continuing into the Modern Period of the twentieth century and includes authors from Wordsworth to James Joyce. Pass/No Pass Option.

006B • SURVEY OF WORLD LITERATURE  
Total Lecture: 54 hours 
Advisory: READ 054 
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.

007A • AMERICAN LITERATURE TO 1865  
Total Lecture: 54 hours 
Prerequisite: ENGL 908 or Qualifying score on the English placement test. 
Acceptable for credit: University of California, California State University 
This course covers major American writers from the Colonial period through 1865. It begins with William Bradford’s works and ends with the works of Walt Whitman. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**English Course Progression**

**ENGL 905**
**English Fundamentals**
- Concentration on paragraphs and essays.
- Corequisite or prerequisite required: READ 961.
- Corequisite required: ENGL 900.
- 3 units

**ENGL 908**
**Effective Writing**
- Non-transferable: Concentration on essays and introductory research.
- 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

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*Counselor advice prior to section enrollment is recommended for proper transfer requirement.*
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

007B • AMERICAN LITERATURE 1865 TO PRESENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: ENGL 908 or Qualifying score on the English placement test.
Acceptable for credit: University of California, California State University
This course covers major American writers from 1865 to the present. It surveys major American literary traditions from the Civil War to the present day. Pass/No Pass Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

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.

048 • INTRODUCTION TO SHAKESPEARE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENGL 900A/B is a recommended co-requisite for students needing extra help with the writing requirements of ENGL 048.
Prerequisite: ENGL 908 or eligibility for ENGL 001A based on the English placement test score.
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.

070 • CREATIVE WRITING 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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 UNIT
Total Lab: 27 hours
English 900 is required for any student taking English 903 or 905. It is also advised for students wanting extra help in any English course.
This course provides instruction designed to help students improve their writing by having them practice the steps of the writing process and apply writing strategies. Any student may enroll in the course. In order to receive credit, students must complete the required coursework. Pass/No Pass Only.

905 • ENGLISH FUNDAMENTALS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ESL 970G and ESL 970RW and ESL 970LS, or ESL 970GW and ESL 970RV and ESL 970LS
Corequisite: READ 961 or READ 961 or Assessment at any higher level of reading or demonstration of reading proficiency. 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. Pass/No Pass Option.

908 • EFFECTIVE WRITING (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 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. Pass/No Pass Option.
ENGLISH AS A SECOND LANGUAGE (ESL)

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

930ECC • ESL FOR CHILD CARE PART I  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: An appropriate score on the ESL Placement Test.
This high-beginning course develops oral and written communication skills in standard English within the context of child care and parenting. Students practice the listening, speaking, reading, and writing skills useful for communicating with and about children on topics including day-to-day care, health and safety. 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  3.5 UNITS
Total Lecture: 54 hours. Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930RV and ESL 930LS is recommended.
Prerequisite: A qualifying score on ESL placement test.
In this course, students develop basic writing and grammar skills of standard written English. Students practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes laboratory work to facilitate skill development. Pass/No Pass Option.

930LC • HIGH BEGINNING LISTENING AND CULTURE  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: A qualifying score on the ESL placement test.
This is the first of a two course sequence designed to help the high-beginning student develop strategies for communicating in the English language. Although some strategies for speaking are included, the emphasis is on developing skills in listening, reading, and writing. Pass/No Pass Option.

930LS • HIGH BEGINNING LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE)  3.5 UNITS
Total Lecture: 54 hours Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930GW and ESL 930RV
Prerequisite: ESL 920 or a qualifying score on ESL placement test
In this course students receive guidance and extensive practice in listening and speaking at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and of ideas in sentences, monologs, and dialogs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes one and a half hours of laboratory work weekly to facilitate skill development. Pass/No Pass Option.

930PL • BASIC PRONUNCIATION AND LISTENING UNITS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: A qualifying score in the ESL Placement Test.
Advisory: ESL 930LS
High-beginning level students receive guidance and extensive practice on the most important aspects of American English pronunciation. These include basic sound-spelling patterns, important vowel and consonant contrasts, syllables, word stress, and key intonation patterns. Pass/No Pass Option.

930RV • HIGH BEGINNING READING AND VOCABULARY  3.5 UNITS
Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: ESL 930GW, ESL 930LS
Prerequisite: Qualifying score on ESL placement test or ESL 920
Students receive guidance and extensive practice in reading and comprehending stories and articles written in simplified English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes laboratory work to facilitate skill development. Pass/No Pass Option.

940ECC • ESL FOR CHILD CARE PART II  3.0 UNITS
Total Lecture: 54 hours
Advisory: ESL 930ECC, ESL 930GW, ESL 930LS and ESL 930RV
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 930ECC. 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.

940GW • LOW INTERMEDIATE GRAMMAR AND WRITING (NON-ASSOCIATE DEGREE COURSE)  3.0 UNITS
Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940RV and ESL 940LS is recommended.
Prerequisite: A qualifying score on the ESL placement test or ESL 930GW
This course develops basic writing and grammar skills of standard written English at the low intermediate level. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, present, past and future verb tenses, articles, prepositions, spelling and punctuation. Pass/No Pass Option.

940LC • LOW INTERMEDIATE LISTENING AND CULTURE  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ESL 930LC and/or placement of 940 level on the ESL Placement Test.
This is the second semester of a one-year course. It is designed to help the low-intermediate student develop and strengthen strategies for communicating in the English language. Although some strategies for speaking are available, the emphasis is on developing skills in listening and, to a lesser extent, writing. Topics of American culture are covered. 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 054.

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING (NON-ASSOCIATE DEGREE COURSE)
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)
Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940GW and ESL 940LS is recommended.
Prerequisite: A qualifying score on the ESL placement test or ESL 930RV
This class emphasizes vocabulary expansion and comprehension of short texts including finding main ideas and details. The vocabulary focus is on word forms and families, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. Pass/No Pass Option.

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 is 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.

950GW • INTERMEDIATE GRAMMAR AND WRITING (NON-ASSOCIATE DEGREE COURSE)
5.0 UNITS
Total Lecture: 90 hours
Advisory: ESL 940LS
Prerequisite: Qualifying score on the ESL placement test; or ESL 940GW and ESL 940RV
This intermediate level course develops students’ writing and grammar competency through the study of targeted intermediate grammar structures and written materials. Students focus on writing a variety of sentences (compound, complex, and compound/complex) by utilizing adverb, adjective, and noun clauses, and half sentences, phrases, and particles. This course may also be offered via distance learning. Pass/No Pass Option.

950LS • HIGH 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.

950EC • ENGLISH AS A SECOND LANGUAGE FOR CHILD DEVELOPMENT PART I
3.0 UNITS
Total Lecture: 54 hours
Advisory: Qualifying score (at the ESL 950 level) on the ESL placement test, or ESL 930ECC and ESL 940ECC
This course develops English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of children and reflecting on their development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. Pass/No Pass Option.

950EC • ENGLISH AS A SECOND LANGUAGE FOR CHILD DEVELOPMENT PART II
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
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

English as a Second Language Course Sequence

**Spring 2014 – Spring 2017 Phase-In: Intermediate-Advanced GW/RV Series**

- **ESL 930GW**
  - High Beginning Grammar and Writing
  - 3 units

- **ESL 940GW**
  - Low Intermediate Grammar and Writing
  - 3 units

- **ESL 950GW**
  - Intermediate Grammar
  - 3 units

- **ESL 960GW**
  - High Intermediate Grammar and Writing
  - 5 units

- **ESL 970GW**
  - Advanced Grammar and Writing
  - 5 units

- **ESL 980**
  - Effective Writing for Advanced ESL Students
  - 4 units

**ESL 930ECD**
- ESL for Students of Child Development Part I
- 3 units

**ESL 950ECD**
- ESL for Students of Child Development Part II
- 3 units

**ESL 960ECD**
- ESL for Students of Child Development Part III
- 3 units

**ESL 970AM**
- Accent Modification
- 3 units

**ESL 930PL**
- Basic Pronunciation and Listening
- 3 units

**ESL 940PL**
- Intermediate Pronunciation and Listening
- 3.5 units

**ESL 950PL**
- Advanced Pronunciation and Listening
- 3 units

**ESL 930LC**
- High Beginning Listening and Culture
- 3 units

**ESL 940LC**
- Low Intermediate Listening and Culture
- 3 units

**ESL 950LC**
- Intermediate Listening and Culture
- 3 units

**ESL 960LC**
- High Intermediate Listening and Culture
- 3 units

**ESL 970LC**
- Advanced Listening and Culture
- 3 units

**ESL 950ECC**
- ESL for Childcare Part I
- 3 units

**ESL 940ECC**
- ESL for Childcare Part II
- 3 units

**ESL 950ECC**
- ESL for Childcare Part III
- 3 units

**ESL 960ECC**
- ESL for Childcare Part IV
- 3 units

**ESL 970AM**
- Accent Modification
- 3 units

**ESL 980**
- Effective Writing for Advanced ESL Students
- 4 units
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, adjective and noun clauses in complex sentences to express ideas related to reading content. Reading skills focus on the acquisition and use of new vocabulary, the strategies to understand and interpret content, reading a novel and completing a library project. This course may also be offered via distance learning. Pass/No Pass Option.

**950RV • INTERMEDIATE READING AND VOCABULARY**

*Total Lecture: 54 hours*
*Advisory: ESL 940LS*

Prerequisite: ESL 940RV and ESL 940GW or a qualifying score on the ESL placement test.

This intermediate level course develops students’ reading skills through the study of a variety of fiction and nonfiction reading materials. The course focuses on reading skills such as comprehending main ideas and details in intermediate level readings, the acquisition and use of new vocabulary, and the strategies to understand and interpret content. Pass/No Pass Option.

**950PL • INTERMEDIATE PRONUNCIATION AND LISTENING**

*Total Lecture: 54 hours, Total Lab: 27 hours*
*Advisory: ESL 930PL*

Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogs and paragraphs and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing and linking as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. Pass/No Pass Option.

**960G • HIGH INTERMEDIATE GRAMMAR 3.0 UNITS**

*Total Lecture: 54 hours*
*Advisory: ESL 950RW and ESL 950LS*

Prerequisite: A qualifying score on the ESL Placement Test; or ESL 950G or ESL 950GW

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. Pass/No Pass Option.

**960GW • HIGH INTERMEDIATE GRAMMAR 5.0 UNITS AND WRITING (NON-ASSOCIATE DEGREE COURSE)**

*Total Lecture: 90 hours*
*Advisory: ESL 950LS*

Prerequisite: A qualifying score on the ESL Placement Test; or ESL 950RW and ESL 950G ; or ESL 950RV and ESL 950GW

This course develops students’ knowledge of grammar in order to analyze, understand, write, and edit English sentences and paragraphs at a high-intermediate level. The course focuses on comprehensible simple, compound, and complex sentences with a high level of grammatical accuracy and word choice. Focus is also on various rhetorical styles in cohesive, well-organized, and grammatically correct paragraphs on abstract as well as concrete topics. This course may be offered via distance learning. Pass/No Pass Option.

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

*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.

**960EC • ENGLISH AS A SECOND LANGUAGE FOR CHILD DEVELOPMENT PART II 3.0 UNITS**

*Total Lecture: 54 hours*
*Advisory: Qualifying score (at the ESL 960 level) on the ESL placement test; or ESL 9300CC, ESL 940ECC, ESL 950ECD.*

This course is the continuation of ESL 950ECD. Students develop English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of and reflection on children’s development. This course focuses on the topics of children’s socio-emotional, motor, cognitive, as well as language and literacy, development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. Pass/No Pass Option.

**960RV • INTERMEDIATE READING AND VOCABULARY 3.0 UNITS**

*Total Lecture: 54 hours*
*Prerequisite: A qualifying score on the ESL placement test or ESL 950RW and ESL 950G or ESL 950RV and ESL 950GW*

Advisory: ESL 950LS and ESL 960 GW

In this course students develop reading comprehension strategies, vocabulary acquisition techniques, and analytical reading skills. Using a variety of fiction and non-fiction texts, students learn to recognize main ideas and supporting details, distinguish between fact and opinion, and infer meaning. Students also learn techniques for summarizing short texts. Students increase their academic vocabulary by using context clues, stems and affixes, and practice with the Academic Word List. In addition, they become familiar with the denotations and connotations of words. This course may be offered via distance learning. Pass/No Pass Option.
AUGUST 22, 2016 ADDENDUM MISSION COLLEGE CATALOG ADDENDUM JANUARY 1, 2015–2017

**960RW • HIGH INTERMEDIATE READING AND WRITING**

5.0 UNITS

Total Lecture: 90 hours
Advisory: ESL 950LS and ESL 960G
Prerequisite: A qualifying score on the ESL placement test or ESL 960RW and ESL 950G

This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students 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 be offered via distance learning. Pass/No Pass Option.

**970GW • ADVANCED READING AND VOCABULARY**

5.0 UNITS

Total Lecture: 90 hours
Prerequisite: Qualifying score on the ESL placement test; or ESL 960G and ESL 960RW
Advisory: ESL 950PL

This course continues developing skills in reading expository paragraphs and introduces the structure of the essay in standard academic written form. The focus is on a review of the paragraph skills attained in ESL 960RW (control of topic sentences and development of paragraphs which express well-organized, grammatically correct paragraphs in a variety of rhetorical styles). Students expand paragraphs into essays and learn to edit their work effectively. Throughout the course, students review grammar and sentence structure focusing on the identification and correction of errors most typical of the non-native student. Pass/No Pass Option.

**970R • ADVANCED READING AND VOCABULARY**

3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 960 LS and ESL 970GW
Prerequisite: Qualifying score on the ESL placement test; or ESL 960RW and ESL 960GW, or ESL 950PL and ESL 960G

Students will continue developing academic vocabulary using context clues, stems and affixes, and dictionary skills. Reading skills focus on inferences, identifying bias, fact vs. opinion, main idea, paraphrasing, and summarizing. A novel and a library project are required. Pass/No Pass Option.

**970AM • ACCENT MODIFICATION**

3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.
Advisory: ESL 950PL

Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. Pass/No Pass Option.

**960LS • ADVANCED LISTENING AND SPEAKING**

3.0 UNITS (NON-ASSOCIATE DEGREE COURSE)

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 970GW and ESL 970RV.
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.

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

**970RV • ADVANCED READING AND VOCABULARY**

4.0 UNITS

Total Lecture: 72 hours
Prerequisite: ESL 960RV and ESL 970GW, or ESL 960GW and ESL 960RW, or Qualifying score on the ESL placement test, ESL 970LS or ESL 970RV
Corequisite: ESL 970LS

This course is for students whose native language is not English. Students write academic essays and a short research paper. Emphasis is on the writing process, academic essay writing, and introductory research skills. The course also provides intensive practice with the sentence patterns, grammatical structures, and academic vocabulary necessary to produce clear, accurate prose. Pass/No Pass Option.

**970AM • ACCENT MODIFICATION**

3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.
Advisory: ESL 950PL

Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. Pass/No Pass Option.

**970GW • ADVANCED ESL COMPOSITION AND GRAMMAR**

5.0 UNITS

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.

**970RV • ADVANCED READING AND VOCABULARY**

3.0 UNITS

Total Lecture: 54 hours
Prerequisite: Qualifying score on the ESL placement test; or ESL 960RV and ESL 970GW, or ESL 970G and ESL 970RW; or Qualifying score on the ESL placement test, ESL 970LS or ESL 970RV
Corequisite: ESL 970LS

This course is for students whose native language is not English. Students write academic essays and a short research paper. Emphasis is on the writing process, academic essay writing, and introductory research skills. The course also provides intensive practice with the sentence patterns, grammatical structures, and academic vocabulary necessary to produce clear, accurate prose. Pass/No Pass Option.

**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.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

053 • FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 051 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. Pass/No Pass Option.

058 • WILDLAND FIRE TECHNOLOGY 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Acceptable for credit: California State University
This course focuses on the organizational skills necessary for wildland fire protection. The minimum safety equipment required for the field evolutions consists of an OSHA approved helmet with chin strap, impact goggles and leather gloves. Pass/No Pass Option.

059 • FUNDAMENTALS OF FIRE SUPPRESSION 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Advisory: WHP 004D
Acceptable for credit: California State University
Fundamental skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and hitches; identification, actuation and employment of portable fire service extinguishers; donning and testing of protective breathing apparatus; basic hose evolutions; laying multiple lines; operating hose lines above and below street level; fire service ladder evolutions; basic salvage and overhaul techniques. Safety equipment required. Uniform required. Pass/No Pass Option.

060 • WILDLAND FIRE TECHNOLOGY 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. 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 180  

The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. This course allows the student to experience "hands-on" skills while caring for patients under the supervision of a preceptor. The student will need to show proof of a current t.b.skin test (<6 months ago), either immunizations for or blood tests for the following: 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.  
**Pass/No Pass Option.**

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

**110 • EMERGENCY MEDICAL TECHNICIAN 3.5 UNITS**

**Total Lab:** 189 hours  
**Advisory:** AH 003 or a solid understanding of medical terminology, BIOSC 022 or a solid understanding of human anatomy and physiology.  
**Prerequisite:** Students must be registered through the South Bay Regional Public Safety Training Consortium; Current First Aid or Medic First Aid card and AH 011 or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level) or Current Emergency Medical Responder card (preferred)  

This course is part of the South Bay Regional Public Safety Training Consortium, and provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is taught in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the Santa Clara County EMS Authority (Title 22). Successful students are prepared for EMT certification through the National Registry. This course requires 24 hours participation in clinical experiences taking place in emergency room departments of hospitals, San Jose Fire Department, and in operational ambulance units. There is an $85 county and state certification fee, a Department of Justice/FBI livescan fee of $47, and a National Registry of EMT certification fee of $75. All fees are paid to external agencies. In support of the stated student learning outcomes, there are 24 TBA hours for clinical placement. **Grade only.**

**111 • FIRE FIGHTER I ACADEMY** 9.5 UNITS

**Total Lecture:** 45 hours, **Total Lab:** 378 hours  
**Prerequisite:** Students must be part of the South Bay Regional Public Safety Training Consortium; AH 011 or Current CPR card (either American Heart Association/BLS Healthcare Provider level or American Red Cross/Professional Rescuer medical Clearance Form or Current Medical Responder card (preferred) and H.ED 004 or current First Aid or Medic First Aid card  

This academy is part of the South Bay Regional Public Safety Training Consortium, and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course provides the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum provides the minimum required training required by the State of California Fire Marshal in the field of fire technology as it relates to firefighters. Students will be assigned to work with a local fire department for a specified number of hours during this course. **Grade only.**

**112 • FIRE CONTINUED PROFESSIONAL TRAINING** 2.5 UNITS

**Total Lab:** 135 hours  
**Prerequisite:** Students must be part of the South Bay Regional Public Safety Training Consortium, and FPT 110 or Proof of graduation from a California State Fire Academy  

This course is part of the South Bay Regional Public Safety Training Consortium, and provides training recommended by the California State Fire Marshall to keep students current with new equipment, policies, laws and skills needed to be prepared in the line of duty. It also provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. **Pass/No Pass Only.**
**FOREIGN LANGUAGES**

**ARABIC (ARAB)**

**001 • FIRST SEMESTER ARABIC**

Total Lecture: 90 hours  
Acceptable for credit: University of California, California State University  
Arabic 001 is a first-semester introductory course that introduces fundamental concepts of standard Arabic. Comprehension of both written and spoken Arabic is covered, as well as related cultural topics. This course is designed for the beginner. All four language skills (listening, speaking, reading, and writing) are introduced in a cultural context. Pass/No Pass Option.

**002 • SECOND SEMESTER ARABIC**

Total Lecture: 90 hours  
Acceptable for credit: University of California, California State University  
Arabic 002 is the 2nd-semester course which continues to develop the fundamental concepts of Arabic 001, while emphasizing listening and reading comprehension, grammar and oral production and writing skills in standard Arabic. Pass/No Pass Option.

**050A • BEGINNING CONVERSATIONAL ARABIC AND CULTURE**

Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course is designed for students without previous experience, desiring a basic, practical conversational approach to learning a language. This course emphasizes conversational skills and vocabulary building with basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Arab and Arabic-language speaking countries customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. Pass/No Pass Option.

**050B • BEGINNING CONVERSATIONAL ARABIC AND CULTURE**

Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course is a continuation of ARAB 050A and is designed to improve students’ practical conversational and language skills, to increase their vocabulary and knowledge of basic grammar rules, and to add to their knowledge of the culture and traditions of Arabic-speaking countries. Pass/No Pass Option.

**CHINESE (CHIN)**

**001 • FIRST SEMESTER CHINESE**

Total Lecture: 90 hours  
Acceptable for credit: University of California, California State University  
This course is an introduction to the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. Pass/No Pass Option.

**002 • SECOND SEMESTER CHINESE**

Total Lecture: 90 hours  
Prerequisite: CHIN 001  
Acceptable for credit: University of California, California State University  
Chinese 002 is a continuation of Chinese 001 and is an elementary level course. Pass/No Pass Option.

**050A • CONVERSATIONAL CHINESE/MANDARIN**

Total Lecture: 54 hours  
Acceptable for credit: California State University  
The student will learn a basic conversational approach to standard Chinese (Mandarin). This course emphasizes conversation and vocabulary-building. A variety of classroom activities will permit the student to use the language actively while studying it. Cultural topics will center on everyday life in Chinese-speaking countries today (food, customs and traditions, the family, etc.). A variety of audio-visual materials will be used in the presentation of the course. Pass/No Pass Option.

**050B • BASIC CONVERSATIONAL CHINESE (MANDARIN) AND CULTURE**

Total Lecture: 54 hours  
Advisory: CHIN 050A  
Acceptable for credit: California State University  
This course is a continuation of Chinese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. They will add to the knowledge and understanding of customs and traditions in Chinese-speaking cultures. A variety of audio-visual materials will be used in the presentation of the course. Pass/No Pass Option.
FOREIGN LANGUAGES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

FRENCH (FRNCH)

001 • FIRST SEMESTER FRENCH (ELEMENTARY LEVEL)  5.0 UNITS
Total Lecture: 90 hours
Corequisite: FRNCH 001L
Acceptable for credit: University of California, California State University
The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Pass/No Pass Option.

001L • FRENCH LABORATORY  0.5 UNIT
Total Lab: 27 hours
Advisory: Concurrent enrollment in FRNCH 001 is advisable.
Acceptable for credit: California State University
This is a laboratory course, offered in the Foreign Language Center or online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in FRNCH 001, and is designed to further enhance class material. FRNCH 001L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.

002 • SECOND SEMESTER FRENCH (ELEMENTARY LEVEL)  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRNCH 001 or its equivalent (2 years of high school French)
Corequisite: FRNCH 002L
Acceptable for credit: University of California, California State University
French 002 is a continuation of French 001. The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Pass/No Pass Option.

002L • FRENCH LABORATORY  0.5 UNIT
Total Lab: 27 hours
Advisory: FRNCH 002 Concurrent enrollment in FRNCH 002 is advisable.
Acceptable for credit: California State University
This is a laboratory course, offered in the Foreign Language Center or online. 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 002, and is designed to further enhance class material. FRNCH 002L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.

003 • THIRD SEMESTER FRENCH (INTERMEDIATE LEVEL)  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRNCH 002 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 003 is a continuation of FRNCH 002. The student continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Pass/No Pass Option.

004 • FOURTH SEMESTER FRENCH (INTERMEDIATE LEVEL)  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRNCH 003 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 004 is a continuation of FRNCH 003. The students continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Pass/No Pass Option.

JAPANESE (JPNS)

001 • JAPANESE I  5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Students learn the fundamentals of Japanese grammar, pronunciation, and two written syllabary systems, Hiragana and Katakana. Emphasis is placed on communication and relevancy. Students are personally involved in a variety of activities which encourage use of language creatively in meaningful situations. In addition, the students are exposed to the basics of Japanese culture. Pass/No Pass Option.

002 • SECOND SEMESTER JAPANESE  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: JPNS 001
Corequisite: JPNS 002L
Acceptable for credit: University of California, California State University
Japanese 002 is a continuation of Japanese 001. Students acquire the basic skills for communication in Japanese: listening, speaking, reading, and writing. Students are exposed to a general overview of Japanese civilization and culture. Pass/No Pass Option.

SPANISH (SPAN)

001 • FIRST SEMESTER SPANISH (ELEMENTARY SPANISH)  5.0 UNITS
Total Lecture: 90 hours
Corequisite: SPAN 001L
Acceptable for credit: University of California, California State University
The student acquires the basic skills for communication in Spanish: listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. Pass/No Pass Option.
FOREIGN LANGUAGES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

001L • SPANISH LABORATORY
0.5 UNIT
Total Lab: 27 hours
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about the cultures of Spanish-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in SPAN 001, or may be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. Pass/No Pass Option.

002 • SECOND SEMESTER SPANISH
(ELEMENTARY LEVEL)
5.0 UNITS
Total Lecture: 90 hours
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 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. 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 relevant dialogues and readings regarding Hispanic civilization. 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.

050A • BASIC CONVERSATIONAL SPANISH AND CULTURE
3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of activities center on everyday life in Spanish-speaking countries. 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.

VIETNAMESE (VIET)

001 • FIRST SEMESTER VIETNAMESE
(ELEMENTARY LEVEL)
5.0 UNITS
Total Lecture: 90 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

002 • SECOND SEMESTER VIETNAMESE
(ELEMENTARY LEVEL)
5.0 UNITS
Total Lecture: 90 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.
049A • VIETNAMESE FOR THE VIETNAMESE-SPEAKING

Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. Grade only.

049B • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS

Total Lecture: 54 hours
Prerequisite: VIET 049A
Acceptable for credit: University of California, California State University
This course, designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. Pass/No Pass Option.

GEOGRAPHY (GEOG)

001 • INTRODUCTION TO PHYSICAL GEOGRAPHY

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

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces 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. This course may also be offered via distance learning. Pass/No Pass Option.

004 • THE DEVELOPING WORLD

Total Lecture: 54 hours
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 is cross-listed as GEOG 004 and SOCS 004. Pass/No Pass Option.

006 • WORLD REGIONAL GEOGRAPHY

Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
World Regional Geography deals with the study of a particular group of world regions or realms as each compares with the rest of the world in terms of both physical and cultural landscapes. It uses the fundamental geographic concepts and themes to provide a framework for understanding development patterns around the world. Development is viewed from the perspective of the natural environment that provides the basis for development as well as the cultural, social, political, and the economic factors that vary from region to region. This course may also be offered via distance learning. Pass/No Pass Option.
011 • THE HISTORY OF MODERN DESIGN  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students 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.

012 • HISTORY OF PHOTOGRAPHY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This course surveys the history of photography from its origins to the present. Students examine the practice of photography as an art form and as a form of visual communication in historical, socio-political and cultural contexts. This course may be offered via distance learning. Pass/No Pass Option.

015 • PHOTO-MEDIA AND SOCIAL CHANGE  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This course examines the impact of a wide range of new photographic genres on global social change. This includes analysis of the historical and social context of photojournalism, art photography, and internet multi-media and their influence on culture. Students identify how photography in new media effects human rights and current perceptions of race, gender, sexual orientation, ethnicity and cultural identity. This course may be offered via distance learning. Pass/No Pass Option.

03S • BEGINNING GRAPHIC DESIGN  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University, University of California
In this introductory course students learn about the practical, artistic, and technical sides of Graphic Design. Students also begin to gain the necessary critical thinking and technical skills required in the field of Graphic Design. Students are evaluated through a series of hands-on projects. The primary software used in this course is Adobe Photoshop, but multiple software packages are explored. This course may also be offered via distance learning. Pass/No Pass Option.

039A • 3D ANIMATION AND MODELING  3.0 UNITS
USING MAYA
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 035A
Acceptable for credit: California State University, University of California
This is an introductory course in learning to make 3D art assets for animation. Students learn animation techniques using 3D modeling and animation software, including texture mapping and lighting effects. Students analyze the historical and contemporary trends in computer animation films. Pass/No Pass Option.

041 • MOBILE GAME DESIGN AND DEVELOPMENT  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CA 088A.
This class focuses on creating mobile games using third party developer tools. Students learn how to design, program, test, and publish their mobile game to various mobile platforms. Pass/No Pass Option.

043A • 3D GAME CHARACTER ANIMATION WITH MAYA  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, ART 031A and GDES 039A
Acceptable for credit: California State University
This is an introductory course in character animation using Maya to generate animation. Using pre-built 3D characters, students learn basic animation principles such as squash and stretch, and anticipation. Students learn the controls for 3D mesh characters, and will generate walk cycles, run cycles, and action sequences. Students develop concepts for short movies for 3D characters in action sequences, and add lighting and textures to their scenes, in making their animated movie shorts. Pass/No Pass Option.

045 • WEB DESIGN WITH HTML AND CSS  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the design and technical skills required to create effective web designs using HTML, CSS and a variety of software packages. The basic principles of type, color, and layout are explored, along with necessary basic coding skills. Emphasis is placed on using industry standard workflows and techniques to create compelling designs. This course may also be offered via distance learning. Pass/No Pass Option.

046 • INTERMEDIATE WEB DESIGN WITH DREAMWEAVER AND CSS  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDES045, Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University
This intermediate level course focuses both on the creative design and the appropriate software and coding skills required in web design and front
end web development. Adobe Dreamweaver is used in the course. This course provides an intermediate level content continuation of the GDES 045 Web Design course. Advanced design principles of type, color, illustration and layout are explored along with intermediate to advanced HTML, CSS, and an introduction to Javascript and other relevant technologies. A basic understanding of computer system operation is required. This course may be offered via distance learning. 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 skills required to create effective web animations using a variety of software applications. Principles of animation, visual communication, user interface design and web optimization are explored. The student develops an understanding of the role of animation on the internet in a series of hands-on exercises. A basic understanding of computer systems is assumed. This course may be offered via distance learning. Pass/No Pass Option.

**049 • JQUERY, WORDPRESS AND CONTENT MANAGEMENT SYSTEMS** 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours  
Advisory: CA 088A, GDES 046  
Acceptable for credit: California State University  
This advanced web design and development class uses content management systems such as WordPress, and Javascript frameworks such as Jquery, to build dynamic websites that can updated easily. PHP and MySQL are also utilized. This course may be offered via distance learning. Pass/No Pass Option.

**051 • MOBILE APPLICATION AND WEB DEVELOPMENT WITH WEB STANDARDS** 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours  
Advisory: GDES 045, GDES 046  
Acceptable for credit: California State University  
This class focuses on using emerging web technologies like HTML5 and CSS3 to create rich web applications as well as native mobile applications. Students learn to develop media using web standards. Current options for delivery methods on mobile devices are explored. This course may also be offered via distance learning. Pass/No Pass Option.

**055A • DESIGN AGENCY AND BRANDING** 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours  
Advisory: GDES 035, GDES 062  
Acceptable for credit: California State University  
In a real-world environment, this course is designed to increase the skills and abilities needed by students in the design industry, with an emphasis on creating brands and promoting brand awareness across all media, including interactive and print. The course includes project-based exploration of creative ideas in logo design, concept work, layout, package design, advertising, and more. The students, with active faculty involvement and supervision, work on real-world projects responding to design needs with emphasis on non-religious, non-profit organizations in our community. This course may also be offered via distance learning. Pass/No Pass Option.

**060 • PAGE LAYOUT AND TYPGRAPHY** 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours  
Advisory: GDES 035, Eligibility for ENGL 001A and READ 054  
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.

**062 • INTRODUCTION TO ADOBE ILLUSTRATOR** 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours  
Acceptable for credit: California State University  
In this course, students use Adobe Illustrator to create vector-based graphics such as technical illustrations, logos, photo-realistic images, and other artwork used in print publications and the web. Techniques used by industry professionals are emphasized. This course may be offered via distance learning. Pass/No Pass Option.

**063 • INTRODUCTION TO ADOBE INDESIGN** 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours  
Acceptable for credit: California State University  
This introductory level course in page layout uses Adobe InDesign software. Students assemble a variety of printed pieces such as booklets, brochures, magazines, newspapers, newsletters, and other communication materials. Emphasis is on learning techniques used by graphics professionals to create full-color pieces integrating text, photos, and illustrations. This course may be offered via distance learning. Pass/No Pass Option.

**064 • INTRODUCTION TO ADOBE PHOTOSHOP** 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours  
Acceptable for credit: California State University  
This is a beginning Adobe Photoshop course for graphic designers, artists, and photographers. Students learn how to create original artwork, refine photographs and manipulate digital imagery. Basic design principles are explored. This course may be offered via distance learning. Pass/No Pass Option.

**066 • ADVANCED ADOBE ILLUSTRATOR** 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours  
Advisory: GDES 062  
Acceptable for credit: California State University  
This advanced level course uses Adobe Illustrator software. Designed for the student who wishes to continue with techniques and methods beyond the GDES 062 beginning course, students produce a variety of sophisticated digital illustrations. Emphasis is on technique as well as methodologies for creating illustrations with a distinctive style. This course may be offered via distance learning. Pass/No Pass Option.
This introductory course focuses on photography as a creative medium. Emphasis is placed on aesthetics, composition, content and the technical and creative skills required to create effective digital images using digital cameras and a variety of software packages. Students also critically evaluate photographic images according to the principles of photographic theory. A basic understanding of computer system operation is required. Students must have access to a digital camera. This course may be offered via distance learning. Pass/No Pass Option.

067 • ADVANCED ADOBE INDESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This advanced level course uses Adobe InDesign software, and is designed for students who want to learn advanced techniques of page layout beyond those covered in GDES 63. Projects emphasize the creation of professional level pieces using industry standard techniques and best practices. Students create materials for both print and electronic publishing. This course may be offered via distance learning. Pass/No Pass Option.

068 • ADVANCED ADOBE PHOTOSHOP 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This is an advanced course in Adobe Photoshop. This course provides instruction on: image manipulation, enhancement, and compositing; advanced special effects; and the creation of original product and fine art illustrations. This course is designed for students who have completed GDES 064 or students who have previous experience using Photoshop. This course may be offered via distance learning. Pass/No Pass Option.

070 • USER EXPERIENCE, INTERFACE, AND MULTIMEDIA DESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
In this course students are introduced to the fields of User Experience Design and Interface Design. Key topics covered in this course are interaction design, mobile and desktop interface design, information architecture, user research, as well as UX planning documents such as wireframes and personas. Students learn many of the principles, processes, and techniques used to develop effective user interfaces. This course may be offered via distance learning. Pass/No Pass Option.

073 • DIGITAL PHOTOGRAPHY 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on photography as a creative medium. 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
Acceptable for credit: California State University
This introductory course focuses on the use of video production and related software. The students develop an understanding of video production and post-production in a series of hands on exercises. Camera operation, video and audio production techniques, special effects, the basic principles of motion graphics, video editing and audio editing are explored. Access to a camera capable of recording video, and a basic understanding of computer system operation are required. This course may be offered via distance learning. Pass/No Pass Option.

075 • CARTOONING AND ANIMATION 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the principles and techniques of cartooning and animation. The students develop an understanding of the principles of motion, timing, and staging. Students create original artwork that illustrates techniques learned in the class. This course may be offered via distance learning. Pass/No Pass Option.

076 • MOTION GRAPHICS 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the preparation and production of motion graphics/visual effects for video, film and the internet. The student develops an understanding of the principles of type in motion, keyframe animation, masking/keying, tracking, color correction and compositing. The focus is on creative visual communication. The student develops skill in the use of After Effects, as well as other appropriate software. Access to a camera capable of recording video, and a basic understanding of Adobe Photoshop and computer system operation are recommended. This course may be offered via distance learning. Pass/No Pass Option.

077 • ADVANCED DIGITAL PHOTOGRAPHY 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course introduces the student to the skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and other materials are examined and design solutions created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging are discussed. This course may be offered via distance learning. Pass/No Pass Option.

079 • SAFETY-IN-PACKAGING DESIGN 1.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course introduces the student to the skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and other materials are examined and design solutions created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging are discussed. This course may be offered via distance learning. Pass/No Pass Option.

080 • PACKAGING DESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course introduces the student to the skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and other materials are examined and design solutions created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging are discussed. This course may be offered via distance learning. Pass/No Pass Option.

081 • MOTION GRAPHICS WITH AFTER EFFECTS 3.0 units
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course focuses on the preparation and production of motion graphics/visual effects for video, film and the internet. The student develops an understanding of the principles of type in motion, keyframe animation, masking/keying, tracking, color correction and compositing. The focus is on creative visual communication. The student develops skill in the use of After Effects, as well as other appropriate software. Access to a camera capable of recording video, and a basic understanding of Adobe Photoshop and computer system operation are recommended. This course may be offered via distance learning. Pass/No Pass Option.

082 • GAME DESIGN AND ARCHITECTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the planning and methodology of game design. Students develop an understanding of the conceptual game development process and, game architecture. Students also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. This course may be offered via distance learning. Pass/No Pass Option.

085 • PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
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.
HEALTH OCCUPATIONS (HO)

001 • MEDICAL TERMINOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides techniques for medical word building and interpretation using basic word elements (root words, prefixes and suffixes) of Greek and Latin origin. Students learn anatomical, physiological, and pathological medical terminology, as well as therapeutic and diagnostic words, with an overview of each body system. Students demonstrate their ability to define, pronounce, and understand the meaning of medical terms through assignments such as analyzing medical records and creating a PowerPoint presentation. Pass/No Pass Option.

002 • CARDIOPULMONARY RESUSCITATION 0.5 UNITS
Total Lecture: 9 hours
Acceptable for credit: California State University
The course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression (Basic Life Support) to a victim of sudden death. This course is taught according to guidelines of the American Heart Association. AHA CPR/AED course completion cards are issued to students who successfully meet course objectives. The student is required to read the textbook "BLS for Healthcare Providers" prior to attending class. Pass/No Pass Option.

003 • EMERGENCY/DISASTER PREPAREDNESS FOR ALLIED HEALTH PROFESSIONALS 0.5 UNITS
Total Lecture: 9 hours
The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Pass/No Pass Option.

008 • COMMUNITY HEALTH PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: MATH 900
Acceptable for credit: California State University
This is an introductory community health course 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 for persons working in residential care agencies. Grade Only.

019A • NURSING ASSISTANT FUNDAMENTALS 3.5 UNITS
Total Lecture: 54 hours, Total Lab: 27 Hours
Corequisite: HO 019B and H.ED 004 or must have a current certificate/card for Adult first Aid and CPR w/AED.
Acceptable for credit: California State University
This beginning course in nursing fundamentals gives the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with HO 019B, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. Grade only.
HEALTH OCCUPATIONS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

019B • NURSING ASSISTANT CLINICAL EXPERIENCE 2.0 UNITS

Total Lab: 108 hours
Corequisite: HO 019A Students must pass the course with 75% or higher, and H.ED 004 Students are required to have current training card for adult First Aid with CPR & AED.

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 HO 019A, are eligible to apply to take the examination California Certified Nurse Assistant (CNA). Pass/No Pass Only.

020 • INTRODUCTION TO PROFESSIONAL HEALTH CARE 0.5 UNITS

Total Lecture: 9 hours
Advisory: MATH 903 or AH 914 and AH 001A, AH 003 and H.ED 002
Prerequisite: Acceptance into the Vocational Nursing or Psychiatric Technician career track, Possess current California Nurse Assistant Certificate (CNA), BIOSC 022, or BIOSC 047 and BIOSC 048.

This course helps acquaint incoming vocational nursing and psychiatric technician students with Mission College, available student services, and the Health Occupations career tracks. It covers college orientation and information regarding Health Occupations policies and procedures, study skills, assignments, time management, and career opportunities. Pass/No Pass Only.

022 • PATIENT NURSING CARE FUNDAMENTALS 1.5 UNITS

Total Lecture: 27 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003 and H.ED 002
Prerequisite: Current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; BIOSC 022 or BIOSC 047 and BIOSC 048; AH 011 Students must have current Am. Heart Assoc., Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; HO 020;
Corequisite: HO 023A; HO 023B; HO 024; HO 027 Students must pass the course with 75% or higher. HO 025A VN students only or HO 025B PT students only; HO 026A VN students or HO 026B PT students; PSYCH 001 (for VN only; may be taken as a Prerequisite.) or PSYCH 012 (for PT only; may be taken as a Prerequisite.); HO 023C (PT students only; students must pass the course with 75% or higher);
Acceptable for credit: California State University

This is a foundation course in which beginning Health Occupations students gain knowledge of fundamental principles and techniques necessary to provide basic nursing care to patients. Ethical and legal responsibilities of the vocational nurse and psychiatric technician are explored. Students utilize the nursing process and therapeutic communication while gaining competence in performing basic nursing procedures and skills, including administration of medications and enemas; performing physical assessments of body systems; collecting and ensuring integrity of diagnostic specimens; insertion of nasogastric tube; enteral feedings; airway suctioning; tracheostomy care; wound assessment and care, including application of dressings; as well as documentation of assessment findings, care provided and patient’s responses. Grade only.

023A • BEG. MEDICAL-SURGICAL NURSING THEORY 2.5 UNITS

Total Lecture: 45 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003 and H.ED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA) and Acceptance into Health occupations Vocational Nursing or Psychiatric Technician career track; HO 011 Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; BIOSC 022, or BIOSC 047 and BIOSC 048; HO 020;
Corequisite: HO 022, HO 023B and HO 024, HO 027 Students must pass the course with 75% or higher; HO 025A (For VN students) or HO 025B (for PT students); HO 026A (for VN students) or HO 026B (for PT students); PSYCH 001 (For VN students) or PSYCH 012 (For PT students); HO 023C (For PT students only). Students must pass the course with 75% or higher.
Acceptable for credit: California State University

This course focuses on beginning level nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the musculoskeletal, neurological, neurosensory and reproductive systems. Includes six hours of related pharmacology content. Grade only.

023B • BEG. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 1.0 UNITS

Total Lecture: 18 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003 and H.ED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA) and Acceptance into Health occupations Vocational Nursing or Psychiatric Technician career track; BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification. HO 020;
Corequisite: HO 022, HO 023A, HO 024, HO 027 Students must pass the course with 75% or higher; HO 025A VN students only or HO 025B PT students only; HO 026A VN students only or HO 026B PT students only; PSYCH 001 VN students only or PSYCH 012 PT students only; HO 023C PT students only. Students must pass the course with 75% or higher.
Acceptable for credit: California State University

This beginning course is designed to present theoretical concepts of mental health disorders, legal and ethical principles, and approaches to assist the vocational nursing and psychiatric technician students to identify and understand therapeutic communication skills, psycho-pharmacological concepts and assessment skills in caring for persons with psychiatric disorders. Among these skills are objective and subjective observations and data collection through assessment of strengths and abnormalities in function and behavior across the lifespan. Includes two hours of related pharmacology content. Grade only.
023C • BEG. COGNITIVE DISABILITIES – DEVELOPMENTAL DISABILITY THEORY 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003 and H.ED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Psychiatric Technician career track. BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 Must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification and HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024 and HO 027 Students must pass the course with 75% or higher, HO 025B and HO 026B, PSYCH 012 Can be taken prior to entering the program.
Acceptable for credit: California State University
This is a beginning course in which the causes of intellectual and development disorders are explored. Psychiatric Technician students learn to perform focused behavioral and functional assessments and plan behavioral modification interventions for enhancing quality of life within areas of interpersonal relations, social inclusion, physical well-being and personal development for clients with intelligence and developmental disorders. Includes two hours of related pharmacology content. Grade only.

024 • PHARMACOLOGY A 1.0 UNIT
Total Lecture: 18 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003, H.ED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track. BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 Must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B - Students must pass the course with 75% or higher, HO 025A - VN students only, or HO 025B - PT students only, HO 026A - VN students only or HO 026B - PT students only, HO 027 - Students must pass the course with 75% or higher, PSYCH 001 - VN students, or PSYCH 012 - PT students, HO 023C - PT students only; students must pass the course with 75% or higher.
Acceptable for credit: California State University
This beginning course in pharmacology presents the vocational nursing and psychiatric technician student with the basic principles of pharmacology. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agent use for patients with disorders of the musculoskeletal, neurological, neurosensory, and reproductive systems. Grade only.

025A • FUNDAMENTALS SKILLS/SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Advisory: MATH 903 or AH 914, AH 003, H.ED 002, AH 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing career track. BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Students must pass the course with 75% or higher, PSYCH 012. Acceptable for credit: California State University
This course allows the beginning vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. Pass/No Pass Only.

025B • FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Advisory: MATH 903 or AH 914, AH 003, H.ED 002, AH 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing career track. BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Students must pass the course with 75% or higher, HO 026B, PSYCH 012 (May be taken as a prerequisite)
Acceptable for credit: California State University
This course allows the beginning psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. Pass/No Pass Only.
026A • BEG. CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Advisory: MATH 903 or AH 914, AH 003, H.ED 002, AH 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Students must pass the course with 75% or higher, HO 025A, PSYCH 001 Can be taken prior to entering the program.
Acceptable for credit: California State University
This is a foundation course which provides the Vocational Nursing student clinical experiences during which they integrate standards of professional practice, theoretic principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to patients with acute or chronic medical-surgical concerns and mental illnesses. Students spend approximately seventeen hours each week in community agencies. Pass/No Pass Only.

026B • BEG. CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Advisory: MATH 903 or AH 914, AH 003, H.ED 002, AH 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Students must pass the course with 75% or higher, HO 025B, PSYCH 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is a foundation course which provides the beginning psychiatric technician student clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, intellectual, developmental and mental health disabilities and disorders throughout the lifespan. Students spend approximately seventeen hours each week in community health care agencies. Pass/No Pass Only.

027 • NURSING PROCESS AND COMMUNICATION 2.0 UNITS
Total Lecture: 36 hours
Advisory: MATH 903 or AH 914, AH 001A, AH 003, H.ED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIOSC 022, or BIOSC 047 and BIOSC 048, AH 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 020.
Corequisite: HO 022, HO 023A, HO 023B, HO 024 Students must pass the course with 75% or higher, HO 023C (For PT students only) Students must pass the course with 75% or higher, HO 025A (For VN students only) or HO 025B (For PT students only), HO 026A (For VN students only) or HO 026B (For PT students only), PSYCH 001 (For VN students only) or PSYCH 012 (For PT students only).
Acceptable for credit: California State University
This course is designed to provide the beginning health care practitioner with an introduction to the framework of nursing process and basic communication concepts. Both are essential to development of problem-solving and critical thinking abilities as well as the formation of trusting interpersonal relationships necessary to meet individualized needs of the client, family, and community. Vocational nursing and psychiatric technician students participate in activities designed to integrate therapeutic communication through each step of the nursing process that facilitates active engagement of the patient and family in health care management while supporting effective, collaborative teamwork among interdisciplinary healthcare members. Grade only.

028 • CARE OF THE GERIATRIC PATIENT 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an introduction to the care of the elderly client 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. This course is a required course that must be completed prior to students beginning the Health Occupations VN career track second semester. Non-Health Occupations students may enroll in this course as well. Grade only.

032 • CARE OF OBSTETRICAL AND NEONATAL 2.0 UNITS PATIENTS
Total Lecture: 36 hours
Advisory: Students must have a current, valid cardiorespiratory resuscitation (CPR) license.
Prerequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 HO 028 Students must pass the course with a grade of 75% or higher, HO 025A, HO 026A, Students must pass the course to continue to the next semester.
Corequisite: HO 033A, HO 033B, HO 034, HO 035A Students must pass the course with a grade of 75% or higher, HO 036A Students must pass the course to continue to the next semester, NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to educate the vocational nursing student about their role in providing care as a member of the healthcare team in meeting the needs of patients during pregnancy, in labor and delivery, and the postpartum periods. This course focuses on the intermediate level concepts of the nursing process as it relates to the child-bearing family, including the care of neonates. This course includes assessing, developing, implementing and evaluating a plan of care that respects the individual’s cultural and ethnic child-bearing beliefs that have an impact on the mother and family. The course includes 3.5 hours of relevant pharmacology content. Grade only.

033A • INT. MEDICAL/SURGICAL NURSING 2.0 UNITS THEORY
Total Lecture: 36 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Must pass the course with a grade of 75% or higher, HO 025A, HO 026A (For VN students) or HO 025B, HO 026B (For PT students), HO 023C (PT students only) Must pass course with 75% to move on to next semester, HO 028 (For VN students only). Must pass the course with a grade of 75% or higher, PSYCH 001 (VN students only) or PSYCH 012 (for PT students only).
033B • INT. PROJECT-BASED MEDICAL/SURGICAL REASONING 1.5 UNITS

Total Lecture: 27 hours
Prerequisite: HO 022, HO 023A, HO 024, HO 027 Must pass the course with a grade of 75% or higher. HO 025A, HO 026A Students must pass the course to continue on to the next semester. HO 028 Must pass the course with a “C” to move to second semester and PSYCH 001 May be taken before entering the program. Must pass with a “C” to move to the next semester.
Corequisite: HO 032, HO 033A, HO 034 Must pass the course with a grade of 75% or higher. HO 035A, HO 036A Must pass the course to move to the next semester and NS 015 Must pass the course with a “C” to move to the next semester. Course may be taken prior to first semester of the program.
Acceptable for credit: California State University
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning while practicing their professional roles as members of the health care team caring for patients with cardiac, vascular, respiratory, and urinary disorders. This is achieved through a variety of group activities and projects such as reviewing, analyzing, and formulating plans of care, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of related pharmacology content. Grade only.

033C • INT. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS

Total Lecture: 45 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 023C, HO 024, HO 027 Must pass the course with a grade of 75% or higher. HO 025B, HO 026B, PSYCH 012.
Corequisite: HO 033A, HO 033D Must pass the course with a grade of 75% or higher, HO 034, student must pass all PT courses with grade of 75% or higher, HO 035B, HO 036B, PSYCH 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course which is designed for psychiatric technician students to integrate previously learned theoretical mental health concepts with critical thinking as utilized in clinical practice. Students plan and evaluate therapeutic patient-centered goals and interventions considering cultural differences and the use of oral and written communication. These skills contribute to the establishment of the group process. Includes two hours of related pharmacology content. Grade only.

033D • INT. COGNITIVE DISABILITIES – DEVELOPMENTAL DISABILITY THEORY 2.5 UNITS

Total Lecture: 45 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Students must pass the course with a grade of 75% or higher. HO 025B, HO 026B Must pass the course to move to the next semester. PSYCH 012.
Corequisite: HO 033A, HO 033C, HO 034 Must pass the course with a grade of 75% or higher, HO 035B, HO 036B, PSYCH 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course in which psychiatric technician students explore genetic causes of intellectual and developmental disorders and integrate previously learned principles of cognitive and behavioral theory. They will explore planning and implementation interventions for enhancing quality of life through education and work by addressing social inclusion, interpersonal relations, personal development, self-determination and material well-being for the intellectually and developmentally disabled client. Includes two hours of related pharmacology content. Grade only.

034 • PHARMACOLOGY B 1.0 UNIT

Total Lecture: 18 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Must pass the course with a grade of 75% or higher. HO 025A, HO 026A, HO 028 (VN students only) or HO 025B, HO 026B (PT students only), PSYCH 001 (For VN students) or PSYCH 012 (For PT students)
Corequisite: HO 033A Must pass the course with a grade of 75% or higher, HO 032, HO 033B (For VN students only) Must pass the course with a grade of 75% or higher and HO 035C, HO 033D (For PT students only) Must pass the course with a grade of 75% or higher and HO 035A, HO 036A (For VN students only) or HO 035B, HO 036B (For PT students), NS 015 (May be taken as a prerequisite), PSYCH 001 (For PT students; may be taken as a prerequisite)
Acceptable for credit: California State University
This is an intermediate continuation course in pharmacology that presents the basic principles of pharmacology to the vocational nursing and psychiatric technician student. The emphasis is on defining pharmacological agents and analyzing the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents use for patients with disorders of the cardiac, vascular, respiratory and urinary systems. Grade only.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

035A • INT. NURSING SKILLS/SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 024, HO 027 Must pass the course with a grade of 75% or higher, HO 025A, HO 026A Must pass the course to move to the next semester, HO 028 May take prior to the beginning of the VN program. Must pass the course to move to second semester of the program, PSYCH 001 May take prior to the beginning of the program. Must complete before second semester of the VN program. Corequisite: HO 032, HO 033A, HO 033B, HO 034 Must pass the course with a grade of 75% or higher, HO 036A Must pass the course to move to the next semester, NS 015 May take the course prior to beginning the program. Must pass with a “C” before moving to the next semester.
Acceptable for credit: California State University
This course allows the intermediate vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills, and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary disorders, and obstetrical and neonatal patients in inpatient and outpatient settings.
Pass/No Pass Only.

035B • INT. SKILLS/SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Prerequisite: HO 022, HO 023A, HO 023B, HO 023C, HO 024, HO 027 Must pass the course with a grade of 75% or higher, HO 025B, HO 026B Must pass the course to move to the next semester, PSYCH 012. Corequisite: HO 033A, HO 033C, HO 033D, HO 034, Must pass the course with a grade of 75% or higher, HO 036B Must pass the course to move to the next semester, PSYCH 001 (May take the class as a Prerequisite.)
Acceptable for credit: California State University
This course allows the intermediate psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins and providing return demonstration of skills and participation in simulated clinical scenarios. These scenarios are aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary disorders; mental health disorders and developmental disabilities in inpatient and outpatient settings. Pass/No Pass Only.

036A • INT. CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HO 022, HO 023A, HO 023B, HO 024, HO 027 Must pass the course with a grade of 75% or higher, HO 025A, HO 026A, HO 028, PSYCH 001. Corequisite: HO 032, HO 033A, HO 033B, HO 034, Must pass the course with a grade of 75% or higher, HO 035A Must pass the course to move to the next semester, NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate level experiential course which provides the vocational nursing student with clinical experiences during which they integrate standards of professional practice, theoretical principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to adult and neonatal clients with acute or chronic medical-surgical/obstetrical concerns. Students spend approximately fifteen hours each week in inpatient and/or community health facilities. Pass/No Pass Only.

036B • INT. CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HO 022, HO 023A, HO 023B, HO 023C, HO 024, HO 027 Must pass the course with a grade of 75% or higher, HO 025B, HO 026B, PSYCH 012. Corequisite: HO 033A, HO 033C, HO 033D, HO 034, Must pass the course with a grade of 75% or higher, HO 035B, PSYCH 001.
Acceptable for credit: California State University
This is a continuation course which provides the intermediate psychiatric technician student with supervised clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, mental illnesses and developmental disabilities. The focus is on application of theoretical principles utilized to increase individual levels of functioning; observation, management, and documentation of behavioral problems; and utilizing interpersonal skills and therapeutic strategies for communication. The emphasis throughout is on the practical application of theoretical principles for clients with cognitive disabilities and acute or chronic medical-surgical disorders throughout the lifespan. Students spend approximately fifteen hours each week in community agencies. Pass/No Pass Only.

042 • CARE OF THE PEDIATRIC PATIENT 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: NS 015, HO 032, HO 033A, HO 033B, HO 034 Must pass the course with a grade of 75% or higher, HO 035A, HO 036A. Corequisite: HO 043A, HO 043B, HO 044, HO 047 Must pass the course with a grade of 75% or higher, HO 045A, HO 046A, PSYCH 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to give the vocational nursing student a working knowledge of the principles and skills necessary in the care of pediatric clients. The course focuses on advanced level concepts of the nursing process as it relates to the child and family, and includes client/family education, discharge planning, home care, and adaptations of nursing care to both hospital and home, including 3.5 hours of relevant pharmacology content. Grade only.
043A • ADVANCED MEDICAL/SURGICAL THEORY  2.0 UNITS

Total Lecture: 36 hours
Prerequisite: HO 033A, HO 034 Must pass the course with a grade of 75% or higher, HO 032, HO 033B (VN students only) Must pass the course with a grade of 75% or higher or HO 033C, HO 033D (PT students only) - Must pass the course with a grade of 75% or higher, HO 035A, HO 036A, or HO 035B, HO 036B (PT Students only); NS 015 (VN Students only), PSYCH 001
Corequisite: HO 044 Must pass the course with a grade of 75% or higher, HO 042, HO 043B For VN students - Must pass the course with a grade of 75% or higher or HO 043C, HO 043D For PT students - Must pass the course with a grade of 75% or higher, HO 045A, HO 046A (VN Students only) or HO 045B, HO 046B (PT Students only), HO 047 For VN and PT students - Must pass the course with a grade of 75% or higher, NS 015 (for PT students; may be taken as a Prerequisite), PSYCH 012 (VN students only; may be taken as a Prerequisite)
Acceptable for credit: California State University

This course focuses on advanced level nursing care and interventions for clients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the gastrointestinal, integumentary, endocrine, and hematological systems. Includes six hours of related pharmacology content. Grade only.

043B • ADVANCED PROJECT-BASED MEDICAL/SURGICAL REASONING  1.5 UNITS

Total Lecture: 27 hours
Prerequisite: HO 032, HO 033A, HO 033B, HO 034 Must pass the course with a grade of 75% or higher, HO 035A, HO 036A, NS 015
Corequisite: HO 042, HO 043A, HO 044, HO 047 Must pass the course with a grade of 75% or higher, HO 045A, HO 046A, PSYCH 012 (May be taken as a prerequisite)
Acceptable for credit: California State University

This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning skills while practicing their professional roles as members of the health care team caring for patients with gastrointestinal, integumentary, endocrine, and hematological disorders. This is achieved through a variety of group activities and projects such as care planning, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content. Grade only.

043C • ADVANCED COGNITIVE DISABILITIES – MENTAL HEALTH THEORY  2.5 UNITS

Total Lecture: 45 hours
Prerequisite: HO 033A, HO 033C, HO 033D, HO 034 Must pass the course with a grade of 75% or higher, HO 035B, HO 036B, PSYCH 001
Corequisite: HO 043A, HO 043D, HO 044, HO 047 Must pass the course with a grade of 75% or higher, HO 045B, HO 046B, NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University

This is an advanced continuation course designed for psychiatric technician students to focus on previously learned mental health concepts and skills which constitute critical thinking as utilized in clinical practice. Students develop, analyze and evaluate principles of mental health, therapeutic, patient-centered, comprehensive plans of care for vulnerable and diverse populations in community and acute care settings. Includes two hours of related pharmacology content. Grade only.

043D • ADVANCED COGNITIVE DISAB – DEVELOPMENTAL DISAB. THEORY  2.5 UNITS

Total Lecture: 45 hours
Prerequisite: HO 033A, HO 033C, HO 033D, HO 034 Must pass the course with a grade of 75% or higher, HO 035B, HO 036B, PSYCH 001
Corequisite: HO 043A, HO 043D, HO 044, HO 047 Must pass the course with a grade of 75% or higher, HO 045B, HO 046B, NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University

This is an advanced course which focuses on integration of previous learning and skills which constitute critical thinking. It is designed to provide the psychiatric technician student with an understanding of the principles needed for the provision of comprehensive care for quality of life enhancement with a focus on self-determination, emotional well-being, social inclusion, rights, personal development, and physical well-being for mental healthcare and health promotion for the developmentally and intellectually disabled client. Students integrate their nursing knowledge with the principles of behavioral therapy and group communication process to plan care to a unique population of individuals with a multitude of physical and intellectual challenges. Includes two hours of related pharmacology content. Grade only.

044 • PHARMACOLOGY C  1.0 UNIT

Total Lecture: 18 hours
Prerequisite: HO 034 - Must pass the course with a grade of 75% or higher, HO 033A, HO 032, HO 033B (VN students only) Must pass the course with a grade of 75% or higher and or HO 033C, HO 033D (PT Students only) - Must pass the course with a grade of 75% or higher, HO 035A, HO 036A (VN students only) or HO 035B, HO 036B (PT students only) and NS 015 (VN students only), PSYCH 001.
Corequisite: HO 043A Must pass the course with a grade of 75% or higher, HO 042, HO 043B (VN students only) - Must pass the course with a grade of 75% or higher or HO 043C, HO 043D (PT students only) - Must pass the course with a grade of 75% or higher, HO 045A, HO 046A (VN students only) or HO 045B, HO 046B (PT students only), HO 047 For VN and PT students Must pass the course with a grade of 75% or higher, and NS 015 (PT students only; may be taken as a Prerequisite), PSYCH 012 (VN students only; may be taken as a Prerequisite)
Acceptable for credit: California State University
045A - ADVANCED SKILLS/SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Prerequisite: HO 032 Must pass the course with a grade of 75% or higher; HO 033A Must pass the course with a grade of 75% or higher; HO 033B Must pass the course with a grade of 75% or higher; HO 034 Must pass the course with a grade of 75% or higher; HO 035A; HO 036A; NS 015. Corequisite: HO 042 Must pass the course with a grade of 75% or higher; HO 043A Must pass the course with a grade of 75% or higher; HO 043B Must pass the course with a grade of 75% or higher; HO 044 Must pass the course with a grade of 75% or higher; HO 045A; HO 047 Must pass the course with a grade of 75% or higher; PSYCH 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the advanced vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and pediatric patients and their families in inpatient and outpatient settings. Pass/No Pass Option.

045B ADVANCED SKILLS/SIMULATION LAB 1.0 UNIT
Total Lab: 54 hours
Prerequisite: HO 033A, HO 033C, HO 033D and HO 034 Must pass the course with a grade of 75% or higher; HO 035B; HO 036B; PSYCH 001. Corequisite: HO 043A, HO 043C, HO 043D, HO 044, HO 046B, HO 047 Must pass the course with a grade of 75% or higher; NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the advanced psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and mental health and developmental disability disorder patients and their families in inpatient and outpatient settings. Pass/No Pass Only.

046A • ADVANCED CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HO 032, HO 033A, HO 033B, HO 034 Must pass the course with a grade of 75% or higher, HO 035A, HO 036A, NS 015. Corequisite: HO 042, HO 043A, HO 043B, HO 044 Must pass the course with a grade of 75% or higher, HO 047 Must pass the course with a grade of 75% or higher, and PSYCH 012 (May be taken as a prerequisite), HO 045A.
Acceptable for credit: California State University
This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric clients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice. Pass/No Pass Only.

046B • ADVANCED CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: Must hold a current, valid health professionals CPR card or Am. Red Cross Professional Rescuer CPR/AED certification; HO 033A Must pass the course with a grade of 75% or higher; HO 033C Must pass the course with a grade of 75% or higher; HO 033D Must pass the course with a grade of 75% or higher; HO 034 Must pass the course with a grade of 75% or higher; HO 035A; HO 036A; PSYCH 001. Corequisite: HO 043A Must pass the course with a grade of 75% or higher; HO 043C Must pass the course with a grade of 75% or higher; HO 043D Must pass the course with a grade of 75% or higher; HO 043B; HO 044 Must pass the course with a grade of 75% or higher; NS 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This continuation course provides the advanced psychiatric technician student with supervised clinical experiences with clients with developmental disabilities, psychiatric and medical-surgical disorders in a variety of community agencies. Emphasis is on the use of the nursing process and therapeutic communication techniques to identify and address the needs of fragile and vulnerable clients. Students plan and provide direct resident/client care, facilitate a variety of group activities, administer medications, and participate as collaborative members of the health care team. Pass/No Pass Only.
**047 • LEADERSHIP AND PROFESSIONAL PRACTICE**

Total Lecture: 27 hours

Prerequisite: HO 032, HO 033B (VN only) Must have 75% or better to pass the course, HO 033A, HO 034 Must have 75% or better to pass the course, HO 033C, HO 033D (PT students only) - Must have 75% or better to complete the course, HO 035A, HO 036A (VN students only) or HO 035B, HO 036B (PT students only), NS 015 (VN students only), PSYCH 001 (PT students only).

Corequisite: HO 043A, HO 044 Must have 75% or better to pass the course, HO 042, HO 043B (VN students only) - Must have 75% or better to pass the course or HO 043C, HO 043D (PT students only) - Must have a 75% or better to pass the course, HO 045A, HO 046A (VN students only) or HO 045B, HO 046B (PT students only) - may be taken as a prerequisite), PSYCH 012 (VN students only; May be taken as a prerequisite)

Acceptable for credit: California State University

The focus of this course is to prepare the vocational nursing and psychiatric technician student for application for the licensure/NCLEX examination and the transition to entry level professional practice. Course content includes: securing and maintaining licensure; exploration of employment opportunities; interviewing techniques/strategies, legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles. Grade only.

**050 · ROLE TRANSITION LVN TO RN**

Total Lecture: 36 hours

Prerequisite: Acceptance into LVN to RN Program

Corequisite: HO 050A

Acceptable for credit: California State University

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course content focuses on competencies expected of the graduate ADN (critical thinking skills, review of medical-surgical nursing concepts, role change, research skills, teaching-learning principles, development of the nursing teaching role, pharmacology principles, medication calculation) to prepare the student for success in an AND program. Grade Only.

**050A · ROLE TRANSITION CLINICAL**

Total Lab: 54 hours

Corequisite: HO 050

Acceptable for credit: California State University

This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems. Pass/No Pass Option.

**051 · COMMUNITY MENTAL HEALTH NURSING THEORY**

Total Lecture: 36 hours

Prerequisite: HO 050, HO 050A. Students must pass with 75% or better.

Corequisite: HO 052, HO 053, HO 054. Students must pass with 75% or better. Acceptable for credit: California State University

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychotic disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade Only.

**052 · INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY**

Total Lecture: 36 hours

Prerequisite: HO 050, HO 050A. Students must pass with 75% or better.

Corequisite: HO 051, HO 053, HO 054. Students must pass with 75% or better. Acceptable for credit: California State University

This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills. Grade Only.

**053 · INTRODUCTION TO CLINICAL JUDGMENT**

Total Lab: 54 hours

Prerequisite: HO 050, HO 050A. Students must pass with 75% or better.

Corequisite: HO 051, HO 052, HO 054. Students must pass with 75% or better.

This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student’s nursing theory course classroom learning. The emphasis is on the role of the registered nurse caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is on developing competence in critical thinking and in leadership skills. Pass/No Pass Option.
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

**054 • INTERMEDIATE CLINICAL PRACTICUM** 4.0 UNITS
Total Lab: 216 hours
Prerequisite: HO 050, HO 050A. Students must pass with 75% or better.
Corequisite: HO 051, HO 052, HO 053. Students must pass with 75% or better.
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Only.

**060 • ADVANCED MATERNAL-CHILD NURSING** 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: HO 050, HO 050A, HO 051, HO 052, HO 053, HO 054. Students must pass the course with grade of 75% or higher to continue to the next semester.
Corequisite: HO 061, HO 062, HO 064. Students must pass the course with a grade of 75% or higher to continue to the next semester.
Acceptable for credit: California State University
This course focuses on the nursing process as it relates to the child-bearing and child-rearing family. The nurse’s roles of provider, manager of care, and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby, and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual’s cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. Grade Only.

**061 • ADVANCED MEDICAL-SURGICAL/LEADERSHIP NURSING** 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: HO 050, HO 050A, HO 051, HO 052, HO 053, HO 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HO 060, HO 062, HO 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Acceptable for credit: California State University
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. Grade Only.

**062 • LEADERSHIP AND ETHICS** 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: HO 050, HO 050A, HO 051, HO 052, HO 053, HO 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HO 060, HO 061, HO 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health 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.

**064 • ADVANCED CLINICAL PRACTICUM** 5.0 UNITS
Total Lab: 270 hours
Prerequisite: HO 050, HO 050A, HO 051, HO 053, HO 054. Students must pass the course with a grade of 75% or higher.
Corequisite: HO 053, HO 060, HO 061, HO 062. Students must pass the course with a grade of 75% or higher.
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Only.

**905 • MATH FOR HEALTH OCCUPATIONS** 1.0 UNITS
Total Lecture: 18 hours
Advisory: 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.

**HISTORY (HIST)**

**004A • HISTORY OF WESTERN CIVILIZATION** 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western Society. This course may also be offered via distance learning. Pass/No Pass Option.
This course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western society. Students cannot get credit for both HIST 004A and HIST 004AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

004BH • HISTORY OF WESTERN CIVILIZATION – HONORS 3.0 UNITS
Total Lecture: 54 hours
This honors course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. This course may also be offered via distance learning. Pass/No Pass Option.

015 • WORLD HISTORY TO 1500 3.0 UNITS
Total Lecture: 54 Hours
This course is a survey of World Civilization from prehistoric times to 1500. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded world societies. This course may be offered via distance learning. Pass/No Pass Option.

015H • WORLD HISTORY TO 1500 – HONORS 3.0 UNITS
Total Lecture: 54 hours
This honors course is a survey of World Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded Western society. Students cannot get credit for both HIST 004B and HIST 004BH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

016 • WORLD HISTORY SINCE 1500 3.0 UNITS
Total Lecture: 54 Hours
This course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. This course may be offered via distance learning. Pass/No Pass Option.

016H • WORLD HISTORY SINCE 1500 – HONORS 3.0 UNITS
Total Lecture: 54 hours
This honors course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. Students cannot get credit for both HIST 016 and HIST 016H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

017A • HISTORY OF THE UNITED STATES TO 1877 3.0 UNITS
TOTAL LECTURE: 54 HOURS
Acceptable for credit: University of California, California State University
History 017A is a survey of the political, economic, social, and cultural development of the United States from native American settlement in America through Reconstruction. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. This course may also be offered via distance learning. Pass/No Pass Option.

017AH • HISTORY OF THE UNITED STATES TO 1877 – HONORS 3.0 UNITS
Total Lecture: 54 Hours
History 017AH is a survey of the political, economic, social, and cultural development of the United States from Native American settlement in America through Reconstruction. More rigorous assignments and research are expected in this course than in HIST 017A. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. Students cannot get credit for both HIST 017A and HIST 017AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

017B • HISTORY OF THE UNITED STATES SINCE 1877 3.0 UNITS
TOTAL LECTURE: 54 HOURS
Acceptable for credit: University of California, California State University
This course is a survey of the political, economic, social and cultural history of the United States from 1877 to the present. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt's New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. (History 017A is not a Prerequisite: to History 017B.) This course may also be offered via distance learning. Pass/No Pass Option.
### History of the United States Since 1877 - Honors

**017BH**  
**Title:** History of the United States Since 1877 - Honors  
**Units:** 3.0  
**Total Lecture:** 54 hours  
This honors course is a survey of the political, economic, social, and cultural history of the United States from 1877 to the present with more rigorous assignments and research than HIST 017B. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt's New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. Students cannot get credit for both HIST 017B and HIST 017BH. Enrollment in the Honors Transfer Project is required. (History 017AH is not a Prerequisite: to History 017BH.) This course may be offered via distance learning. **Pass/No Pass Option.**

### Women's Issues Past and Present - Honors

**033H**  
**Title:** Women's Issues Past and Present - Honors  
**Units:** 3.0  
**Total Lecture:** 54 hours  
Acceptable for credit: University of California, California State University  
This honors course examines the social, economic, cultural and political history of women in the U.S. from colonial times to the modern era. An emphasis is placed on movements which enhanced women's political and economic rights, the social roles which defined women primarily by their gender and the legal realities that women faced. Significant moral, political, and economic issues are assessed. Students cannot get credit for both HIST 033 and HIST 033H. Enrollment in the Honors Transfer Project is required. **Pass/No Pass Option.**

### Food Service & Restaurant Management

**050A**  
**Title:** Introduction to the Hospitality Industry  
**Units:** 3.0  
**Total Lecture:** 54 hours  
Acceptable for credit: California State University  
This course is an overview of the structure and relationship of components within the hospitality and tourism industry with an emphasis on career opportunities, customer service, and cultural and economic trends. Students survey the economic and employment impact of food service, lodging, resorts, recreation, meetings and conventions, attractions, cruise, and travel-related businesses. Information about the Hospitality Management Program is explained. **Grade Only.**

### Basic Food Preparation

**051**  
**Title:** Basic Food Preparation  
**Units:** 5.0  
**Total Lecture:** 36 hours, **Total Lab:** 162 hours  
Corequisite: FDRST 051S  
Acceptable for credit: California State University  
This is a lecture and laboratory course dealing with the fundamentals of food preparation. Students practice the basic principles of food preparation and prepare small quantities of basic recipes from the cuisines of the world. This class covers beginning recipes including appetizers, soups, salads, main courses, breads, desserts and pastries. **Materials Fee. Pass/No Pass Option.**

### Introductory Catering Operations Lab

**051S**  
**Title:** Introductory Catering Operations Lab  
**Units:** 0.5  
**Total Lab:** 27 hours  
Corequisite: FDRST 051  
Acceptable for credit: California State University  
This course is required as a supplement to instruction in FDRST 051: Basic Food Preparation. The purpose of this class is to increase students' skills, speed, and competence in hands-on food production. **Pass/No Pass Option.**
FOOD SERVICE & RESTAURANT MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

052 • QUANTITY FOODS OPERATION 6.0 UNITS
Total Lecture: 18 hours, Total Lab: 270 hours
Advisory: FDRST 059
Prerequisite: FDRST 051, FDRST 055, FDRST 058, FDRST 075 and INFDS 050
Corequisite: FDRST 052S
Acceptable for credit: California State University
In this course students engage in a real cafeteria operation and are rotated through all jobs. The emphasis is on management, quantity food preparation, and teamwork. Action station preparation and catering and banquet operations are emphasized as well. Menu planning, purchasing, commercial kitchen organization, sanitation and safety, and cost accounting are reinforced. A uniform is required. Materials Fee. Pass/No Pass Option.

052S • QUANTITY FOODS LAB 0.5 UNITS
Total Arranged Lab: 24 hours
Corequisite: FDRST 052
This course is a required supplement for students enrolled in FDRST 052, Quantity Foods. Students must fulfill 24-30 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and followup. Pass/No Pass Option.

053 • RESTAURANT OPERATIONS 6.0 UNITS
Total Lecture: 27 hours, Total Lab: 243 hours
Prerequisite: FDRST 052, FDRST 059
Corequisite: FDRST 053S
Acceptable for credit: California State University
The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day's and/or live on-site or off-site catering events. The emphasis is on management, planning, food preparation, service, and evaluation. Cost accounting, purchasing, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required. Materials Fee. Pass/No Pass Option.

053S • RESTAURANT OPERATIONS LAB 0.5 UNITS
Total Arranged Lab: 24 hours
Corequisite: FDRST 053
This course is a required supplement for students enrolled in FDRST 053, Restaurant Operation. 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. Pass/No Pass Option.

054 • HOTEL AND RESTAURANT ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is a study of accounting principles and how hospitality managers use financial statements and accounting information for decision-making purposes. This course covers basic accounting concepts, the accounting cycle, the application of generally accepted accounting principles, the application of the Uniform System of Accounts for hospitality service industries, and the critical analysis and interpretation of financial statements. Also included are issues relating to assets, liabilities, and owner's equity, cash flow, revenue and expenses, managing cash, accounts receivable and accounts payable, forecasting, budgeting and internal controls, and assessing actual performance. Grade Only.

055 • FOOD PURCHASING 3.0 UNITS
Total Lecture: 54 hours
Advisory: FDRST 051, Eligibility for ENGL 001A and READ 054.
Acceptable for credit: California State University
This course is a comprehensive study of the purchasing essentials applicable to any food service operation. “Value added” is a prevalent theme throughout the course as well as the ways in which value is added throughout the distribution channel. Main themes are the definition of and focus on “control points” within the purchasing process. Current trends, e-purchasing, current product information, distributor and operator ethics are also covered. This course may be offered via distance learning. Pass/No Pass Option.

058 • FOOD, BEVERAGE AND LABOR COST CONTROLS
Total Lecture: 54 hours
Advisory: FDRST 051
Acceptable for credit: California State University
This course covers the scope of food and beverage control systems used in small and large food and beverage operation. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statement are covered. Also included is the cycle of product handling; federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This course may be offered via distance learning. Grade only.

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 the second is from the perspective of managing operational control functions. This course may be offered via distance learning. Grade only.
FOOD SERVICE & RESTAURANT MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

060A • FOOD SERVICE FACILITIES PLANNING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade only.

072 • INTERMEDIATE CUISINE 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: FDRST 051, Eligibility for ENGL 001A and READ 054
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.

072S • INTERMEDIATE CUISINE LAB 0.5 UNIT
Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: FDRST 072
This course is required as a supplement to instruction in FDRST 072: Intermediate Cuisine. The purpose of this class is to increase students’ skills, speed, and competence in hands-on food production. Pass/No Pass Option.

073 • FUNDAMENTALS OF BAKING AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lecture: 54 hours
This course introduces the student to baking and confectionery work. Students have an opportunity to observe baking and decorating demonstrations and participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged: check the schedule of classes for exact amount. Materials Fee. Pass/No Pass Option.

074 • INTERMEDIATE BAKING AND CONFECTIONERY
TOTAL LECTURE: 18 HOURS, TOTAL LECTURE: 54 HOURS
Advisory: FDRST 073 and MATH 903
This course is a continuation of FDRST 073 with an emphasis on advanced techniques and baking skills and confectionery design. A uniform is required. A fee is charged: check schedule of classes for exact amount. Materials Fee. Pass/No Pass Option.

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. This course may be offered via distance learning. 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 054
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.

078 • ADVANCED BAKING AND PASTRY 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, FDRST 073, FDRST 074, Advisory: prior experience with baking.
This class is the third in the series of hands-on baking classes offered for the Baking and Pastry certificate or A.S. degree. It covers the most advanced baking and decorating techniques. Multiple layer cakes, wedding cake decoration, royal icing, fondant and gum paste decoration are practiced. Advanced piping and other decorative techniques are introduced to advanced pastry students. Materials Fee. Pass/No Pass Option.

079 • INTRODUCTION TO FOOD AND WINE PAIRING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory for FDRST 081 and FDRST 051
This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work is examined from a chemical interaction perspective. How to market wines with various. Materials Fee. Pass/No Pass Option.

081 • INTRODUCTION TO WINES AND SPIRITS 2.0 UNITS
OF THE WORLD
Total Lecture: 36 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: All students must be over 21 years of age to participate in this class. Bring a picture ID the first night of class to verify eligibility.
This course introduces students to the wide variety of wines, beers, and spirits available in today’s market. It covers how food service operations can use their wine, beer, and spirit sales to increase revenues. Liability issues in alcohol service are also discussed. The major wine, beer and spirit production areas of the world are examined. The techniques of production of these beverages are identified. Students taking this course must be over 21; ID showing proof of age will be requested at the first class meeting. Pass/No Pass Option.

082 • INTRODUCTION TO CHOCOLATE AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lab 54 hours
This class introduces students to chocolate and sugar confectionery work. It is a core curriculum course for the Baking and Pastry A.S. degree or certificate. It covers chocolate and sugar confectionery techniques. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced. Pass/No Pass Option.
FOOD SERVICE & RESTAURANT MANAGEMENT • HOTEL AND MOTEL MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

085 • SUSTAINABLE OPERATIONS FOR HOTEL AND RESTAURANT MANAGEMENT 2.0 UNITS
Total Lecture: 36 hours
Advisory: Eligibility for ENGL 001A and READ 054
Students explore ways that the hospitality industry can reduce its impact on the environment. Carbon footprint, energy and water use, waste management, sustainable purchasing, and green packaging and marketing are examined as means to make the industry more earth-friendly. Pass/No Pass Option.

086 • BEGINNING BREAD MAKING 2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Advisory: FDRST 073
Beginning Bread Making introduces students to the functions of baking ingredients (such as yeast, flour, and shortening) and mixing methods for doughs, to fermentation techniques, heat transfer methods, and hearth bread baking. Special emphasis is placed on lean dough production and ways to enrich dough (laminating, rubbing, and cut-in). Students taste and test products that they create, keep a dedicated research notebook to record their end results, as well as complete a research assignment. Materials Fee. Pass/No Pass Option.

096 • HEALTHY CUISINE 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Light and healthy cuisine is introduced as practiced by the professional chef. The emphasis is on the preparation and presentation of appetizers, soups, salads, fish, poultry, lean meats, meatless dishes and light desserts which please the palate while contributing to a healthy life style. The student will have the opportunity to observe the correct preparation method and participate in the production of healthy gourmet dishes. A uniform is required and a fee is charged for food supplies. Please check the schedule of classes for the correct amount. Materials Fee. Pass/No Pass Option.

105 • CATERING MANAGEMENT AND OPERATIONS 2.0 UNITS
Total Lecture: 18 hours. Total Lab: 54
Acceptable for credit: California State University
This course provides an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students learn about the physical and mental challenges of managing a full service catering operation. A lab fee and uniform requirements apply. Pass/No Pass Option.

106 • FOOD TRUCKS: MOBILE FOOD OPERATIONS 1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Corequisite: INFDS 050
This is a continuation of Food Truck Course FDRST 106A. Students engage in an in-depth study of managing food truck operations. Students gain hands-on experience at planning, preparing for, and execution of actual food truck concession events. Students must be concurrently enrolled in or have completed Sanitation and Safety course INFDS 050. Students must also have completed FDRST 106A with a passing grade. Uniform and fee requirements apply. Pass/No Pass Option.

106A • FOOD TRUCKS: STARTING A MOBILE FOOD BUSINESS 2.0 UNITS
Total Lecture: 36 hours
Food trucks are the single fastest growing sector of the restaurant industry. Discover how to develop your business, build your brand, and gain a loyal following. Students learn how to comply with regulatory requirements, to overcome common obstacles, and to measure your success. Pass/No Pass Option.

106B • FOOD TRUCKS: MOBILE FOOD OPERATIONS 1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Corequisite: INFDS 050
Prerequisite: FDRST 106A.
This is a continuation of Food Truck Course FDRST 106A. Students engage in an in-depth study of managing food truck operations. Students gain hands-on experience at planning, preparing for, and execution of actual food truck concession events. Students must be concurrently enrolled in or have completed Sanitation and Safety course INFDS 050. Students must also have completed FDRST 106A with a passing grade. Uniform and fee requirements apply. Pass/No Pass Option.

HOTEL AND MOTEL MANAGEMENT (HM)

075 • HOUSEKEEPING IN HOTELS, MOTELS AND 3.0 UNITS INSTITUTIONS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the principles of effective housekeeping management in hotels, motels, and institutions, such as hospitals and nursing homes. Topics include the role of housekeeping, planning and organizing the department, environmental and energy management, sustainability and green lodging facilities, interactions between housekeeping and other departments. Students examine safety and security, the cleaning function, budgeting labor, equipment and supplies, managing inventories, and effective diversity management. This course may be offered via distance learning. Pass/No Pass Option.

076 • HOTEL AND MOTEL FRONT OFFICE MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the principles of effective front office management. Topics include hotel organization, forecasting, revenue management, budgeting, front office interaction with sales, housekeeping, and human resources. Students examine the guest services role, reservations, registration, account settlement, the audit process, and evaluate a hotel operation. This course may be offered via distance learning. Pass/No Pass Option.
INSTITUTIONAL FOODS • HUMANITIES

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

INSTITUTIONAL FOODS (INFDS)

050 • SANITATION AND SAFETY 2.0 UNITS
Total Lecture: 36 hours
Acceptable for credit: California State University
This class uses the National Restaurant Association Education Foundation’s ServSafe materials to certify students as food service safety managers. This course includes personal hygiene, types of hazards in food service, prevention and control of pathogens and other contaminants in food. Proper storage and cleaning and sanitizing are also covered. Systems for tracking food safety including HACCP and responding to outbreaks and inspections are taught. Students completing the final exam with 75% correct will be certified food safety managers in all 50 states for 5 years. Pass/No Pass Option.

HUMANITIES (HUMAN)

001A • HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussions. A field trip to a museum, theater performance or concert is required. Pass/No Pass Option.

001B • HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from Renaissance to modern times. The course consists of illustrated lectures and discussions. A field trip to a museum, theater performance, or concert is required. Pass/No Pass Option.

007 • INTERNATIONAL FILMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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. (Cross-listed as ENGL 015). Pass/No Pass Option.

016A • HISPANIC ROOTS & CULTURE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course undertakes a chronological study of Hispanic culture beginning with the Pre-Columbian civilizations and continuing to the present. Emphasis is placed on understanding today’s Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature, and music are examined. Pass/No Pass Option.

018 • AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course provides an introduction and overview to the lands, peoples, languages and cultures of Asia beginning with the prehistoric times and continuing to the present. Emphasis is placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy/religion, and music are examined. Pass/No Pass Option.

022 • INTRODUCTION TO ISLAM 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.
### HUMANITIES • INTERDISCIPLINARY STUDIES • KINESIOLOGY

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

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<td>THE ASIAN-AMERICAN EXPERIENCE</td>
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<td>030</td>
<td>CULTURAL STUDIES</td>
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<td>DIGITAL STUDY STRATEGIES FOR ONLINE AND ONSCREEN MATERIALS</td>
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<td>047</td>
<td>SUPERVISED TUTORING NONCREDIT (NON-ASSOCIATE DEGREE COURSE)</td>
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**INTERDISCIPLINARY STUDIES (IS)**

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**KINESIOLOGY (KIN)**

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<td>ADAPTED WEIGHT TRAINING</td>
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and discussion board posts, techniques for successful online group work, scheduling yourself to do online course homework, using virtual calendars to manage your time, and using electronic resources such as phone/tablet apps and Web 2.0 tools to personalize your learning. This course may be offered via distance learning. Pass/No Pass Option.

College Study Skills (Non-Associate Degree Course)

This noncredit, open entry/open exit course provides learning assistance in the form of tutoring. Students are assigned to tutoring by an instructor or counselor based on an identified learning need, followed by registration in the tutoring course. Under direction of a faculty supervisor in the tutorial center, students receive assistance from tutors in areas of identified academic need and in appropriate study skills to develop their ability to learn independently and become more successful students.

Conversational Skills Development for Non-Native English Speakers Noncredit

This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored may include time management, note taking, preparation for and taking of examinations, textbook study strategies, and using campus support systems effectively. The emphasis is on metacognition and mastering the skills needed in order to facilitate successful studying and independent learning. This course may be offered via distance learning. Pass/No Pass Option.

Conversational Skills Development for Non-Native English Speakers Noncredit

Students participate in extended conversations on a variety of topics. This noncredit course is designed for non-native English speakers at the intermediate to advanced levels of ESL (ESL 940-970). It is also appropriate for students who have already completed the ESL program or lower level students and ~who want more advanced conversation practice.

Adapted Weight Training

This course is designed for students with verifiable disabilities. A personalized exercise plan (PEP) is developed to meet each student's needs. Focus is on increasing overall muscular strength and endurance based on each individual's ability. Pass/No Pass Option.
001B • ADAPTED PHYSICAL EDUCATION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed for students with verifiable disabilities. A personalized exercise plan (PEP) is developed to meet each student's needs. Emphasis will be on flexibility and general conditioning based on each individual's ability. Pass/No Pass Option.

001C • ADAPTED AEROBICS 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to introduce skills needed for daily cardiovascular activity for students with verifiable disabilities through the use of aerobic exercise. Exercises performed develop the cardiovascular system and enable students to function more efficiently and effectively within their own abilities. Appropriate low and mid impact aerobics are developed collaboratively with the instructor to meet each student's needs. Pass/No Pass Option.

001D • ADAPTED TENNIS 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to teach the basic fundamentals of tennis to students with verifiable disabilities. A personalized exercise program (PEP) is developed to identify each student's adaptation needs to be successful in tennis. Pass/No Pass Option.

001E • ADAPTED YOGA 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce basic yoga poses to students with verifiable disabilities. Emphasis is placed on asanas (poses), breath awareness, and postural alignment in order to develop strength, endurance, flexibility and balance. Relaxation techniques are introduced to reduce stress and develop the mind/body connection. A personalized exercise plan (PEP) is developed to meet each student's needs. Pass/No Pass Option.

001G • ADAPTED BADMINTON 1.0 UNITS
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the basic fundamentals of badminton to students with verifiable disabilities. A personalized exercise plan (PEP) is developed to address adaptations needed by each student to be successful in badminton. Pass/No Pass Option.

001J • ADAPTED BALANCE AND STABILITY 1.0 UNITS
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach basic balance activities, core stability and flexibility. Activities focus on enhancing energy levels and increasing confidence to perform daily activities. Pass/No Pass Option.

014A • VOLLEYBALL – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce students to the fundamental skills of volleyball. Players learn to serve, pass, set, and employ the basic strategies of the game. Pass/No Pass Option.

014B • VOLLEYBALL – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 014A or demonstrated ability to pass, set and serve.
Acceptable for credit: California State University, University of California
This course is designed to review the fundamental skills of volleyball and add spiking, blocking and the dink to the players' repertoire. Players work on improving the depth and accuracy of their shots while employing the strategies of the game. Pass/No Pass Option.

015A • BASKETBALL– INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to teach the basic rules, skills, techniques and history of basketball. Drills are included to develop or enhance shooting, passing, rebounding, and defensive footwork. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.

015B • BASKETBALL– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 015A
Acceptable for credit: California State University, University of California
This course is designed to teach the basic skills and techniques of basketball. Building upon skills learned in KIN 015A, drills are used to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.

015C • BASKETBALL: INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 015B
This course is designed to teach the intermediate skills and techniques of basketball. Building upon skills learned in KIN 015B, drills are used to develop and enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.

015D • BASKETBALL - ADVANCED 1.0 UNITS
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the advanced skills and techniques of basketball. Building upon skills learned in KIN 015C, drills are used to develop and enhance shooting, passing, rebounding, advanced footwork, and ball-handling skills. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.
### BADMINTON - INTRODUCTION 1.0 UNIT
Total Lab: 54 hours

Acceptable for credit: California State University, University of California

This course is designed to introduce the basic rules, skills, techniques and history of badminton. Drills are included to introduce the student to shooting, passing, trapping, and dribbling. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.

### BADMINTON - BEGINNING 1.0 UNIT
Total Lab: 54 hours

Advisory: KIN 019A

Acceptable for credit: California State University, University of California

This course is designed to review the basic rules, skills, and techniques of soccer, as well as develop players' execution of the fundamental strategies of the game. Drills are included to enhance shooting, passing, heading and dribbling. Scrimmages are utilized to develop team play concepts. Pass/No Pass Option.

### BADMINTON - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours

Advisory: Eligibility for ENGL 001A and READ 054, KIN 020A

Acceptable for credit: California State University, University of California

This course introduces the student to the fundamentals and strategies of the game of badminton. The main emphasis of this course is on basic skills, drills and the rules of badminton. Pass/No Pass Option.

### BADMINTON - BEGINNING 1.0 UNIT
Total Lab: 54 hours

Advisory: Eligibility for ENGL 001A and READ 054

Acceptable for credit: California State University, University of California

This course continues the development of the fundamental skills and strategies of badminton. The main emphasis of this course is to refine the technique and improve the proficiency of the basic skills of the game. Pass/No Pass Option.

### BADMINTON - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours

Advisory: Eligibility for ENGL 001A and READ 054, KIN 020B

Acceptable for credit: California State University, University of California

This course introduces the student to the intermediate skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement.

### BADMINTON - ADVANCED 1.0 UNIT
Total Lab: 54 hours

Advisory: KIN 020C

This course introduces the student to the advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. Pass/No Pass Option.
### KINESIOLOGY

**BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.**

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### 031A • STEP AEROBICS – INTRODUCTION 1.0 UNIT

**Total Lab: 54 hours**

- Acceptable for credit: California State University, University of California
- This course is designed to utilize the step as a means for improving cardiovascular fitness. A thorough warm-up and cool-down is included in each class. Knowledge of proper step technique as well as an understanding of ways to improve all aspects of fitness is also covered in this course. Pass/No Pass Option.

### 031B • STEP AEROBICS – BEGINNING 1.0 UNIT

**Total Lab: 54 hours**

- Advisory: KIN 031A
- Acceptable for credit: California State University, University of California
- This course is designed to build upon the skills learned in KIN 031A. Proper step technique, body alignment and basic choreography are taught. Pass/No Pass Option.

### 032A • AEROBICS - INTRODUCTION 1.0 UNIT

**Total Lab: 54 hours**

- Acceptable for credit: California State University, University of California
- This is a beginning level course designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercise. Pass/No Pass Option.

### 032B • AEROBICS - BEGINNING 1.0 UNIT

**Total Lab: 54 hours**

- Advisory: Eligibility for ENGL 001A and READ 054
- Acceptable for credit: California State University, University of California
- This is a beginning level course designed to satisfy the needs for cardiovascular activity for individuals who are developing a fitness routine. Students maintain cardiovascular fitness through the use of continuous rhythmic movements, weights, and various forms of stretching to complete their workouts. Pass/No Pass Option.

### 033A • KICKBOXING FITNESS - INTRODUCTION 1.0 UNIT

**Total Lab: 54 hours**

- Acceptable for credit: California State University, University of California
- This course introduces the student to kickboxing for aerobic fitness. Basic punches, kicks and stances are taught. Techniques are taken from karate, tai chi, and boxing as ways to improve cardiovascular fitness. Pass/No Pass Option.
033B • KICKBOXING FITNESS - BEGINNING 1.0 UNIT
TOTAL LAB: 54 HOURS
Advisory: KIN 033A
Acceptable for credit: California State University, University of California
Students build upon the kickboxing movements learned in KIN 033A, with an emphasis on proper body alignment and a more advanced level of cardiovascular fitness. Techniques are from karate, tai chi and boxing as ways to improve overall fitness. Pass/No Pass Option.

035A • WEIGHT TRAINING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular fitness and overall body tone. Information is presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. Pass/No Pass Option.

035B • WEIGHT TRAINING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 035A
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular strength, muscular endurance and overall body tone. Information is presented to increase the student’s understanding of various aspects of weight training including safety, proper lifting techniques, and beginning training protocols. Pass/No Pass Option.

035C • WEIGHT TRAINING – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed for intermediate level students who want to continue their development of muscular strength and muscular endurance at a more advanced level. Training protocols such as pyramid and super set training are taught. Additional information is presented to increase student’s understanding of various aspects of weight training. Pass/No Pass Option.

037A • CARDIO-CROSS TRAINING – INTRODUCTION 1.0 UNIT
TOTAL LAB: 54 HOURS
Advisory: Eligibility for ENGL 001A and READ 054, Recommended to have passed KIN 38A or KIN 35A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the introductory level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option.

037B • CARDIO-CROSS TRAINING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 037A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular conditioning at the beginning level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option.

037C • CARDIO-CROSS TRAINING – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 037B
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the intermediate level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option.

037D • CARDIO-CROSS TRAINING – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 037C
Acceptable for credit: California State University, University of California
This course is designed to enhance the student’s cardiovascular condition at the advanced level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. Pass/No Pass Option.

038A • LOWER BODY CONDITIONING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, Familiar with variety of Conditioning Skills Developed proper footwork Experience in speed and endurance training
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the introductory level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option.
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038B • LOWER BODY CONDITIONING - BEGINNING
1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 035A
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape for the beginning level of lower body conditioning. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option.

038C • LOWER BODY CONDITIONING - INTERMEDIATE
1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the intermediate level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option.

038D • LOWER BODY CONDITIONING - ADVANCED
1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape for the advanced level of lower body conditioning. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. Pass/No Pass Option.

038E • LOWER BODY CONDITIONING - ENDURANCE TRAINING
1.0 UNITS
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed for the introductory, intercollegiate level of lower body conditioning. Students improve middle and lower extremity training through muscular strength and endurance training and cardio conditioning. Pass/No Pass Option.

038F • LOWER BODY CONDITIONING - SPEED TRAINING
1.0 UNITS
Total Lab: 54 hours
Advisory: KIN 038F
Acceptable for credit: University of California, California State University
This course is designed to improve middle and lower extremity strength training for the beginning intercollegiate level of lower body conditioning. Pass/No Pass Option.

038G • LOWER BODY CONDITIONING - AGILITY TRAINING
1.0 UNITS
Total Lab: 54 hours
Advisory: KIN 038G
Acceptable for credit: University of California, California State University
This course is designed to improve core strength and lower extremity agility for lower body conditioning at the intermediate collegiate level. Pass/No Pass Option.

038H • LOWER BODY CONDITIONING - PLYOMETRIC TRAINING
1.0 UNITS
Total Lab: 54 hours
Advisory: KIN 038H
Acceptable for credit: California State University
This course is designed to improve core and lower extremity strength through plyometric training and conditioning for the advanced intercollegiate level. Pass/No Pass Option.

039A • FIRE AGILITY - INTRODUCTION
2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology student and introduce them to specific skills required to successfully complete Fire Department physical agility tests. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option.

039B • FIRE AGILITY - BEGINNING
2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 039A
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology students to prepare them to successfully complete Fire Department physical agility tests. Building upon the skills learned in KIN 039A, the emphasis is on improving cardiovascular endurance, muscle strength, and endurance. Intense resistance training, plyometric training, anaerobic, and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option.
039C • FIRE AGILITY– INTERMEDIATE 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 039B
Acceptable for credit: California State University, University of California
This course covers the intermediate skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A and KIN 039B, the emphasis is on intermediate and advanced training methodologies. Intense resistance training techniques, plyometric training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option.

039D • FIRE AGILITY: ADVANCED 2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 039C
This course covers the advanced skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A, 039B and KIN 039C, the emphasis is on advanced training methodologies. Advanced resistance training techniques, plyometric speed and agility training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. Pass/No Pass Option.

040A • MODERN DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is an introduction to the varied theories, styles, and techniques of the modern dance idiom. Pass/No Pass Option.

040B • MODERN DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 040A
This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at a beginning level. Pass/No Pass Option.

040C MODERN DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University
This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at an intermediate level. Pass/No Pass Option.

041A • BALLET– INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the discipline, aesthetics, traditions, and historical background of classical ballet. Pass/No Pass Option.

041B • BALLET– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 041A
Acceptable for credit: California State University, University of California
This course is designed for beginning level dancers to practice the discipline of ballet including improving technique and performance skills. Historical background, traditions, and etiquette are also covered. Pass/No Pass Option.

041C • BALLET– INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 041B
Acceptable for credit: California State University, University of California
This course is designed for intermediate level dancers to practice the discipline of ballet including improving technique, building strength, and developing higher level performance skills. Pass/No Pass Option.

041D • BALLET– ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 041C
Acceptable for credit: California State University, University of California
This course is designed for advanced level dancers to practice the discipline of ballet including perfecting technique and developing advanced level performance skills. Pass/No Pass Option.

042A • JAZZ DANCE– INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the varied theories, styles and techniques of the jazz dance idiom. Pass/No Pass Option.

042B • JAZZ DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 042A
Acceptable for credit: California State University, University of California
This course is designed for the beginning level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at a beginning level. Pass/No Pass Option.

042C • JAZZ DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 042B
Acceptable for credit: University of California, California State University
This course is designed for the intermediate level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at an intermediate level. Pass/No Pass Option.
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**046A • BALLROOM DANCING – INTRODUCTION**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course introduces students to various ballroom dances. Alignment and posture, etiquette, and spontaneous leading and following are emphasized. Pass/No Pass Option.

**046B • BALLROOM DANCING– BEGINNING**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054, KIN 046A  
Acceptable for credit: California State University, University of California  
This course covers the foundations of ballroom dance, including beginning level steps, positions of the body, and basics of styling for the various dances. Pass/No Pass Option.

**046C • BALLROOM DANCE – INTERMEDIATE**  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This intermediate ballroom dance course covers various ballroom dances with an emphasis on technique, styling and performance skills that are specific to each dance. Pass/No Pass Option.

**046D • BALLROOM DANCE – ADVANCED**  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This is an advanced level course covering various ballroom dances. Advanced techniques for styling and performance are emphasized. Pass/No Pass Option.

**047A • HIP HOP – INTRODUCTION**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course introduces students to the fundamentals of hip hop. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. Pass/No Pass Option.

**047B • HIP HOP – BEGINNING**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054, KIN 047A  
Acceptable for credit: California State University, University of California  
This course is the study and practice of hip hop at a beginning level. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. Pass/No Pass Option.

**047C • HIP HOP – INTERMEDIATE**  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This course is the study and practice of hip hop at an intermediate level. Students learn choreography as well as create their own style and routines. Pass/No Pass Option.

**047D • HIP HOP – ADVANCED**  1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: University of California, California State University  
This course is the study and practice of hip hop at an advanced level. Students learn choreography as well as create their own style and routines. Pass/No Pass Option.

**048A • LATIN DANCE/SALSA – INTRODUCTION**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course is designed to introduce the student to selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. Pass/No Pass Option.

**048B • LATIN DANCE/SALSA – BEGINNING**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054, KIN 048A  
Acceptable for credit: California State University, University of California  
This is a beginning level course designed to practice selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. Pass/No Pass Option.

**049A • LATIN DANCE/SALSA – ADVANCED**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course introduces students to the fundamentals of Latin and rhythm dances. There is an emphasis on technique, styling and performance skills that are specific to each dance. Pass/No Pass Option.

**050A • TAI CHI – INTRODUCTION**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course introduces the student to the fundamentals and health enhancing aspects of Tai Chi. Instruction covers the history and philosophy and emphasizes Tai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. Pass/No Pass Option.

**050B • TAI CHI – BEGINNING**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course reviews the fundamentals and health enhancing aspects of Tai Chi. There is an introduction to Pushing Hands exercises and various Qi Gong exercises are included. Pass/No Pass Option.

**051A • AIKIDO – INTRODUCTION**  1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This course introduces the student to the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. Pass/No Pass Option.
051B • AIKIDO – BEGINNING  
1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054, KIN 051A  
Acceptable for credit: California State University, University of California  
This course reviews the philosophy, principles, and physical techniques of Aikido. The course emphasizes harmony and natural movements to resolve conflicts and integrate mind-body awareness. The principles of contraction and expansion and circular movement are explored in more detail. Pass/No Pass Option.

051C • AIKIDO - INTERMEDIATE  
1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 051B  
Acceptable for credit: University of California, California State University  
This class introduces students to the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. Pass/No Pass Option.

053A • KARATE – INTRODUCTION  
1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University, University of California  
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. Pass/No Pass Option.

053B • KARATE – BEGINNING  
1.0 UNIT  
Total Lab: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054, KIN 053A  
Acceptable for credit: California State University, University of California  
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. Pass/No Pass Option.

053C • KARATE - INTERMEDIATE  
1.0 UNIT  
Total Lab: 54 hours  
Advisory: KIN 053B  
Acceptable for credit: University of California, California State University  
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. Pass/No Pass Option.

055A • SELF - DEFENSE - INTRODUCTION  
1.0 UNIT  
Total Lab: 54 hours  
Acceptable for credit: California State University, University of California  
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which may help the individual to recognize, avoid, and respond to dangerous situations. Pass/No Pass Option.
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063B • HIKING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 063A
Acceptable for credit: California State University, University of California
This course reviews basic hiking techniques and safety precautions, and introduces students to the challenges of moderate level hiking facilities in the local community. Proper warm-up and cool-down specifically related to hiking are covered. Pass/No Pass Option.

063C • WALK/JOG FOR FITNESS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to elementary walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. Pass/No Pass Option.

063D • WALKING / JOGGING FOR FITNESS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to beginning walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. Pass/No Pass Option.

069 • STRESS MANAGEMENT THROUGH EXERCISE 2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University
Students learn to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise is discussed. Exercise routines and intervention strategies and techniques are developed and practiced during this course to help students effectively deal with stress. Pass/No Pass Option.

070 • WEIGHT TRAINING PRACTICUM I 1.0 UNITS
Total Lab: 54 hours
Advisory: KIN 076
Acceptable for credit: California State University
This course is one of the requirements for the fitness specialist certificate program and provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern serves as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. Pass/No Pass Option.

071 • SPORTS INJURIES 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of the prevention and care of athletic injuries. Emphasis is on fitness related injuries as well as preventative steps recommended to avoid injuries. Basic awareness of the needs of special populations is also discussed. Pass/No Pass Option.

072 • SPORTS NUTRITION 1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 077
Acceptable for credit: University of California, California State University
This course is design specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis is placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids are also discussed. Pass/No Pass Option.

073 • FITNESS TESTING 1.5 UNITS
Total Lecture: 9 hours Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used to evaluate an individual’s strength, flexibility, cardiovascular endurance, body composition and posture. The standards for evaluating these tests are discussed as well as principles used in designing an exercise prescription. Pass/No Pass Option.

074 • ANATOMY AND KINESIOLOGY 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course is designed specifically for the fitness specialist or enthusiast who needs a basic understanding of exercise physiology, anatomy, and kinesiology. The information discussed within the course is relevant for use in the teaching of fitness and aerobic dance classes as well as for the personal trainer. Pass/No Pass Option.

075 • BODY ALIGNMENT AND STRETCHING TECHNIQUES 1.5 UNITS
Total Lecture: 9 hours Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis is placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment, and designing programs that enhance correct body alignment. Proper stretching techniques and various stretching styles are also covered. Pass/No Pass Option.

076 • WEIGHT TRAINING PRINCIPLES AND ROUTINES 1.5 UNITS
Total Lecture: 9 hours Total Lab: 54 hours
Advisory: KIN 074
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 is on strength routines that develop various body parts as well as programs that enhance muscle strength, size, tone/definition and cardiovascular condition. A thorough knowledge of the weight training facilities including equipment, as well as physiology, kinesiology, and anatomy is covered. Pass/No Pass Option.
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077 • EXERCISE PHYSIOLOGY 1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 074
Acceptable for credit: University of California, California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn how the body responds physiologically to exercise. Topics covered include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. Pass/No Pass Option.

078 • INTRODUCTION TO KINESIOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology (motor learning/control, motor development, biomechanics, exercise physiology, social psychological foundations, and sport nutrition) will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Pass/No Pass Option.

080 • DANCE APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: California State University, University of California
This course is a study of the function of dance as art and ritual, social activity, spectacle, and entertainment via 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.

083 • VOLLEYBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 014A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing Women's varsity volleyball player.

084 • INTERCOLLEGIATE VOLLEYBALL 3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their volleyball skills at a competitive, intercollegiate level. Pass/No Pass Option.

085 • INTERCOLLEGIATE BADMINTON 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, Completion of 098 is recommended
Acceptable for credit: California State University, University of California
This course is designed for students with previous badminton experience who have aspirations of playing intercollegiate badminton. The history, rules, intermediate techniques and strategies, as well as conditioning for badminton, are addressed. Pass/No Pass Option.

079 • INTERCOLLEGIATE TENNIS - WOMEN 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 096
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate tennis team. This course is designed to allow the student the opportunity to further their tennis skills at a competitive, intercollegiate level. This course may be repeated 3 times. Pass/No Pass Option.

086 • INTERCOLLEGIATE BASKETBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 094
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. This course is designed to allow the student the opportunity to play intercollegiate basketball. Basketball skills and conditioning are emphasized. Practice consists of both mental and physical training. Pass/No Pass Option.

087 • INTERCOLLEGIATE SOCCER 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 095 or Prior participation in high school soccer athletics.
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. This course may be repeated three times. Pass/No Pass Option.

088 • INTERCOLLEGIATE SOFTBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 093
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their softball skills at a competitive, intercollegiate level. Pass/No Pass Option.

089 • INTERCOLLEGIATE TENNIS – MEN 3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: California State University, University of California
This course is designed for women students interested in competing for an intercollegiate tennis team. Practice consists of both mental and physical training. This course may be repeated three times. Pass/No Pass Option.

090 • INTERCOLLEGIATE BASEBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: Eligibility for ENGL 001A and READ 054, KIN 097, High school or higher baseball experience is recommended.
Acceptable for credit: California State University, University of California
This course is intercollegiate baseball competition for men. This course is designed to allow the student the opportunity to further their baseball skills at a competitive, intercollegiate level. Pass/No Pass Option.

091 • INTERCOLLEGIATE SOCCER 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, Completion of KIN 095 is recommended
Acceptable for credit: California State University, University of California
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. Pass/No Pass Option.

092 • INTERCOLLEGIATE TENNIS -MEN 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 094
Acceptable for credit: University of California, California State University
This course is designed for male students interested in competing for an intercollegiate tennis team. Pass/No Pass Option.
Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

093 • SOFTBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or travel softball experience
Acceptable for credit: California State University, University of California
This course provides the student with the opportunity to master the specific individual skills, team techniques, and strategies of softball. Pass/No Pass Option.

094 • TENNIS - INTERCOLLEGIATE TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, Recommended High School or Tournament experience
Acceptable for credit: California State University, University of California
This course is designed for experienced basketball players who wish to learn advanced strategies of the game of basketball. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. Pass/No Pass Option.

095 • SOCCER - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, Recommended High School or soccer travel ball experience
Acceptable for credit: California State University, University of California
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is covered in class. Pass/No Pass Option.

096 • BASKETBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, Recommended High School or travel ball experience
Acceptable for credit: California State University, University of California
This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes, and player to player and zone offenses are covered. Pass/No Pass Option.

097 • BASEBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, High school varsity or college baseball experience.
Acceptable for credit: California State University, University of California
This course is designed for students with previous baseball experience, who have aspirations of playing intercollegiate baseball. The history, rules, intermediate techniques and strategies, as well as conditioning for baseball are addressed. Pass/No Pass Option.

098 • BADMINTON - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENGL 001A and READ 054, Recommended High School or tournament experience
Acceptable for credit: California State University, University of California
This course introduces the student to the more advanced skills and strategies of the game of badminton. This course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. Pass/No Pass Option.

099 • ATHLETIC TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054, Recommended (one) KIN 35A, KIN 37A, KIN 38A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. Pass/No Pass Option.

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.

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. Pass/No Pass Option.

004S • WEIGHT TRAINING INTERNSHIP 0.5 UNIT
Total Lab: 27 hours
Acceptable for credit: California State University
This course provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern will serve as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. This course is one of the requirements of the Fitness Specialist Certificate program. Pass/No Pass Option.

Mission College is a member of the Coast Conference of the California Community and Junior College Association. The College competes in conference competition for both men and women. Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.
WELLNESS AND HUMAN PERFORMANCE - THEORY (WHP)

022 • SPORTS NUTRITION 1.5 UNITS
Total Lecture: 27 hours
Advisory: WHP 027
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids will also be discussed. Pass/No Pass Option.

WHP • 023 FITNESS TESTING 1.5 UNITS
Total Lecture: 27 hours
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 evaluate an individual’s strength, flexibility, cardiovascular endurance, body composition and posture. The standards for evaluating these tests will be discussed as well as principles used in designing an exercise prescription. Pass/No Pass Option.

031 • INTRODUCTION TO SPORTS MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

LEARNING SERVICES (LS)

940 • LEARNING STRATEGIES FOR EXPRESSIVE LANGUAGE (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
This course is designed to accommodate the educational needs of students with expressive language disabilities. It stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, and essay development using multi-sensory techniques. Pass/No Pass Option.

941 • LEARNING STRATEGIES (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
This is an introductory course designed to accommodate the educational needs of students with disabilities. It stresses the practical application of learning strategies. Topics include auditory, visual, kinesthetic, and memory processing. The practical application of strategies within each modality is examined. This course may be offered via distance learning. Pass/No Pass Option.

942 • LEARNING SERVICES MATH STRATEGIES (FORMERLY LS 937) (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, decimals, and percents. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. Pass/No Pass Option.

942A • LEARNING SERVICES MATH STRATEGIES 3.0 UNITS (NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, variables, and simple equations. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. Pass/No Pass Option.

942B • LEARNING SERVICES MATH STRATEGIES 3.0 UNITS (NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course is the second of a two-course sequence covering mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of decimals, ratios/proportions, percents, and other pre-algebraic concepts. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, websites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**LIBRARY SKILLS (LIB)**

**943 • NEGOTIATING THE COLLEGE WEB AND TECHNOLOGY ENVIRONMENT (NON-ASSOCIATE DEGREE COURSE)**

Total Lecture: 54 hours
This class is designed to introduce students with perceptual, physical, communication, or learning challenges to concepts and terminology relevant to navigating the course management system and using assistive technology suited to their specific challenges. Students successfully completing the objectives of this course will possess basic skills necessary for negotiating the college course management system, and obtain functional knowledge of keyboarding and assistive technology options. Pass/No Pass Option.

**950 • ASSISTIVE TECHNOLOGY LAB (NON-ASSOCIATE DEGREE COURSE)**

Total Lab: 54 hours
The course is designed to give students with varied physical abilities and challenges an opportunity to practice basic skills and strategy techniques presented in special or mainstream classes. Emphasis will be on using assistive technology, software programs in the areas of reading, spelling, writing, mathematics and cognitive memory to overcome or compensate for the students’ areas of weakness. Pass/No Pass Option.

**MATHEMATICS (MATH)**

**000C • INTERMEDIATE ALGEBRA**

Total Lecture: 90 hours
Advisory: Eligibility for ENGL 001A and READ 054, MATH 000B
Prerequisite: MATH 903 or MATH 903M 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.

**000CG • MATHEMATICS FOR THE ASSOCIATE DEGREE STUDENT**

Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 903 or MATH 903M or successful placement into the course based on the Mission College Mathematics Placement Exam.
This course is designed to satisfy the graduation competency requirement in mathematics for the associate degree. The student studies a wide range of mathematical thinking that may include mathematical history, mathematics in different cultures and how to communicate mathematics to others. Topics may include a variety of techniques in critical thinking, problem solving and practical applications, using mathematics at the intermediate algebra level. This course does not substitute for the Math C Prerequisite: requirement for transfer level math courses. Pass/No Pass Option.

**000CM • INTERMEDIATE ALGEBRA (MAPS)**

Total Lecture: 90 hours
Advisory: MATH 000B, Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 903M or MATH 903 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor.
Corequisite: MATH 000CMX
The students study and demonstrate knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems. MATH 000CM is the second course in the MAPS Algebra sequence that will prepare students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this sequence allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is paid to presenting the material in various modalities to meet the needs of the students. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

Math Achievement Pathway to Success (MAPS)

Join an existing learning community for success. Enroll in Math 903M/903MX in Fall and CM/CMX in Spring on Monday through Thursday. 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,
- working in groups and being part of a class with a clear goal of being successful in mathematics,
- gain confidence in your math ability.
000CMX • INTERMEDIATE ALGEBRA (MAPS) 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 903 and/or MATH 903M or satisfactory score on an appropriate Mathematics Placement Test.
Corequisite: MATH 000CM
This is a lecture course that is a co-requisite for MATH 000CM. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities used by the MAPS program. Pass/No Pass Only.

000D • TRIGONOMETRY 3.0 UNITS
Total Lecture: 54 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or MATH 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam. Acceptable for credit: California State University
Students will study and demonstrate knowledge and understanding of trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. Pass/No Pass Option.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 UNITS
Total Lecture: 72 hours
Advisory: MATH 000B, Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 000CM or MATH 000C
Acceptable for credit: University of California, California State University
This course fulfills the graduation competency requirement for Associate degree and the general education requirement in mathematics for CSU system. It introduces the student to creative mathematical thinking using fascinating examples, topics and problem solving. Range of topics may include applications of set theory, functions and graphs, linear programming, infinity, different geometries and topology, symmetry, calculus, logic, probability and statistics, history of math and math in other cultures. There is an emphasis on general problem solving techniques and how to communicate mathematics. It is intended to provide a sample of current mathematical techniques for the non-specialist. Pass/No Pass Option.

MATH 001 • COLLEGE ALGEBRA 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Exam or MATH 000CM.
Acceptable for credit: University of California, California State University
This is a college-level course in preparation for the Calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, inequalities, functions, theory of equations, exponential and logarithmic equations, sequence and series, induction and the binomial theorem. This course may be offered via distance learning. Pass/No Pass Option.

002 • PRECALCULUS AND TRIGONOMETRY 6.0 UNITS
Total Lecture: 108 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or MATH 000CM or satisfactory score on an appropriate Mathematics Placement Exam. Acceptable for credit: University of California (4 units only), California State University.
NOTE: UC credit may be limited. See a counselor.
This is an intensive course covering those topics traditionally found in the separate courses of college algebra (MATH 001) and trigonometry (MATH 000D). This course is designed for the highly motivated and very well prepared student who desires to fulfill the requirements of MATH 000D and MATH 001 in one semester. It prepares the student for the Calculus 003A/B sequence. Pass/No Pass Option.

003A • ANALYTIC GEOMETRY AND CALCULUS I 5.0 UNITS
Total Lecture: 90 hours
Prerequisite MATH 002 or placement into the course by the Mission College Mathematics Placement Exam or MATH 000D or higher or satisfactory score on an appropriate Mathematics Placement Exam and MATH 001 or placement into the course by the Mission College Mathematics Placement Exam. This is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. This course may also be offered via distance learning. Pass/No Pass Option.

003AH • ANALYTIC GEOMETRY AND CALCULUS I – HONORS 5.0 UNITS
Total Lecture: 90 hours
Prerequisite MATH 002 or placement into the course by the Mission College Mathematics Placement Exam or MATH 000D or placement into the course by the Mission College Mathematics Placement Exam and MATH 001 or placement into the course by the Mission College Mathematics Placement Exam.
This course is the honors version of the Calculus I course and is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. Students may not receive credit for both MATH 003A and MATH 003AH. Enrollment in the Honors Transfer Project is required. Grade only.

003B • ANALYTIC GEOMETRY AND CALCULUS II 5.0 UNITS
Total Lecture: 90 hours
Prerequisite MATH 003A or MATH 003AH
Acceptable for credit: University of California, California State University
This course is the second part of the three-semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of infinite series, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work. This course may also be offered via distance learning. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

004A • MULTIVARIABLE CALCULUS  4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MATH 003B
Acceptable for credit: University of California, California State University
This course is the third part of the three semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of vectors in two and three dimensional space, vector-valued functions, calculus of functions for several variables, differentials, gradients, Lagrange Multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes’ Theorem. Pass/No Pass Option.

004B • DIFFERENTIAL EQUATIONS  4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MATH 003B
Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of ordinary differential equations, with emphasis on linear equations, and partial differential equations. Many standard methods are examined including Laplace Transforms, Fourier Series, power series and numerical solutions. Emphasis is placed on applications. Pass/No Pass Option.

004C • LINEAR ALGEBRA  4.0 UNITS
Total Lecture: 72 hours
Advisory: MATH 004A
Prerequisite: MATH 003B
Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of basic linear algebra and its applications. Topics include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. Pass/No Pass Option.

005 • PROGRAMMING AND PROBLEM-SOLVING IN MATLAB  3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: MATH 003A or MATH 003AH or higher
Acceptable for credit: University of California, California State University
This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to mathematics, science and engineering. Topics include procedural and object-oriented programming, two- and three-dimensional graphing, data import and export, curve fitting, recursion and applications in engineering, physics, and mathematics. Pass/No Pass Option.

008 • FINITE MATHEMATICS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite MATH 000C or placement into the course by the Mission College Placement Exam or MATH 000CM or placement into the course by the Mission College Mathematics Placement Exam and MATH 008.
Acceptable for credit: University of California, California State University
Course topics include linear equations, matrix systems of equations and inequalities, linear programming, set theory and mathematics of finance. Probability and statistics are introduced. Particular emphasis is placed on applications. This course may also be offered via distance learning. Pass/No Pass Option.

009 INTEGRATED STATISTICS II  5.0 UNITS
Total Lecture: 90 hours
Prerequisite: MATH 909
This is the second of two courses in the Statway sequence. Students study and demonstrate concepts and methods of statistics with an emphasis on data analysis. Topics include methods for collecting data, descriptive statistics, correlation and simple linear regression, basic concepts of probability, confidence intervals and hypothesis tests, chi-square tests, and ANOVA. Particular emphasis is placed on applications. Current statistical technology packages are used. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Successful completion of both Math 909 and Math 009 is required to satisfy CSU and UC transferability. Pass/No Pass Option

010 • ELEMENTARY STATISTICS  4.0 UNITS
Total Lecture: 72 hours
Prerequisite MATH 000C or MATH 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam and MATH 008.
Acceptable for credit: University of California, California State University
Students study and demonstrate knowledge and understanding of descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications. Current statistical computer packages are used. This course may also be offered via distance learning. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

010H • ELEMENTARY STATISTICS – HONORS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MATH 000C or MATH 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam. Acceptable for credit: University of California, California State University
This course is the honors version of the Elementary Statistics course. The course provides students with a comprehensive introduction to statistical methods and research. Topics include descriptive and inferential statistics, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications and data analysis. Current statistical computer packages are used. Students may not receive credit for both MATH 010 and MATH 010H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option.

012 • CALCULUS FOR BUSINESS AND SOCIAL SCIENCES 4.0 UNITS
Total Lecture: 72 hours
Prerequisite MATH 000C or placement into the course by the Mission College Mathematics Placement Exam or MATH 000CM or placement into the course by the Mission College Mathematics Placement Exam and MATH 000CMX or placement into the course by the Mission College Mathematics Placement Exam and MATH 008. Acceptable for credit: University of California, California State University
Course topics include the intuitive concept of a limit, and simple techniques of differential and integral calculus and their most common applications in business, social science and biology. This course is suitable for business, biology, or social science majors. This course is not equivalent to MATH 003A. Pass/No Pass Option.

019 • DISCRETE MATHEMATICS 4.0 UNITS
Total Lecture: 72 hours
Prerequisite: MATH 001 or successful placement into the course based on the Mission College Mathematics Placement Exam or MATH 002. Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of the discrete mathematics appropriate for computer applications. Topics may include graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra and algebraic structures such as groups, rings and fields. Computer implementations of these mathematical techniques are incorporated throughout the course. Pass/No Pass Option.

081H • HONORS SEMINAR IN MATHEMATICS 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: MATH 000C
Acceptable for credit: California State University, University of California
This course is an honors course involving discussion and analysis of various topics in mathematics. It introduces the student to creative mathematical thinking using fascinating examples, topics, and problem-solving. The range of topics may include: applications of set theory, functions and graphs, linear programming, infinity, different geometries and topology, symmetry, calculus, logic, probability and statistics, the history of math, and math in other cultures. There is an emphasis on in-depth understanding of mathematical theorems, general problem-solving techniques, and how to communicate mathematics. The course includes presentations by students. Pass/No Pass Option.

900 • ARITHMETIC FUNCTIONS (NON-ASSOCIATE DEGREE COURSE) 3.0 UNITS
Total Lecture: 54 hours
This is a course in basic computational skills and is a Prerequisite: for all other math courses. The course includes review and practice in fundamental arithmetic skills including whole numbers, fractions and decimals, ratio, proportion and percent, simple equations, problem analysis, and practical applications. This course provides a good background for students who wish to take pre-algebra. This course may be offered via distance learning. Pass/No Pass Option.

902 • PRE-ALGEBRA (NON-ASSOCIATE DEGREE COURSE) 4.0 UNITS
Total Lecture: 72 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 review and practice in fundamental arithmetic operations involving integers, fractions, decimals and percents, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. This course may also be offered via distance learning. Pass/No Pass Option.

903 • ELEMENTARY ALGEBRA (NON-ASSOCIATE DEGREE COURSE) 5.0 UNITS
Total Lecture: 90 hours
Prerequisite MATH 902 or placement into the course by the Mission College Mathematics Placement Exam.
Course topics include operations with real numbers; properties of real numbers and signed exponents; solving and graphing linear equations; solving linear inequalities; functions; factoring polynomials; solving quadratic equations by factoring; simplifying rational expressions; solving rational equations; applications of linear, quadratic, and rational equations; and working with scientific notation. The course is designed for the student who has had no previous instruction in algebra, or for the student who needs a review of elementary algebra. This course may also be offered via distance learning. Pass/No Pass Option.
903M • ELEMENTARY ALGEBRA (MAPS) (NON-ASSOCIATE DEGREE COURSE) 5.0 UNITS

Total Lecture: 90 hours
Prerequisite MATH 902 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor.
Corequisite MATH 903M Math 903M must be taken concurrently with Math 903M.

MATH 903M is the first course in the MAPS Algebra; it prepares students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this sequence allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is taken to present the material in various modalities to meet the needs of the students. Course topics include operations with real numbers; properties of real numbers and signed exponents; solving and graphing linear equations; solving linear inequalities; functions; factoring polynomials; solving quadratic equations by factoring; simplifying rational expressions; solving rational equations; applications of linear, quadratic, and rational equations; and working with scientific notation. Concurrent enrollment in MATH 903MX is mandatory. Pass/No Pass Option.

903MX • ELEMENTARY ALGEBRA MAPS EXTRA 3.0 UNITS

Total Lecture: 54 hours
Prerequisite MATH 902 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor.
Corequisite MATH 903M Math 903M must be taken concurrently with Math 903MX.

This lecture course 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.

909 INTEGRATED STATISTICS I 5.0 UNITS

Total Lecture: 90 hours
Prerequisite: MATH 902 or higher or satisfactory score on an appropriate Mathematics Placement Test.

This is the first of two courses in the Statway sequence. Students study and demonstrate concepts and methods of statistics with an emphasis on data analysis. Topics include methods for collecting data, descriptive statistics, introduction to simple linear regression, and basic concepts of probability. Particular emphasis is placed on applications. Current statistical technology packages are used. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Successful completion of both Math 909 and Math 009 is required to satisfy CSU and UC transferability. Pass/No Pass Only.

910 • PROBLEM SOLVING IN MATHEMATICS 1.0 UNIT

Total Lecture: 18 hours
Prerequisite: MATH 000C or MATH 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam.

This course introduces the student to various problem solving techniques, and develops mathematical and critical thinking skills. Pass/No Pass Option.

MUSIC (MUSIC)

NOTE: Maximum UC credit allowed for MUSIC 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

005 • FUNDAMENTALS OF MUSIC THEORY I 3.0 UNITS

Total Lecture: 54 hours
Advisory: MUSIC 090
Acceptable for credit: University of California, California State University
This is a course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in rhythm performance, sight singing, and techniques of listening to music. Pass/No Pass Option.

006 • COMMERCIAL MUSIC THEORY I 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: MUSIC 006
Acceptable for credit: University of California, California State University
This is a beginning-level course in commercial music theory intended for students pursuing a certificate in music. Topics include: basic song construction, use of diatonic harmony, analysis of popular song form and harmonic progressions, and the use of music notation software to create lead sheets. Pass/No Pass Option.

007 • COMMERCIAL MUSIC THEORY II 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: MUSIC 007
Acceptable for credit: California State University, California State University
This is an intermediate-level course in music theory intended for students pursuing a certificate in music. Topics include: advanced song construction, use of chord extensions, chord substitutions, analysis of scores for film and video games, basic orchestration and the use of music notation software to create multi-part scores. Pass/No Pass Option.

008 • COMMERCIAL MUSIC THEORY III 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: MUSIC 008
Acceptable for credit: California State University, California State University
This is an advanced-level course in harmony and musicianship intended for students pursuing a certificate in music. Topics include arranging, orchestration and the use of music notation software to create finished scores for publication. Pass/No Pass Option.

010 • MUSIC APPRECIATION 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music. Students develop an appreciation and enjoyment of music through active listening and guided discussion on related topics including: symphony movements, opera, tone poems, sonata form, and the classical concerto. Style periods are discussed including the Middle Ages, Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present). This course may be offered via distance learning. Pass/No Pass Option.
**MUSIC**

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**015A • SONGWRITING AND MUSIC BUSINESS I 3.0 UNITS**
Total Lecture: 54 hours
Acceptable for credit: California State University
This introductory course is intended for all students interested in learning about the art, craft, and business of popular songwriting and the music industry. Topics of study include introductions to creative strategies, lyric writing and prosody, melody and harmony, musical rhythm and style, song form, audience considerations, media, digital recording, and the music industry, including copyrights, contracts, and a survey of careers. Pass/No Pass Option.

**015B • SONGWRITING II 3.0 UNITS**
Total Lecture: 54 hours
Acceptable for credit: California State University
This is an intermediate level course in songwriting intended for students who have successfully completed MUS 15A Songwriting I. Topics of study include lyric writing and prosody, melody and harmony, musical rhythm and style, song form, audience considerations, media, digital recording, and the music industry. Students will be expected to write, arrange, produce and record a complete song during the semester. Pass/No Pass Option.

**016 • SURVEY OF ROCK AND POPULAR MUSIC 3.0 UNITS**
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course examines the History of Rock and Roll Music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion. This course may be offered via distance learning. Pass/No Pass Option.

**017 • MUSIC OF THE WORLD 3.0 UNITS**
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course is a multimedia, multicultural humanities course which introduces students to music from a world music perspective. Course content is centered on videos, a supplemental textbook, and an extensive collection of recorded examples. Topics include the transformative power of music, music and memory, musical style, musical performance and improvisation, music as ritual, and music technology. This course may also be taught via distance learning. Pass/No Pass Option.

**030A • BEGINNING PIANO I 1.0 UNIT**
Total Lecture: 9 hours, Total Lab: 27 hours
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
This course is for students with no previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. Pass/No Pass Option.

**030B • BEGINNING PIANO II 1.0 UNIT**
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: MUSIC 030A
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
This course is for students with some previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. Pass/No Pass Option.

**031A • INTERMEDIATE PIANO 1.0 UNIT**
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUSIC 030B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 30A,B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. Pass/No Pass Option.

**031B • INTERMEDIATE PIANO 1.0 UNIT**
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUSIC 031A or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 30A,B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. Pass/No Pass Option.

**032A • BEGINNING VOICE 1.0 UNIT**
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.
**MUSIC**

**032B • BEGINNING VOICE** 1.0 UNIT

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.

**036A • BEGINNING GUITAR I** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054, MUSIC 090
Acceptable for credit: California State University
This is a beginning course in guitar. Emphasis is on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. Pass/No Pass Option.

**036B • BEGINNING GUITAR II** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054, MUSIC 090
Prerequisite: MUSIC 036A
Acceptable for credit: California State University, University of California
This beginning/intermediate level course in guitar is for students who have successfully completed MUSIC 036A. Emphasis is on music reading, playing in advanced basic positions, scales, chords, and major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple and more complex pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. Pass/No Pass Option.

**036C • INTERMEDIATE GUITAR I** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054, MUSIC 090
Prerequisite: MUSIC 036B
Acceptable for credit: California State University, University of California
An intermediate level course in guitar for students who have successfully completed MUS 036B. Students will learn intermediate techniques for playing guitar both as a soloist and as part of an ensemble. Students also learn how to perform in a variety of musical styles from classical to popular, country, folk and blues. Students perform intermediate level guitar music in a final recital performance. Pass/No Pass Option.

**036D • INTERMEDIATE GUITAR II** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054, MUSIC 090
Prerequisite: MUSIC 036C
Acceptable for credit: California State University, University of California
This is an advanced-intermediate course in guitar. Emphasis is on music reading, playing in advanced intermediate positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Advanced-intermediate pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. Pass/No Pass Option.

**039A • ADVANCED PIANO MASTERCLASS I** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUSIC 90
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano with emphasis on solo piano repertoire. Assignments include preparation and performances of different piano repertoire each semester. Students participate in discussions and projects related to solo piano repertoire, literature and appropriate performance practices. Students are assigned new musical works each semester from the vast amount of piano repertoire that is available allowing the student to continue development of his/her technical abilities. Pass/No Pass Option.

**039B • ADVANCED PIANO MASTERCLASS II** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUSIC 90
Prerequisite: MUSIC 039A
Acceptable for credit: University of California, California State University
This course is designed for advanced piano students previously enrolled in MUSIC 039A. MUSIC 039B is a survey of advanced music for the piano and other keyboard instruments that focuses on solo piano repertoire. Assignments include preparation and performances of different piano repertoire each semester. Students participate in discussions and projects related to solo piano repertoire, literature and appropriate performance practices. Students are assigned new musical works each semester from the vast amount of piano repertoire that is available allowing the student to continue development of his/her technical abilities. Pass/No Pass Option.

**039C • ADVANCED PIANO MASTERCLASS III** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: MUSIC 039B
Advisory: MUSIC 90
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano with emphasis on chamber ensembles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects are related to piano chamber repertoire, literature and appropriate performance practices. Students participate in a live chamber music performance. Pass/No Pass Option.

**039D • ADVANCED PIANO MASTERCLASS IV** 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUSIC 90
Prerequisite: MUSIC 039C
Acceptable for credit: University of California, California State University
This is a piano performance course for advanced piano students. Emphasis is placed on developing repertoire and performance skills to prepare for a final piano concerto performance. Assignments include preparation and performances of different piano repertoire, discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Students also study piano pedagogy. Pass/No Pass Option.
### MUSIC

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

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<th>Course Code</th>
<th>Name</th>
<th>Units</th>
<th>Description</th>
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| 041A        | MISSION CHORUS I             | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Acceptable for credit: University of California, California State University  
Mission Chorus is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Mission Chorus is open to those with and without previous experience in group singing. Placement auditions are held before the first day of class. Course activities include group singing, identification of diatonic intervals and proper breath support. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 041B        | MISSION CHORUS II            | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Acceptable for credit: University of California, California State University  
Mission Chorus II is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUSIC 041B must have previous experience in group singing at the beginning level. Placement auditions are held before the first day of class. Course activities include group singing, identification of diatonic intervals and proper breath support. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 041C        | MISSION CHORUS III           | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Acceptable for credit: University of California, California State University  
Mission Chorus III is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUSIC 041C must have previous experience in group singing at the intermediate level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of chromatic intervals and dominant chords. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 041D        | MISSION CHORUS IV            | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Acceptable for credit: University of California, California State University  
Mission Chorus IV is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUSIC 041D must have previous experience in group singing at the intermediate to advanced level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of non-diatomic intervals and analysis and interpretation advanced level choral music. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 048A        | SYMPHONY ORCHESTRA I         | 1.0   | Total Lab: 54 hours  
Prerequisite: Audition for demonstration of skill.  
Acceptable for credit: University of California, California State University  
This is a beginning level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 048B        | SYMPHONY ORCHESTRA II        | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Prerequisite: MUSIC 048A  
Acceptable for credit: University of California, California State University  
This is an intermediate level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 048C        | SYMPHONY ORCHESTRA III       | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Prerequisite: MUSIC 048B  
Acceptable for credit: University of California, California State University  
This is an intermediate/advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 048D        | SYMPHONY ORCHESTRA IV        | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090  
Prerequisite: MUSIC 048C  
Acceptable for credit: University of California, California State University  
This is an advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. Pass/No Pass Option.  
Acceptable for credit: University of California, California State University | 1.0 UNIT |  |
| 050         | MISSION STEELBAND            | 1.0   | Total Lab: 54 hours  
Advisory: MUSIC 090, Eligibility for ENGL 001A and READ 054  
Acceptable for credit: University of California, California State University  
This performance ensemble focuses on the study and performance of music from Trinidad, South America and the Caribbean musical tradition. Ensemble members learn how to play Caribbean steel drums. Emphasis is placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. Pass/No Pass Option.  
Acceptable for credit: California State University | 1.0 UNIT |  |
| 080         | MIDI AND MUSIC PRODUCTION I  | 3.0   | Total Lecture: 54 hours  
Advisory: MUSIC 005  
Acceptable for credit: California State University  
This course is a practical introduction to the Musical Instrument Digital Interface (MIDI) music system and provides students the skills necessary | 3.0 UNITS |  |
to create their own music using Pro Tools software. Through a series of hands-on projects students develop basic musicianship skills including: music theory, composition and arranging as it applies to popular music. Students also use the recording studio to complete a final project that incorporates the use of MIDI and audio tracks. Pass/No Pass Option.

**081 • DIGITAL MUSIC PRODUCTION I** 3.0 UNITS  
Total Lecture: 54 hours  
Advisory: MUSIC 080 or equivalent, Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University  
This course is a hands-on survey of audio recording techniques using ProTools software and hardware. Specific subject areas include 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.

**082 • MIDI AND MUSIC PRODUCTION II** 3.0 UNITS  
Total Lecture: 54 hours  
Prerequisite: MUSIC 080  
Acceptable for credit: California State University  
This is an advanced level, music production course that provides students the skills necessary to create their own compositions for film, TV and video games using Pro Tools software. Through a series of hands-on projects students develop advanced composition skills including: score analysis, orchestration and original music composition as it applies to commercial music. Students also use the recording studio to complete a final project that combines an original MIDI music composition with video. Pass/No Pass Option.

**083 • DIGITAL MUSIC PRODUCTION II** 3.0 UNITS  
Total Lecture: 54 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Acceptable for credit: California State University  
This is an advanced audio recording, mixing and MIDI production course using ProTools software and hardware. Students learn how to produce voice-overs, sound effects, multi-track recordings and MIDI sequences to be used in films, television, radio, web applications and the music and gaming industries. Participation in at least one on-campus music event and a final portfolio of work is required. Pass/No Pass Option.

**085A • DIGITAL MUSIC/RECORDING LAB I** 0.5 UNITS  
Total Lab: 27 hours  
Corequisite: MUSIC 080A  
Acceptable for credit: California State University  
This is a dedicated lab for Digital Music students enrolled in first semester MIDI Music and Technology and Digital Music Production classes. Students work on assigned MIDI and recording projects with a lab instructor. Pass/No Pass Option.

**085B • DIGITAL MUSIC/RECORDING LAB II** 0.5 UNITS  
Total Lab: 27 hours  
Prerequisite: MUSIC 085A  
Corequisite: MUSIC 080B  
Acceptable for credit: California State University  
This is a dedicated lab for Digital Music students enrolled in second semester MIDI Music and Technology and Digital Music Production classes. Students work on assigned MIDI and recording projects with a lab instructor. Pass/No Pass Option.

**087 • MUSIC BUSINESS** 3.0 UNITS  
Total Lecture: 54 hours  
Acceptable for credit: California State University  
This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandizing; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes include guest speakers from the music industry, field trips, video and audio presentations, as well as active student participation in class discussions, the preparation of legal documents, and in situational role playing activities. Pass/No Pass Option.

**090 • MUSIC LABORATORY** 0.5 UNIT  
Total Lab: 27 hours  
Corequisite: Concurrent enrollment in any music course  
Acceptable for credit: University of California, California State University  
This is a separate music laboratory course. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student’s other music course(s). Pass/No Pass Option.

**095A • APPLIED MUSIC I** 1.0 UNIT  
Total Lecture: 9 hours Total Lab: 27 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Corequisite: MUSIC 041A or MUSIC 048A or MUSIC 039A  
Acceptable for credit: California State University  
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.

**095B • APPLIED MUSIC II** 1.0 UNIT  
Total Lecture: 9 hours Total Lab: 27 hours  
Advisory: Eligibility for ENGL 001A and READ 054  
Corequisite: MUSIC 039B or MUSIC 041B or MUSIC 048B  
Acceptable for credit: California State University  
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**095C • APPLIED MUSIC III**

1.0 UNIT

Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Corequisite: MUSIC 039C or MUSIC 041C or MUSIC 048C
Acceptable for credit: California State University

This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

**095D • APPLIED MUSIC IV**

1.0 UNIT

Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENGL 001A and READ 054
Corequisite: MUSIC 039D or MUSIC 041D or MUSIC 048D
Acceptable for credit: California State University

This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

**NONCREDIT**

Noncredit instruction provides students with access to a variety of free, open-entry/open exit courses to assist them in reaching their personal, academic and professional goals. Noncredit courses do not have credit or unit values associated with them, vary in the number of hours of instruction and do not have Prerequisites or repeatability restrictions.

**NONCREDIT BASIC SKILLS (NCBAS)**

**002 • GED SKILLS DEVELOPMENT LAB**

NONCREDIT

Total: 54 hours
This lab course is designed to prepare students for the General Educational Development Tests (GED) for high school equivalency. Students learn and practice skills needed to pass the GED exams, as well as the computer skills needed to take a computer-based GED exam.

**003 • GED PREPARATION: READING & CRITICAL THINKING**

NONCREDIT

Total: 30 hours
This course focuses on the development of basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on reading skills such as main idea, supporting details, point of view, meaning of words and phrases, inferences, and validity of claims. These skills will enable readers to understand complex texts.

**004 • GED PREPARATION: WRITING & REASONING**

NONCREDIT

Total: 30 hours
This course focuses on the basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on the development of writing skills including grammar, editing, development, organization, analyzing arguments and using evidence to support a claim.

**005 • GED PREPARATION: MATH SKILLS**

NONCREDIT

Total: 30 hours
This course focuses on the basic skills needed to prepare for the math portion of the General Education Development Tests (GED) for high school equivalency. Emphasis is placed on developing math and calculator skills.

**901 • STRATEGIES TO IMPROVE WRITING**

NONCREDIT

Total: 21 Hours
This course gives basic skills students practice using various writing techniques that prepares them for transfer-level courses. Sentence-level strategies are the focus of this class.

**902 • STRATEGIES TO IMPROVE WRITING**

NONCREDIT

Total: 21 Hours
This course gives basic skills students practice using various writing techniques that prepare them for their transfer-level courses. Essay level strategies are the focus of this class.

**NONCREDIT ENGLISH AS A SECOND LANGUAGE (NCESL)**

**910A • FOUNDATIONS IN ESL I**

NONCREDIT

Total: 64 Hours
This noncredit course develops very basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for very low beginning level ESL students. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises and in-class writing assignments of 50 words or less.

**910B • FOUNDATIONS IN ESL II**

NONCREDIT

Total: 64 Hours
This course is a continuation of NCESL 910A. This course continues to develop very low beginning students' skills in basic reading, writing, listening, speaking, and grammar. In 910B, students further develop the grammar of present tense and begin to learn present continuous and simple past.

**910L • FOUNDATIONS IN ESL LAB**

NONCREDIT

Total: 54 Hours
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

This lab course is designed for students at the NCESL 910 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCESL courses and in the workplace.

920A • BEGINNING ESL I
NONCREDIT
Total: 64 Hours
This noncredit course provides basic functional practice in reading, writing, listening, speaking, and grammar for beginning ESL students.

920B • BEGINNING ESL II
NONCREDIT
Total: 64 Hours
This course is a continuation of NCESL 920A. It builds on the topics learned in 920A, but also introduces more complex structures and provides more practice in reading, writing, listening, speaking, and grammar for beginning ESL students. It also provides preparation for placement in Level 930 ESL classes.

920L • BEGINNING ESL LAB
NONCREDIT
Total: 54 Hours
This lab course is designed for students at the NCESL 920 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCESL courses and in the workplace.

925 • PREPARATION FOR ACADEMIC ESL
NONCREDIT
Total: 32 Hours
This course is designed for beginning ESL students who wish to improve their academic preparation and study skills for greater success in ESL courses.

OLDER ADULT - NONCREDIT
(OA)

1611 • OLDER ADULT ART
NONCREDIT
Total: 32 hours
This noncredit course explores art, crafts and creative artistic expression. Practical skills using a variety of artistic techniques are highlighted. Cultural, seasonal and holiday themes are emphasized in the production of arts and crafts items for personal use, sale or gifts.

3900 • SENIOR PREPAREDNESS
NONCREDIT
Total: 32 hours
This noncredit course expands the student’s knowledge of economic, social, governmental, historic, geographic, and cultural issues. Students also expand communication skills as they expand knowledge of world, national and local issues and become better informed community members.

OLDER ADULT - NONCREDIT
IMMIGRATION EDUCATION
(NCIE)

010 • U.S CITIZENSHIP PREPARATION
NONCREDIT
Total: 48 Hours
In this course students learn the basics involved in American citizenship. Through lectures, and individual and pair/group participation, students develop the skills needed to prepare them for the naturalization interview. Topics include a general survey of U.S. history, government, and civics, including culture, institutions, and ideals. The course also includes practice of the English oral/aural/literacy skills necessary to pass an oral and written citizenship exam.

NURSING LVN TO RN PROGRAM
(LVNRN)

FOR VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIAN COURSES,
SEE HEALTH OCCUPATIONS

021 • ROLE TRANSITION LVN TO RN
2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENGL 001A, Acceptance into LVN to RN Program
Corequisite: LVNRN 021A
Acceptable for credit: California State University
This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program. Grade only.

021A • ROLE TRANSITION CLINICAL
1.0 UNIT
Total Lab: 54 hours
Prerequisite: ENGL 001A
Corequisite: LVNRN 021
Acceptable for credit: California State University
This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems. Materials Fee. Pass/No Pass Option.

031 • COMMUNITY MENTAL HEALTH NURSING 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENGL 001A, LVNRN 021, LVNRN 021A
Corequisite: LVNRN 032, LVNRN 033, LVNRN 034 (Students must attain the minimum grade of 75% average.)
Acceptable for credit: California State University
This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Grade only.

032 • INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: LVNRN 021A
Corequisite: LVNRN 031, LVNRN 033, LVNRN 034 (Students will be required to maintain a 75% average)
Acceptable for credit: California State University
This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills. Grade only.

033 • INTRODUCTION TO CLINICAL JUDGMENT 1.0 UNIT
Total Lab: 54 hours
Prerequisite: LVNRN 021 and Completion of ENGL 1A, LVNRN 021A
Corequisite: LVNRN 032A, LVNRN 032, LVNRN 031A, LVNRN 031
Acceptable for credit: California State University
This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student's nursing theory course classroom learning. The emphasis will be upon the role of the registered nurse caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is placed on developing competence in critical thinking and in leadership skills. Pass/No Pass Option.

034 • INTERMEDIATE CLINICAL PRACTICUM 4.0 UNITS
Total Lab: 216 hours
Prerequisite: ENGL 001A, LVNRN 021, LVNRN 021A
Students must complete all nursing course with 75% score or higher.
Corequisite: LVNRN 031, LVNRN 032, LVNRN 033
Students must complete all nursing course with 75% score or Higher
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student 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, LVNRN 031, LVNRN 032, LVNRN 033
Students must pass with a grade of 75% or Higher
Corequisite: LVNRN 042, LVNRN 044, LVNRN 050
Students must pass with a grade of 75% or Higher
Acceptable for credit: California State University
This course focuses on the nursing process as it relates to the child-bearing and child-rearing family. The nurse's roles of provider, manager of care, and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby, and pediatrics. This course focuses on assessing, developing, implementing, and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. Grade only.

042 • ADVANCED MEDICAL-SURGICAL/LEADERSHIP NURSING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENGL 001A, LVNRN 031, LVNRN 032, LVNRN 033
Students must pass with a grade of 75% or Higher
Corequisite: LVNRN 044, LVNRN 041, LVNRN 050
Students must pass with a grade of 75% or Higher
Acceptable for credit: California State University
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. Grade only.

044 • ADVANCED CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: LVNRN 021, LVNRN 021A, LVNRN 032, LVNRN 033, LVNRN 034
Corequisite: LVNRN 041, LVNRN 042 and LVNRN 050
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student will provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. Pass/No Pass Only.

050 • LEADERSHIP AND ETHICS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: ENGL 001A; LVNRN 031, LVNRN 032, LVNRN 033 Students must pass with a grade of 75% or higher; LVNRN 034
Corequisite: LVNRN 041, LVNRN 042 Students must pass with a grade of 75% or higher; LVNRN 044
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. Grade only.

NUTRITIONAL SCIENCE (NS)

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 • NUTRITION AND DISEASE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University

This course is designed to teach basic scientific principles of human nutrition as they relate to disease treatment. Biochemical functions and inter-relationships between nutrients and the body are examined. Theories related to medical nutrition therapy are discussed. The course is designed for individuals entering the health care field or for those with an interest in diet and disease. 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. This course may be offered via distance learning Grade only.

PHILOSOPHY (PHIL)

001 • INTRODUCTION TO PHILOSOPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to some philosophical problems and the various approaches to their solutions. The student is exposed to selected traditional philosophical systems with emphasis upon how these systems are relevant to solving the problems of contemporary existence. Among the questions explored in the course are: What is reality? What is the nature of human beings? What makes an act right or wrong? Are human actions free or determined? What is knowledge? This course may be offered via distance learning Pass/No Pass Option.

002 • INTRODUCTION TO LOGIC #265420 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Acceptable for credit: University of California, California State University
This course is an introduction to the techniques of traditional and modern logic comprising both deductive and inductive inference. Students are introduced to techniques for evaluating the quality and correctness of a chain of thought. The aim is to improve one's ability to read critically and to recognize and avoid logical errors. This class demonstrates that there are right and wrong ways to reason, and that good reasoning is a skill that can be developed and improved. This course may be offered via distance learning Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

003 • INTRODUCTION TO ETHICS                              3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course critically examines questions of value and obligation. Students explore prominent ethical theories, including Kantianism, the Utilitarians and virtue ethics. The student then applies these ethical theories to case studies, such as bioethics and environmental ethics. Much of the course is devoted to critical thinking and writing skills. Pass/No Pass Option.

005 • INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY       3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces students to a critical study of some major social and political problems. What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? This course is cross-listed as POLIT 003. This course may be offered via distance learning. Pass/No Pass Option.

PHYSICAL EDUCATION
See Kinesiology for program and course information.

PHYSICS (PHY)

002A • GENERAL PHYSICS - MECHANICS AND THERMODYNAMICS     5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: Prerequisite MATH 000D and MATH 002 or higher
Acceptable for credit: University of California, California State University
This is the first lecture/lab course in physics for majors in subjects other than engineering or the physical sciences. Topics covered include Newton’s laws of force, dynamics of rigid bodies, the concepts of potential and kinetic energy, momentum, thermodynamics, hydrodynamics, and wave motion. Analytical solutions of numerical problems at the trigonometric and algebraic level are emphasized. NOTE: UC credit may be limited. See a counselor. Materials Fee. Grade only.

002B • GENERAL PHYSICS - ELECTRICITY, MAGNETISM AND OPTICS 5.0 UNITS
Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: PHYS 002A
Acceptable for credit: University of California, California State University
This lecture/lab course is a continuation of PHYS 002A as a lecture/lab course with the study of electricity, magnetism, geometrical and wave optics and atomic physics. NOTE: UC credit may be limited. See a counselor. Materials Fee. 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      4.0 UNITS
Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: California State University, University of California
This lecture/laboratory course is the second in the calculus-based engineering physics series. The course continues the concept of field theory and develops the concepts of Maxwell’s equations. Topics include: Coulomb’s Law, Gauss’ Law, Electric Potential, Biot-Savart Law, Ampere’s Law, and Faraday’s Law. Kirchhoff’s Laws and AC circuits are introduced. Solutions to numerical and theoretical problems are emphasized at the calculus level. Materials Fee. Grade only.

004C • ENGINEERING PHYSICS-LIGHT AND HEAT                 4.0 UNITS
Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: MATH 003B PHYS 004A
Acceptable for credit: California State University, University of California
This lecture/laboratory course is the third semester in the engineering physics series. The course content includes thermodynamics, geometrical and wave optics, atomic and modern physics. The dual nature of light is investigated in lecture and laboratory by the use of interference and diffraction effects. The laws of heat transfer, thermodynamics, and the Carnot cycle are covered. Numerical and theoretical solutions to problems are emphasized. Materials Fee. Grade only.

004D • ENGINEERING PHYSICS-ATOMIC                         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
PHILOSOPHY • PHYSICS

Before enrolling in degree applicable courses, it is recommended that you complete ENGL 001A and READ 054.

explored and placed in perspective. The topics included in this course are mechanics, thermodynamics, electricity and magnesium, optics, and modern physics. Materials Fee. Grade only.

POLITICAL SCIENCE (POLIT)

001 • AMERICAN GOVERNMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the structure and functions of the governments at the Federal and California levels. Topics covered include Civil Rights and Liberties, Institutional development, and non-governmental actors in politics. This course helps satisfy the U.S. History, Constitution, and state and local government requirements for transfer to the UC/CSU systems, as well as for the Associate of Arts degree. This course may also be offered via distance learning. Pass/No Pass Option.

001H • AMERICAN GOVERNMENT – HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Honors American Government involves interdisciplinary, writing-intensive, collaborative, and experiential instruction. The course covers the structure and functions of the American national government, as well as those of state and local governments. Emphasis is placed on the development of a deep understanding of historical and societal influences on the modern American political institutions. Students cannot get credit for both POLIT 001 and POLIT 001H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Grade Only.

002 • COMPARATIVE GOVERNMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course explores the government and politics of some of the major nations in the world as well as developing nations. Political structures, functions, processes and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems with an emphasis on developing comparative analytical skills and abilities. This course may be offered via distance learning. Pass/No Pass Option.

003 • INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces students to a critical study of some major social and political problems. What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? This course is cross-listed as PHIL 005. Pass/No Pass Option.

004 • INTERNATIONAL RELATIONS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the beginning student to world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis is placed on theories of international relations, state and non-state players, the historical struggle for power between countries, international organizations, international economics, and the foreign policy process both in the United States and abroad. Pass/No Pass Option.

005 • POLITICAL SCIENCE RESEARCH METHODOLOGY  3.0 UNITS
Total Lecture: 54 hours
Advisory: POLIT 001 or a college level course in any political or social science field.
Acceptable for credit: University of California, California State University
The purpose of the course is to give Political Science majors the necessary tools to understand and critique the methodology and research designs of the scholars in the fields contributing to the discipline. While there is some discussion of statistics, the emphasis is on the Why of research rather than merely the How. The basics of Measurement -- validity, reliability, instrumentation, and the collection and interpretation of data -- are introduced. Students explore the strengths and weaknesses of the various forms of analyses of the Qualitative and Quantitative methods of research. The ethical issues of political research and the importance of IRB review are discussed. Pass/No Pass Option.

006 • POLITICS OF RACE, CLASS AND GENDER  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the role race, economic class, and gender have and currently play in global politics. The class surveys the political history, goals, strategies, perspectives, barriers and successes of women, the poor, and selected minorities within the context of politics around the world. Various ethnic, religious, socio-economic, and gender groups are considered. Pass/No Pass Option.

007 • INTERNATIONAL FILMS  3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

020 • CONTROVERSIAL LEGAL ISSUES  3.0 UNITS
Total Lecture: 54 hours
Advisory: POLIT 001
Acceptable for credit: University of California, California State University
This course develops critical thinking skills as applied to contemporary legal and political issues that stem from controversies over civil rights and liberties. Topics such as drug decriminalization, offensive speech,
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**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**
  - Building College Reading Strategies
  - Instruction to improve comprehension and vocabulary
  - 3 units

- **Reading 054**
  - Critical College Reading and Thinking
  - 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)

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 054.**
PSYCHOLOGY (PSYCH)

001 • GENERAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces major concepts, problems and methods that psychologists use to investigate and understand the human mind. Major topics of study include the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. This course may also be offered by distance learning. Pass/No Pass Option.

001H • GENERAL PSYCHOLOGY - HONORS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course provides students with a basic understanding of major concepts, problems and methods that psychologists use to investigate and understand the human mind. Major topics of study include the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both PSYCH 001 and PSYCH 001H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option.

007 • BIOLOGICAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University
This course is an introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous system, senses, emotion, motivation, and learning. The course has value for behavioral science, paramedical, and pre-medical majors. This course may also be offered via distance learning. Pass/No Pass Option.

010 • SOCIAL PSYCHOLOGY  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.

012 • HUMAN GROWTH AND DEVELOPMENT  3.0 UNITS
Total Lecture: 54 hours
Advisory: PSYCH 001
Acceptable for credit: University of California, California State University
This course blends psychological, physiological, cultural and other environmental forces that affect human growth and development. Additionally, theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities are presented. This course may also be offered by distance learning. Pass/No Pass Option.

015 • INTRODUCTION TO RESEARCH METHODS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MATH 010, PSYCH 001
Acceptable for credit: University of California, California State University
This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology. Pass/No Pass Option.

015H • INTRODUCTION TO RESEARCH METHODS - HONORS  3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MATH 010 and PSYCH 001
Acceptable for credit: University of California, California State University
This honors course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology. Students cannot get credit for both PSYCH 015 and PSYCH 015H. Enrollment in the Honors Transfer Project is required. Pass/No Pass Option.

025 • INTRODUCTION TO ABNORMAL PSYCHOLOGY  3.0 UNITS
Total Lecture: 54 hours
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/rejection, conformity/rebellion, formation of attitudes, and problems during social change. 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 054.

**030 • PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE**

Total Lecture: 54 hours

Advisory: Eligibility for ENGL 001A and READ 054

Acceptable for credit: California State University

This course focuses upon various mental disorders, categories and treatments. Disorders and treatments studied include depressive disorders, anxiety disorders, substance abuse disorders, schizophrenia, sexual disorders, developmental disorders, and personality disorders. This course may also be offered via distance learning. Pass/No Pass Option.

**045 • HUMAN SEXUALITY**

Total Lecture: 54 hours

Advisory: Eligibility for ENGL 001A and READ 054

Acceptable for credit: University of California, California State University

This course is an introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. This course may also be offered via distance learning. Pass/No Pass Option.

**081H • HONORS SEMINAR IN GENERAL PSYCHOLOGY**

1.0 UNIT

Total Lecture: 18 hours

Advisory: Eligibility for ENGL 001A and READ 054

Acceptable for credit: University of California, California State University

This course is an introduction to the biological 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.

**960 • READING FUNDAMENTALS (NON-ASSOCIATE DEGREE COURSE)**

3.0 UNITS

Total Lecture: 45.0 hours, Total Lab: 27.0 hours

Advisory: A qualifying score on the Reading Placement Test, Concurrent enrollment in READ 975S or READ 947 is recommended for students who need additional time to work on their skills.

This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component. Pass/No Pass Only

**961 • BUILDING COLLEGE READING STRATEGIES UNITS (NON-ASSOCIATE DEGREE COURSE)**

3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours

Prerequisite: READ 960, or ESL 970RW, ESL 970G and ESL 970LS or qualifying score on placement test.

This course is designed to develop and improve students’ pre-collegiate reading skills and strategies including: expanding vocabulary, improving reading comprehension, and building effective study habits. Pass/No Pass Only

**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.

**REGISTERED NURSING**

See Nursing for program and course information.

**RETAIL FLORISTRY (RF)**

**024 • INTRODUCTION TO FLORAL DESIGN**

3.0 UNITS

Total Lecture: 36 hours, Total Lab: 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 • INDOOR PLANTS: IDENTIFICATION AND CARE**

1.5 UNITS

Total Lecture: 27 hours

Students are introduced to the basic botany and plant taxonomy of indoor plants. Materials Fee. Pass/No Pass Option.
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 diseases common to indoor plants are reviewed. Materials Fee. Pass/No Pass Option.

031 • INTERMEDIATE FLORAL DESIGN 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: RF 024
Students use specific criteria to evaluate professional flower arranging techniques used by retail floristry businesses. New design elements are introduced that build on the basic elements covered in previous classes. Students are exposed to fundamental techniques used in creating floral arrangements and corsages for weddings, sympathy tributes, and other religious occasions. Materials Fee. Pass/No Pass Option.

032 • ADVANCED FLORAL DESIGN 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: RF 031
This course covers advanced principles and techniques used in traditional, contemporary, European, Asian, tropical, and high-tech designs. Exotic materials, faux finishes, spray color, sponge, antiquing, and marbleizing techniques are covered, as well as design, coordination and preparation of floral displays for social events, residences, and hotels. This course builds on previous courses enabling students to polish their mechanics and participate in a professional floral show. Materials Fee. Pass/No Pass Option.

033 • FLORAL DESIGN WITH SILK AND DRIED FLOWERS 1.0 UNIT
Total Lab: 54 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. Materials Fee. Pass/No Pass Option.

037 • FLOWER SHOP OPERATION 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: RF 024.
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 are reviewed with experienced florists. Topics include marketing, sales techniques, employee and customer relationships related to successfully running a florist shop. Materials Fee. Pass/No Pass Option.

038 • WEDDINGS AND MEMORIAL DESIGN TECHNIQUES 1.0 UNIT
Total Lab: 54 hours
Prerequisite: RF 024
This course is a hands-on floral design course focusing on the construction of arrangements for weddings and memorial services. Students learn techniques used in bridal bouquets and corsage work. Memorial techniques include the construction of casket covers, sprays, container arrangements, and family pieces. Materials Fee. Pass/No Pass Option.

039 • DISPLAY DESIGN FOR FLORISTS 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 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) are reviewed and evaluated. Materials Fee. Pass/No Pass Option.

041A • HOLIDAY FLORAL DESIGN I 1.0 UNIT
Total Lab: 54 hours
Advisory: RF 024
This is a hands-on course covering the design of floral arrangements for fall and winter holidays. Students learn to create holiday arrangements and designs. Topics covered include wreaths, door decorations, fruit and vegetable designs, and centerpieces. Pass/No Pass Option.

041B • HOLIDAY FLORAL DESIGN II 1.0 UNIT
Total Lab: 54 hours
Advisory: RF 024
This is a hands-on course covering the design of floral arrangements for spring and summer holidays. Students learn to create holiday arrangements and designs. Topics covered include tabletop arrangements, bouquets, and seasonally appropriate materials and designs. Pass/No Pass Option.

045 • IKEBANA/ORIENTAL STYLE FLOWER ARRANGING 0.5 UNITS
Total Lab: 27 hours
Students obtain an overview and appreciation of the historical basis and fundamental principles that direct the oriental style of flower arranging (Sogetsu Ikebana). This hands-on course emphasizes the creative use of materials and encourages students to experiment and explore a variety of design concepts. No previous floral experience is necessary. Materials Fee. Pass/No Pass Option.

061 • EUROPEAN DESIGN TECHNIQUES 0.5 UNIT
Total Lecture: 9 hours
This course is a hands-on design class in European techniques for students interested in learning European styles of floral arrangement. Tufting, plating, leafwork, pave, and other design techniques are studied. European and contemporary hand-tied bouquets and bundling techniques are introduced. Materials Fee. Pass/No Pass Option.

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.
RETAIL FLORISTRY • SOCIOPY

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

062 • HIGH STYLE DESIGN TECHNIQUES 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
This course is a hands-on design class, including contemporary high-style techniques such as linear and parallel designs, Fibonacci principles and their application to the design of armatures. Floral work focuses on large-scale pieces for public events. Pass/No Pass Option.

066 • DESIGNS WITHOUT FLOWERS 1.0 UNIT
Total Lab: 54 hours
In this course students learn to incorporate in floral designs paper, rocks, plastic, metal, pods, branches, and moss using their textures to make a complete statement. Pass/No Pass Option.

SOCIOLOGY (SOC)

001 • INTRODUCTION TO SOCIOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. This course is also taught via distance education. Pass/No Pass Option.

001H • INTRODUCTION TO SOCIOLOGY - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 001. Students cannot get credit for both SOC 001 and SOC 001H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

002 • SOCIAL PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001 or SOC 001H
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. This course may be offered via distance learning. Pass/No Pass Option.

002H • SOCIAL PROBLEMS - HONORS 3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001 or SOC 001H
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 002. Students cannot get credit for both SOC 002 and SOC 002H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. Pass/No Pass Option.

016 • INTRODUCTION TO STATISTICS IN SOCIAL AND BEHAVIORAL SCIENCES 3.0 UNITS
Total Lecture: 54 hours
For students majoring in psychology, sociology, and other behavioral sciences. Introduces students to the basic statistical techniques and design methodologies used in behavioral sciences. Topics include descriptive statistics; probability and sampling distributions; statistical inference and power; linear correlation and regression; chi-square; t-tests, and ANOVA. Computations will be completed by hand and with the use of statistical software. An emphasis will be placed on the interpretation and relevance of statistical findings and the application of statistical concepts to real-world problems in the behavioral and social sciences. This course is not equivalent to MATH 010. Pass/No Pass Option.

021 • MINORITIES IN THE UNITED STATES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
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.

040 • INTRODUCTION TO MARRIAGE AND FAMILY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
An analysis of marriage and the family in contemporary American society including assessments of problems of mate choice, courtship and dating practices; adjustments to marriage and divorce; some aspects of parenthood and child training, and an investigation of dysfunctional familial relationships. This course may also be offered via distance learning. Pass/No Pass Option.
054 • CONCEPTS OF CRIMINAL LAW 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: SOC 050
Acceptable for credit: California State University
This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course also includes some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. Pass/No Pass Option.

058 • INTRODUCTION TO CORRECTIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues. Pass/No Pass Option.

060 • COMMUNITY AND JUSTICE SYSTEM 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. Pass/No Pass Option.

TRANSPORTATION (TRN)

101 • FOUNDATIONS OF PUBLIC SERVICE FOR TRANSIT WORKERS 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator Apprenticeship Program or the Public Transit Leadership Certificate program.
Students are introduced to public transit agencies and the personal and interpersonal skills needed in serving the public. This course prepares students for entry-level positions in transportation operations. Topics include communication, customer service, and promotional opportunities. Pass/No Pass Option.

102 • PUBLIC SERVICE AND STRESS MANAGEMENT FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate of Achievement Program.
Students are introduced to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students acquire fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations. Pass/No Pass Option.
103 · COMMUNITY HEALTH ISSUES FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to common community health problems and issues they are likely to encounter on the job in the public transit industry. Topics include biohazards, communicable disease, and occupational safety. Additionally, students are taught a framework for understanding and handling interactions with members of the community suffering from difficult health issues, such as substance abuse or mental illness. Pass/No Pass Option.

104 · PEER MENTORING FOR PUBLIC TRANSIT WORKERS: ONE-ON-ONE SKILLS 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the basic elements of one-on-one peer mentoring in a transit industry environment. Students acquire fundamental knowledge of the personal and interpersonal skills needed to be an effective peer mentor in entry-level transit operations. Pass/No Pass Option.

105 · GROUP FACILITATION AND TRAINING SKILLS FOR PEER MENTORS 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
This course focuses on the theory and practice of facilitating effective meetings in a public transit environment. Topics include the differences between leading and facilitating, fundamental facilitation techniques, and personal strategies for facilitators to maintain neutrality while guiding meeting participants to successful outcomes. Pass/No Pass Option.

106 · INTERPERSONAL COMMUNICATION FOR TRANSIT WORKERS 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective interpersonal communication in public transit professions. Topics include verbal and non-verbal communication, active listening, and accountability in communication. Pass/No Pass Option.

107 · LABOR/MANAGEMENT PROBLEM SOLVING IN PUBLIC TRANSIT 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective labor/management problem solving in public transit professions. Topics include an overview of labor and management, trust building, and developing problem solving strategies. Pass/No Pass Option.

108 · PERFORMANCE COACHING FOR PUBLIC TRANSIT LEADERS 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to the principles of effective performance coaching in unionized public transit professions. Topics include leadership roles, management styles, and positive performance coaching. Pass/No Pass Option.

109 · TRANSIT BUSINESS TECHNOLOGY AND PRACTICES FOR TRANSIT EMPLOYEES 1.0 UNITS
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students acquire fundamental technology skills necessary in today’s public transit agencies, including computer basics, simple usage of Microsoft Office applications, and accessing the Internet. Pass/No Pass Option.

110 · TRANSIT OPERATIONS FOR NEW LEADERS 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Students are introduced to major support departments in public transit bus (coach) operations: coach maintenance, transit planning and scheduling, transit radio dispatching, and field supervision. Students learn the major functions, relationships, and overall impact of these departments on delivering safe and reliable public bus service on the street. Pass/No Pass Option.

111 · WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING I 1.0 UNITS
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to the Way, Power, and Signal shop floor and basic safety protocols. This course prepares students for positions in light rail maintenance. Pass/No Pass Option.

112 · WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING II 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to ladder safety, basic Traffic Control, electrical safety, and lockout/tag out security. This course prepares students for positions in light rail maintenance. Pass/No Pass Option.

113 · WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING III 1.0 UNITS
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.
Students are introduced to rail certification (rules and regulations) and roadway worker protection (safety in the railroad environment). This course prepares students for positions in light rail maintenance. Pass/No Pass Option.
131 · BASIC PRINCIPLES OF TRACK MAINTENANCE I  
2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.  
Students are introduced to track structure, safety and use of track, track tools, roadbed, crossties, and ballast. This course prepares students for entry-level positions in railway track work. Pass/No Pass Option.

132 · BASIC PRINCIPLES OF TRACK MAINTENANCE II  
2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.  
Students are introduced to rail maintenance, rail joint maintenance, track alignment and gage, track surface, turnouts, and roadway maintenance. This course prepares students for entry-level positions in railway track work. Pass/No Pass Option.

133 · ADVANCED PRINCIPLES OF TRACK MAINTENANCE I  
2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.  
Students are introduced to rail replacement, cutting and welding, turnouts and trackwork, track construction, railroad grade crossing, and management and security. This course prepares students for entry-level positions in railway track work. Pass/No Pass Option.

134 · ADVANCED PRINCIPLES OF TRACK MAINTENANCE II  
2.5 UNITS

Total Lecture: 27 hours, Total Lab: 54 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.  
Students are introduced to operation work equipment, vegetation control, rail defects, track inspection, Federal Railroad Administration (FRA) track standards, and derailment work. This course prepares students for entry-level positions in railway track work. Pass/No Pass Option.

201 · SERVICE MECHANIC: ORIENTATION & SAFETY  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course covers an orientation to VTA, the mechanic helper program, the shop floor, familiarization with the fleet, and electrical safety. Pass/No Pass Option.

202 · SERVICE MECHANIC: TOOLS & FASTENERS  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course focuses on tools and fasteners: correct work methods, care and selection of tools, common tools and uses, and common fasteners and uses. Pass/No Pass Option.

203A · SERVICE MECHANIC: ELECTRICAL/ELECTRONICS 1  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course covers direct current, circuits, Ohm's Law, and Watt's Law. Pass/No Pass Option.

203B · SERVICE MECHANIC: ELECTRICAL/ELECTRONICS 2  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course covers batteries, starters, and the ATEC course on wiring, circuits, and schematics. Pass/No Pass Option.

204 · SERVICE MECHANIC: AIR BRAKES  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course introduces students to the air brake system used on VTA buses. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) will be emphasized. Topics include: air foundation brakes, air supply system, air service circuits, special circuits, and mechanical components. Pass/No Pass Option.

205 · SERVICE MECHANIC: TRANSMISSION  
2.5 UNITS

Total Lecture: 45 hours  
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.  
This course covers transmission, including safety, driveline checks, hydraulics, and other related topics. Pass/No Pass Option.
BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 054.

**206 · SERVICE MECHANIC: DIESEL ENGINE**  **2.5 UNITS**
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on diesel engine theory and components. Pass/No Pass Option.

**207 · SERVICE MECHANIC: HYBRID FAMILIARIZATION**  **2.5 UNITS**
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on hybrid engine systems and the different ways to work with them vs. traditional diesel engines. Pass/No Pass Option.

**208 · SERVICE MECHANIC: I/O CONTROLS**  **2.5 UNITS**
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on Input/Output controls found on hybrid vehicles (onboard computer). Pass/No Pass Option.

**209 · SERVICE MECHANIC: PREVENTATIVE MAINTENANCE - PMI**  **2.5 UNITS**
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on preventative maintenance practices, such as routine inspections. Pass/No Pass Option.

**210 · SERVICE MECHANIC: OVERHAUL & REPAIR ORIENTATION**  **2.5 UNITS**
Total Lecture: 45 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority. This course focuses on an overview of the Overhaul and Repair Department at public transit agencies. Pass/No Pass Option.

**401 · COACH OPERATOR: NEW OPERATOR TRAINING I**  **2.0 UNITS**
Total Lecture: 27 hours, Total Lab: 27 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom/lab instruction course for Coach Operator Apprentices focuses on transit operations - rules and regulations, and processes. Apprentices also complete training in the field. Pass/No Pass Option.

**402 · COACH OPERATOR: NEW OPERATOR TRAINING II**  **5.0 UNITS**
Total Lecture: 45 hours, Total Lab: 135 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom/lab instruction course for Coach Operator apprentices focuses on safety and security while driving. Pass/No Pass Option.

**403 · COACH OPERATOR: NEW OPERATOR TRAINING III**  **1.0 UNITS**
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator apprentices focuses on customer service, internal relationships between departments, and personal well-being. Pass/No Pass Option.

**404 · COACH OPERATOR: NEW OPERATOR TRAINING IV**  **1.0 UNITS**
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator Apprentices focuses on safety and security while driving. Pass/No Pass Option.

**405 · COACH OPERATOR: NEW OPERATOR TRAINING V**  **1.0 UNITS**
Total Lecture: 18 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority. This classroom instruction course for Coach Operator Apprentices focuses on technical proficiency with coach equipment, troubleshooting, and vehicle inspection. Pass/No Pass Option.

**WELLNESS AND HUMAN PERFORMANCE (WHP)**
See Kinesiology for program and course information.

**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 of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK</th>
<th>TOTAL HOURS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 - 9</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>10 - 14</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>15 - 19</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>20+</td>
<td>300</td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

Work Experience classes are repeatable. A student may earn a total of 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply. Student can enroll in only one class and be concurrently enrolled in Work Experience.

**COOPERATIVE WORK EXPERIENCE (WRKEX)**

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.*
MISSION COLLEGE PERSONNEL

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Patrick Schmitt

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President, Adrienne Grey
Vice President, Anne Kepner
Trustee, Susan Fish
Trustee, Steve Landau
Trustee, Jack Lucas
Trustee, Robert T. Owens
Trustee, Karl Watanabe
Student Trustee, Diana Merino

Mission College Administration
President, Daniel Peck
Vice President, Administrative Services Rick Bennett
Vice President, Instruction, Leandra Martin
Vice President, Student Services, John Mosby
Educational Dean of Instruction, Applied Science and Business/Technology, Mina Jahan
Educational Dean of Instruction, Applied Science and Math/Science, Danny Nguyen
Educational Dean of Instruction, Liberal Studies and Language Arts and Library, Brian Miller
Educational Dean, Student Support Services, Richard Alfaro
Director, Interim, Athletics, Saul Zendejas
Director, Business and Community Engagement, Rob Gamble
Director, CalWORKS, Donna Hale
Director, Child Development Center, Karin Navarro
Director, DSPS and VALOR, Debra Williams
Director, ACCESS/TRIO Program, Manuel Salazar
Director, EOPS/CARE Program, Richard Alfaro
Director, Student Equity and Success, Kenneth Songco
Director, International Programs, Chigusa Katoku
Director, Marketing, Niall Adler
Dean, Nursing and Health Occupations, Shara Crary
Director, Research, Planning, and Institutional Effectiveness, Inge Bond
Director, Interim, Student Enrollment and Financial Services, Maria Escobar

Mission College Division Chairs*
Applied Science, Janice Morgan
Business and Technology, Pat Hudak
Language Arts, Myo Myint
Liberal Studies, Jeff Cormier
Math and Science, Kelly Neary
Student Support Services, Donnelle McGee

Mission College Department Chairs*
Academic Support Center, Amelia Akers Martin
Accounting, Betty Christopher
Anthropology, Jeff Cormier
Art, Mark Engel
Astronomy, Clint Poe
Biological Sciences, Robin Hulbert
Business, Wenlei Shan
Chemistry, Ashley Piekarski
Child Development Center, Camilla Weiberg
Communication Studies, Steve Lipman
Computer Applications, Curtis Pembrook
Computer Science Information Technology, Helen Sun
Counseling, Theresa Lawhead
Economics, Co-Chairs, Michelle Kim and Joanna Sobala
Engineering, Clement Lam
English, Aram Shepherd
English as a Second Language, Lora Glaser
Fire Protection Technology, David Rose
Foreign Language, Monica Rivas
Graphic Design, Mark Garrett
Health Occupations, Carol Brockmeier
History, RaeAnn Ramsey
Hospitality Management, Haze Dennis
Humanities, Helayna Thickpenny
Kinesiology, Jeff Nelson
Learning Services, Elii Constantine
Library Services, Elaine Wong
Mathematics, Clement Lam
Music, Joseph Ordaz
Nutritional Science, Robin Hulbert
Philosophy, Matthew Johnston
Physics, Clint Poe
Political Science, Kathryn Wood
Psychology, Jeff Cormier
Reading, Sarah Sullivan
Real Estate, Pat Hudak
Sociology, Jeff Cormier

*The Division Chair and Department Chair positions change periodically, therefore listed individuals may not be accurate. Please contact the appropriate Division/Department for updates to this list.
### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>ALEXANDER, SHERRY</td>
<td>Instructional Lab Technician, Biology</td>
</tr>
<tr>
<td>BAUTISTA, JONNA</td>
<td>Duplicating Services Specialist, Administrative Services</td>
</tr>
<tr>
<td>BELHAM, ELINOR</td>
<td>Student Services Account Technician, Student Enrollment Services</td>
</tr>
<tr>
<td>BERTOLUCCI, NICHOLAS</td>
<td>PE &amp; Athletics Operations Coordinator</td>
</tr>
<tr>
<td>BIALOGLOVSKI, BERNADETTE</td>
<td>Office Coordinator, Health Services</td>
</tr>
<tr>
<td>BIBAT, CHRISTOPHER</td>
<td>Senior Administrative Assistant, AANAPISI</td>
</tr>
<tr>
<td>BIBAT-DASALLA, ANALIZA</td>
<td>Senior Student Services Technician, Student Enrollment Services</td>
</tr>
<tr>
<td>BILTZ, NAN</td>
<td>Alternate Media/Instructional Support Assistant, DSPS</td>
</tr>
<tr>
<td>BUNCH, JEFF</td>
<td>Instructional Lab Technician, ASC</td>
</tr>
<tr>
<td>BUSTAMANTE, ELVITA</td>
<td>Student Records Advisor, Student Enrollment Services</td>
</tr>
<tr>
<td>CHAN, QUEENIE</td>
<td>Senior Financial Analyst, Administrative Services</td>
</tr>
<tr>
<td>CHONG, JOUNEY</td>
<td>Student Advisor, International Student Center</td>
</tr>
<tr>
<td>CURIEL, LISA</td>
<td>Child Development Center, Specialist III</td>
</tr>
<tr>
<td>DELACRUZ, KRISTAL</td>
<td>Business Community Specialist, Community Education</td>
</tr>
<tr>
<td>DE LOS REYES, MELISSA</td>
<td>Student Records Advisor, Student Enrollment Services</td>
</tr>
<tr>
<td>DO, THANH</td>
<td>Institutional Business Technology Analyst, AANAPISI</td>
</tr>
<tr>
<td>DOMINGUE, PERTILLA</td>
<td>Senior Administrative Assistant, Academic Senate</td>
</tr>
<tr>
<td>DWYER, RENE</td>
<td>Financial Aid Advisor, Financial Aid</td>
</tr>
<tr>
<td>EGUSA, PATTY</td>
<td>Executive Assistant, Instruction Office</td>
</tr>
<tr>
<td>ESCANO, CHERRY</td>
<td>Student Enrollment &amp; Financial Services Advisor, Student Enrollment Services</td>
</tr>
<tr>
<td>FITZGERALD, KATY</td>
<td>Student Enrollment &amp; Financial Services Recruitment Supervisor, Student Enrollment Services</td>
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<td>FLORES, CHRISTINE</td>
<td>Student Enrollment &amp; Financial Services Advisor, Student Enrollment Services</td>
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<tr>
<td>GALANG, ROEHL</td>
<td>Financial Aid Advisor, Student Enrollment Services</td>
</tr>
<tr>
<td>GAITAN, BEVERLY</td>
<td>Senior Office Coordinator, Applied Science Division</td>
</tr>
<tr>
<td>GILE, JENNIFER</td>
<td>Instructional Lab Technician, Chemistry</td>
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<tr>
<td>GOFF, DEBBIE</td>
<td>Program Coordinator, ACCESS</td>
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<tr>
<td>GOMEZ, DELIA</td>
<td>Child Development Center, Office Coordinator</td>
</tr>
<tr>
<td>GOO, BRIAN</td>
<td>Program Coordinator, STEM/AANAPISI</td>
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<tr>
<td>GUANZON-RINGER, HOZI</td>
<td>Duplicating Services Specialist, Administrative Services</td>
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<tr>
<td>GUEST, ROBERT</td>
<td>Senior Desktop Support Technician, Educational Technology Services</td>
</tr>
<tr>
<td>HAMPTON, LORI</td>
<td>Senior Administrative Assistant, Math and Science Division</td>
</tr>
<tr>
<td>HANTON, TANYA</td>
<td>Senior Administrative Assistant, Business and Technology Division</td>
</tr>
<tr>
<td>HAYOS, COURTNEY</td>
<td>Child Development Center, Specialist II</td>
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<tr>
<td>HOUSE-NELSON, KERRY</td>
<td>Child Development Center, Specialist III</td>
</tr>
<tr>
<td>JIMENEZ, LETICIA</td>
<td>Senior Administrative Assistant, Language Arts and Library</td>
</tr>
<tr>
<td>KAPOWICH, PATRICK</td>
<td>Telecommunications/Audio Visual Maintenance Specialist, Administrative Services</td>
</tr>
<tr>
<td>KAST, DENISE</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>KEENE, CONNOR</td>
<td>Student Outreach Supervisor, Student Services</td>
</tr>
<tr>
<td>KEH, JENNIFER</td>
<td>Program Specialist, EOPS/CARE</td>
</tr>
<tr>
<td>LAIRA, RUTH</td>
<td>Administrative Assistant, Health Occupations Department</td>
</tr>
<tr>
<td>LE, DIEMANH</td>
<td>Student Enrollment &amp; Financial Services Advisor, Student Enrollment Services</td>
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<tr>
<td>LOI, MY</td>
<td>Senior Administrative Assistant, Matriculation and Student Support Services</td>
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<tr>
<td>LU, XUAN</td>
<td>Program Assistant, DSPS</td>
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<tr>
<td>LY, PATRICK</td>
<td>Server Systems Administrator, Educational Technology Services</td>
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<tr>
<td>LYO, NANG</td>
<td>Child Development Center, Specialist II</td>
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<tr>
<td>MARSHALL, AMANDA</td>
<td>Program Assistant, EOPS</td>
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<tr>
<td>MARSHALL, MARCUS</td>
<td>Athletics Operation Coordinator, Athletics</td>
</tr>
<tr>
<td>MCGANN, ALISON</td>
<td>Education Testing and Technical Specialist</td>
</tr>
<tr>
<td>McMATHON, BARBARA</td>
<td>Instructional Lab Technician, Biology</td>
</tr>
<tr>
<td>MELTON, ZITA</td>
<td>Office Supervisor, Student Support Services</td>
</tr>
<tr>
<td>MELTZ-BURRELL, POLINA</td>
<td>Instructional Lab Technician, Physics</td>
</tr>
<tr>
<td>MEYERS, LISA</td>
<td>Child Development Center, Specialist III</td>
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<tr>
<td>MONAHAN, SUSAN</td>
<td>Career Transfer Advisor, Career Transfer Center</td>
</tr>
<tr>
<td>MORENO, LUCIA</td>
<td>Student Enrollment &amp; Financial Services Supervisor, Student Enrollment Services</td>
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<tr>
<td>NGUYEN, DAT T.</td>
<td>Senior Desktop Support Technician, Educational Technology Services</td>
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<tr>
<td>NGUYEN, DEWEY</td>
<td>Program Assistant, VALOR Center</td>
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<tr>
<td>NGUYEN, LAN</td>
<td>Child Development Center, Specialist II</td>
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<tr>
<td>NGUYEN, NGOC LIEN</td>
<td>Student Enrollment &amp; Financial Services Advisor, Student Enrollment Services</td>
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<tr>
<td>ODA, KEN</td>
<td>College Webmaster, Marketing</td>
</tr>
<tr>
<td>PARKER-CORNEJO, NANCY</td>
<td>Administrative Specialist-Personnel, Administrative Services</td>
</tr>
<tr>
<td>PELAYO, LIZ</td>
<td>Administrative Assistant, Office of Student Activities</td>
</tr>
<tr>
<td>PHAM, PHUONG</td>
<td>Child Development Center, Specialist II</td>
</tr>
<tr>
<td>PIKE, ANNE</td>
<td>RN, Student Health Services</td>
</tr>
<tr>
<td>RANCAP, MARIE</td>
<td>Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>RASHIDI, EDRINA</td>
<td>Program Coordinator, MESA</td>
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<tr>
<td>RICE, SANDRA</td>
<td>Program Specialist, Hospitality Management</td>
</tr>
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<td>RIGGS, PHYLLIS</td>
<td>Student Services Technician, Student Enrollment Services</td>
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<td>ROBERTSON, MARSHA</td>
<td>Child Development Center, Specialist II</td>
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</tbody>
</table>

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**District Classified Staff at Mission College**

**CAMPI, JEFF**  
Maintenance Mechanic, Maintenance Department

**CAMPOS, FERNANDO**  
Electrician, Facilities

**CERVANTES, ARTURO**  
Custodian, Custodial Department

**CRUZ, FIDELINA**  
Custodian, Custodial Department

**FLORES, ROBERTO**  
Custodian, Custodial Department

**GUTIERREZ, LUIS**  
Senior Desktop Support, IS Department

**HALL, MICHAEL**  
Custodian, Custodial Department

**KERBEY, JAMES**  
Campus Police

**LOBACH, GARY**  
Custodian, Custodial Department

**MOLINA, JR., LLOYD**  
Grounds Keeper, Grounds Department

**NG CHIU, MIU PING**  
Custodian, Custodial Department

**NGUYEN, HAI**  
Supervisor, Custodial Department

**OC choa, MARIA**  
Custodian, Custodial Department

**OC choa, RAYMOND**  
Custodian, Custodial Department

**PEREZ, ABEL**  
Plumber, Facilities

**PHAM, THU**  
Grounds Keeper, Grounds Department

**QUAN, ALLAN**  
Senior Desktop Support, IS Department

**RECHENMACHER, NATHAN**  
Locksmith, Facilities

**Faculty and Administrative Staff**

**ABDELJABBAR, WAEL, 2005**  
Instructor in CSIT  
Ed.D Educational Leadership, Fielding Graduate University; M.S. Management Information Systems (MIS); B.S. Computer Science, emphasis in Management Information Systems, ACEI; B.S. Information Technology, University of the Pacific; AS Applied Science of Network Administrators, Silicon Valley College; AS Tele-communications Switching, Telecommunications College–Jordan; CISCO Certified Academy Instructor (CCAI).

**AKERS-MARTIN, AMELIA, 1997**  
Lab Faculty Specialist, ASC  
M.S. in Education, Online Teaching and Learning, California State University East Bay; M.A. in English (Applied Linguistics/TESOL), Iowa State University; B.S. in Anthropology and B.A. in Spanish, Iowa State University.

**AL BAKER, SALAAM, 2005**  
Instructor in Chemistry  
PhD in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.

**ALFARO, RICHARD, 2013**  
Dean, Student Support Services  
A.A., Modesto Junior College; B.A. in Organizational Communications, California State University, Stanislaus; M.A. in Educational Administration, Santa Clara University.
ARIA, DANIEL, 2014
Instructor in Hospitality Management
A.S. in Food and Restaurant Management at Mission College; Associate of Occupational Science in Culinary Arts from Culinary Institute of America; A.A. in Biological Science from Fullerton College; will earn B.S. in Hospitality and Management from San Jose State University in May 2016.

BECK, JOHN G., 2016
Instructor in Astronomy and Physics
Ph.D. in Astronomy, University of California, Los Angeles; M.S. in Physics, California State University, Northridge; B.S. in Physics, University of California, Los Angeles.

BEGGS, CATHY, 2003
Instructor in Health Occupations
B.S. in Nursing, San Jose State University; A.S. in Nursing, State University of New York.

BELL, ELIZABETH, 2005
Instructor in Biological Science
Ph.D. in Biological Science, University of California, Santa Cruz; B.S. in Biological Science, University of California, Santa Cruz.

BENNETT, RICK, 2012
Vice President of Administrative Services
M.S. Business Administration, San Francisco State University; B.A. in Economics, College of William and Mary, Williamsburg, VA.

BERKELEY, JUDITH, 2007
Instructor in Health Occupations
Post master’s Certificate in Nursing Education, San Jose State University, M.S. Family Nurse Practitioner, San Jose State University, B.S. in Nursing, San Jose State University, A.S. in Sciences, West Valley College, Saratoga, CA.

BOGOHOZIAN, EDIT, 2016
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Library Science, Esfahan University of Medical Sciences

BOND, INGE, 2014
Director of Research, Planning and Institutional Effectiveness
M.A. in Administration and Policy Analysis from Stanford University; B.A. in Sociology from University of California, Santa Cruz.

BREIDENBACH, CARLA, 2013
Instructor in Spanish
PhD in Linguistics/Hispanic Linguistics, University of South Carolina; M.A. in Spanish, Middlebury College; B.A. in Spanish Art History, St. Olaf College.

BRENNAN, JONATHAN B., 1998
Instructor in English
M.A. in English, University of California Berkeley, Ph.D in Comparative Ethnic Studies/Literature, University of California, Berkeley; B.A. in English, University of California, Berkeley.

BROCKMEIER, CAROL, 2003
Instructor in Health Occupations
A.S. in Nursing, Columbia Basin College, Pasco WA; B.S. in Nursing at University of Phoenix.

BROWN, CHRISTY, 1999
Instructor in English
Ph.D and M.A in English Literature, Indiana University, Bloomington; B.A. in English, University of California, Los Angeles.

BRUNSON, SCOTT M., 2000
Chef/Instructor in Hospitality Management
Highest Honor Graduate, California Culinary Academy, San Francisco; Previous Director, Culinary Arts Department at OICW in Menlo Park, CA; B.A. Environmental Biology, University of Colorado, Boulder.

BURRELL, JAMES F., 1984
Instructor in Astronomy and Physics
Ph.D. in Astronomy, Australian National University; Australia; A.B. in Astronomy, University of California, Berkeley.

BURTON, BRITTA, 2004
Instructor in English as a Second Language
M.A. in TESOL, Arizona State University; B.A. in Translating and Interpreting English and Spanish, University of Mainz, Germany.

BUSS, SCOTT, 2000
Instructor in Kinesiology Men/Women’s Tennis Coach
M.A. in Physical Education with emphasis in Sports Psychology, San Jose State University, San Jose, California; B.A. in Psychology, University of California, Santa Cruz; A.A. in Natural Science, Napa Community College, Napa, California.

CABANILLA, JOANNE 2015
Instructor in Biological Sciences
Ph.D. in Medicine, University of the Philippines; B.S. in Zoology, University of the Philippines.

CAMERON, MELODIE 2015
Counselor in DSPS
M.A. in Education/Counseling and Student Personnel, San Jose State University; B.A. in Psychology, San Jose State University.

CAO, MICHAEL 2014
Instructor in Mathematics
M.A. in Applied Mathematics, University of California, San Diego; B.S. in Mathematics of Computation, University of California, Los Angeles.

CHAMBERS, KARA, 2001
Instructor in English as a Second Language
M.A. in TESOL, San Francisco State University; B.A. in Comparative Literature and English, San Francisco State University.

CHAVEZ, NOHEMY, 2015
Counselor/Puente Project Co-Coordinator
M.S. in Counseling, Sacramento State University; B.S. in Community & Regional Development, University of California, Davis.

CHRISTOPHER, BETTY PAIN, 1986
Instructor in Accounting
M.B.A. in Accounting and Finance, University of California, Los Angeles; B.A. in German, Stanford University; Certificate in Online Teaching, Cerro Coso Community College; graduate work in Adult Education, University of California, Santa Cruz. Certified Management Accountant (C.M.A.), Enrolled Agent (E.A.), Certified Financial Planner (C.F.P.).

COLEMAN, YOLANDA, 1999
Articulation Officer Counselor
M.S. in Counseling/Career Development, California State University, Sacramento; B.A. in Sociology/Organizational Studies, University of California, Davis.

CORMIER, JEFF, 2004
Instructor in Psychology
M.A. in Sociology, San Jose State University, California; additional graduate study in Psychology, Northern California University, Arizona; B.A. Clinical Psychology, San Jose State University, California.

COSTANZA, JENNIFER, 1990
Instructor in English as a Second Language
M.A. in Education with a Specialization in TESOL, Monterey Institute of International Studies; Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology (Specializing in the Middle East), University of California, Santa Barbara.

COUCH, PAMELA, 2004
Instructor in English as a Second Language
Ed.D. in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota; B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN, 1996
Instructor in Health Occupations
M.S. in Community Health & Nursing Administration, University of California, San Francisco, CA; additional study, University of California, Berkeley, CA; A.A. Pre-Nursing, Foothill College, Los Altos Hills, CA; B.S. in Nursing, San Jose State University, CA.

CRARY, SHARA 2014
Dean of Nursing and Health Occupations
Doctorate of Nursing Practice, Capella University; M.S. in Nursing from Clarke College; B.S. in Nursing, Mount Mercy College; Associate Degree in Nursing, Tallahassee Community College.
DEDINSKY, JOHN, 1982
Instructor in Mathematics
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.

DEL FRATE GOLDEN, JUDIE, 1995
Instructor in Computer Applications
Ph.D. in Education, Ohio State University; M.A. in Education, Ohio State University; B.S. in Education, Ohio State University; B.B.A. in Marketing, University of Massachusetts.

DELLAPORTA, LYNN, 1999
Instructor in Health Occupations
M.S. in Nursing, California State University, San Francisco; B.S. in Health Education, California State University, Chico.

DENNIS, HAZE, 1996
Instructor in Hospitality Management/Work Experience
M.S. in Recreation and Tourism, Cal State University East Bay; B.S. in Hotel/Restaurant Administration, University of Nevada, Las Vegas; A.S. in Hotel/Restaurant Management, St. Louis Community College.

DEWIS, ROBERT, 2002
Instructor in Communication Studies
M.A. in Speech Communication, San Jose State University; B.S. in Broadcasting and Film, Boston University.

DISNEY, KATY, 1990
Instructor in Engineering
M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California, Davis.

ELLIS, DAVID, 2016
Program Manager, Silicon Valley High Tech Apprenticeship,
M.A. in Instructional Design Technology, San Jose State University; B.S. in Industrial Technology, San Jose State University.

ENGEL, MARK, 2004
Instructor in Art
MFA, San Jose State University; BFA, Bachelor Fine Arts, San Jose State University; both with Pictorial Art major.

EVERETT, THERMA LEE, 2005
Instructor in Health Occupations
M.A. in Education, New York University, B.S. in Nursing, New Jersey City State University.

FINEMAN, BENJAMIN 2015
Instructor in Mathematics
Ph.D. in Mathematics, University of California, Davis; B.A. in Mathematics, Haverford College, Haverford, PA.

GAMBLE, ROB 2013
Director Business/Community Engagement and Workforce Development
B.A.in Psychology, California State University, Chico.

GARRETT, MARK, 2000
Instructor in Graphic Design
M.F.A. in Fine Art, University of California, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GEE, KAREN, 2012
Instructor in Psychology
M.A. in Education, Stanford University; M.A. in Experimental Psychology, San Jose State University; B.A. in Psychology, Minor in Human Biology, Stanford University.

GEORGE, NITA, 2013
Instructor in Communication Studies
M.A. in Communication Studies, San Jose State University; B.A. in Communication Studies, Humboldt State University; A.A. in Liberal Arts, West Valley College.

GLASER, LORA, 2006
Instructor in English as a Second Language
M.A. in Linguistics/ TESOL, San Jose State University; B.A. in German Literature and Language, State University of New York, College at Oneonta, New York. Two years of advanced coursework in the German language and German literature at the University of Wurzburg, Germany.

GOLDBERG, RACHEL 2013
Director of Student Development
Master of Public Administration from California State University, San Bernardino; B.A. Psychology from California State University, San Marcos.

GREEN, CHIA, 2002
Lab Faculty Specialist, LATC
M.S. in Instructional Technology, Arkansas Tech University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.

GUARDINO, BIANKA, 2000
Counselor
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A. in Psychology, Stanislaus State University, Turlock.

GUICH, DANIEL, 1990
Instructor in Psychology
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

HALLERY, 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.

HAND, VERONICA, 2016
Counselor
M.A. in Education-Counseling and Student Personnel, San Jose State University; M.A. in Social Sciences in Education with a focus in Higher Education, Stanford University; B.A. in Journalism, San Jose State University.

HARDINGE, TARA, 2012
Instructor in Sociology
Ph.D. in Sociology, University of California, Irvine; M.A. in Sociology, University of California, Irvine; B.A. in Sociology, University of California, Irvine; B.A. in Psychology and Social Behavior, University of California, Irvine.

HARRISON, CYNTHIA, 2002
Health Workforce Initiative Regional Director, Instructor in Health Occupations
M.A. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP, 2004
Instructor in Music
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional coursework at Bethal College, Kansas.

HERNAS, PATRICIA, 2005
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

HOBBS, 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, Berkeley.

HOUSTON, QIAN, 2011
Instructor in Sociology
M.A. in Sociology, San Jose State University; B.A. in Sociology, San Jose State University.

HUDAK, PATRICK 1995
Instructor in Computer Applications
M.A. Educational Technology, San Diego State University; M.A. in Linguistics/TESOL, San Jose State University; B.A. in Psychology, University of California, Davis; additional graduate work in Project Management/Technology at Capella University.

HULBERT, ROBIN, 2012
Instructor in Biology
Ph.D. in Microbiology and Immunology, Dartmouth College; B.A. in Molecular Biology and Biochemistry, Middlebury College.

INOUE, BETTY, 2004
Interim Director of MESA
M.A. in Counseling, Santa Clara University; B.A. in Psychology, minor in Creative Writing, University of California, Riverside.
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Field</th>
<th>Institution</th>
<th>Years</th>
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<tbody>
<tr>
<td>JAHAN, MINA</td>
<td>1993</td>
<td>Educational Dean of Instruction</td>
<td>Applied Science and Business and Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A. in Instructional Technology</td>
<td>University of Oklahoma</td>
<td>Norman/Oklahoma; Additional Graduate Study, University of Oklahoma</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran</td>
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</tr>
<tr>
<td>JOHNSON, KEITH</td>
<td>1999</td>
<td>Instructor in Music Technology</td>
<td>Ph.D. in Music Composition, University of California, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, California State University, Long Beach</td>
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<tr>
<td>JOHNSTON, MATTHEW</td>
<td>2010</td>
<td>Instructor in Philosophy</td>
<td>M.A. in Philosophy, University of Illinois, Champaign-Urbana; B.A. in Philosophy, University of California, Santa Cruz; A.A. Humanities/Social Science, Gavilan Community College</td>
<td></td>
</tr>
<tr>
<td>JONES, PRISCILLA</td>
<td>2005</td>
<td>Counselor</td>
<td>M.A. in Educational Counseling, Sonoma State University; B.A. in Sociology, Sonoma State University</td>
<td></td>
</tr>
<tr>
<td>KATOKU, CHIGUSA</td>
<td>2015</td>
<td>Interim Program Manager,</td>
<td>International Student Center</td>
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<tr>
<td></td>
<td></td>
<td>M.A. in Teaching English to Speakers of Other Languages (TESOL), Middlebury Institute of International Studies, Monterey Institute of International Studies; B.A. in English and American Literature, Sagami, Women's University, Japan</td>
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<tr>
<td>KIM, MICHELLE</td>
<td>2012</td>
<td>Instructor in Economics</td>
<td>M.A. in Economics, University of California, Irvine; B.A. in Political Economy of Industrial Societies and Economics, University of California, Berkeley</td>
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<tr>
<td>KRAVETS, ZOYA</td>
<td>2005</td>
<td>Instructor in Mathematics</td>
<td>M.S. in Mathematics, California State University, Hayward; BS in Mathematics, Leningrad Institute of Education, Russia</td>
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</tr>
<tr>
<td>LAM, CLEMENT</td>
<td>1997</td>
<td>Instructor in Mathematics</td>
<td>Ph.D in Mathematics, University of Iowa; M.S. in Mathematics, University of Iowa; B.S. in Mathematics, University of Iowa</td>
<td></td>
</tr>
<tr>
<td>LAMKIN, DIANE</td>
<td>1990</td>
<td>Instructor in Biological Science</td>
<td>Ph.D in Physiology, University of California, Berkeley; B.S. in Biological Sciences, University of California, Irvine</td>
<td></td>
</tr>
<tr>
<td>LANG, DAVID</td>
<td>2001</td>
<td>Instructor in English</td>
<td>M.A. in English, California State University, Hayward; M.A. and B.A. in English Language and Literature, Oxford University</td>
<td></td>
</tr>
<tr>
<td>LAVALLO, PATRICK</td>
<td>2001</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, University of California, Santa Barbara; B.A. in Mathematics and minor in Physics, University of California, San Diego</td>
<td></td>
</tr>
<tr>
<td>LAWHEAD, THERESA</td>
<td>2006</td>
<td>Counselor</td>
<td>M.S. in Counseling, Cal State University, Hayward; B.A. in Psychology, San Jose State University</td>
<td></td>
</tr>
<tr>
<td>LIPMAN, STEVE</td>
<td>2004</td>
<td>Instructor in Communication Studies</td>
<td>M.A. in Speech Communication, San Francisco State University; B.A. in Speech Communication, San Francisco State University</td>
<td></td>
</tr>
<tr>
<td>LOVERN, LETISHA</td>
<td>2012</td>
<td>Instructor in Math</td>
<td>M.A. in Mathematics, Minor in Applied Mathematics, California State University, East Bay; B.S. in Mathematics, Sonoma State University</td>
<td></td>
</tr>
<tr>
<td>LUONG, TRANG</td>
<td>2014</td>
<td>Counselor - AANAPISI</td>
<td>M.S. in Counseling, San Francisco State University; B.A. in Psychology, San Francisco State University</td>
<td></td>
</tr>
<tr>
<td>MALCHOW, AARON</td>
<td>2004</td>
<td>Instructor in Reading</td>
<td>M.A. in English Composition; San Francisco State University, CA; B.A. in English; San Jose State University, CA</td>
<td></td>
</tr>
<tr>
<td>MARTIN, LEANDRA POWELL</td>
<td>2013</td>
<td>Vice President of Instruction</td>
<td>Ed.D. in Organization and Leadership, University of San Francisco, M.S.E. Chemical Engineering, Iowa State University, B.S.E. in Chemical Engineering, Arizona State University</td>
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</tr>
<tr>
<td>MARTINEZ, ALICIA</td>
<td>2002</td>
<td>Counselor</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>MCGEE, DONNELL C.</td>
<td>1998</td>
<td>Counselor</td>
<td>M.A. in Counseling Education, San Jose State University; B.A. in Sociology, California State University, Stanislaus; M.F.A. in Creative Writing, Goddard College</td>
<td></td>
</tr>
<tr>
<td>MENDOZA, STEPHANIE</td>
<td>1997</td>
<td>Instructor in Kinesiology</td>
<td>M.A. in Physical Education, San Jose State University, B.S. in Physical Education, San Jose State University; A.A. in University; continued educational units at Loyola Marymount University</td>
<td></td>
</tr>
<tr>
<td>MILLER, BRIAN</td>
<td>2016</td>
<td>Educational Dean of Instruction</td>
<td>Liberal Studies and Language Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph.D. in History, University of Mississippi; M.A. in History, University of Mississippi; B.A. in History, The Pennsylvania State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOON, MINDY</td>
<td>2004</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California, Berkeley</td>
<td></td>
</tr>
<tr>
<td>MORGAN, JANICE</td>
<td>2004</td>
<td>Instructor in Kinesiology</td>
<td>M.A. in Kinesiology, San Jose State University; B.A. in Human Performance, San Jose State University</td>
<td></td>
</tr>
<tr>
<td>MORTENZAIE, FARAMARZ</td>
<td>2015</td>
<td>Instructor in Computer Science and Information Technology</td>
<td>Ph.D. in Electrical and Computer Engineering, University of California, Irvine; M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California, Santa Barbara</td>
<td></td>
</tr>
<tr>
<td>MOSBY, JOHN</td>
<td>2015</td>
<td>Vice President of Student Services</td>
<td>Ph.D., Leadership/Higher Education Administration, University of San Diego; M.A., Educational and Counseling Psychology, University of the Pacific; B.A., English, St. Mary's College</td>
<td></td>
</tr>
<tr>
<td>MUSAT, CARMEN</td>
<td>1999</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, University of Bucharest; M.A. in Finance, Golden Gate University; B.A. in Mathematics, University of Bucharest</td>
<td></td>
</tr>
<tr>
<td>MYINT, MOO</td>
<td>1999</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in Linguistics and TEFL, Institute of Education, Myanmar; B.A. in English, Institute of Education, Myanmar</td>
<td></td>
</tr>
<tr>
<td>NAKAHAMA, JOHN</td>
<td>2002</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University</td>
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</tr>
<tr>
<td>NAVARRO, KARIN</td>
<td>2015</td>
<td>Director of Child Development Center Lab</td>
<td>M.A. in International Policy Studies and International Development Policy, Stanford University; B.A. in Political Science, University of California, San Diego</td>
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</tr>
<tr>
<td>NEARY, KELLY</td>
<td>2006</td>
<td>Instructor in Biological Science</td>
<td>M.S. in Biological Sciences with concentration in Physiology, San Jose State University; B.S. in Physiology, University of California, Davis</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Degree(s)</td>
<td>Institution(s)</td>
<td>Experience</td>
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</tr>
<tr>
<td>Nelson, Jeffrey, 1988</td>
<td>Instructor in Kinesiology</td>
<td>M.A. in Education, Stanford University; B.S. in Physical Education, California State University, Hayward; A.A. Calaida Community College.</td>
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</tr>
<tr>
<td>Nguyen, Chau, 2006</td>
<td>Counselor</td>
<td>M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Child Development, California State University, Hayward.</td>
<td></td>
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</tr>
<tr>
<td>Nguyen, Danny, 2006</td>
<td></td>
<td>Educational Dean of Instruction, Applied Science and Math/Science</td>
<td></td>
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</tr>
<tr>
<td>Nguyen - Vu, Mytra, 2001</td>
<td>Instructor in Child Development</td>
<td>Ed.D. (candidate) in Adult Education, NOVA Southeastern University; M.A. in Child Development, San Jose State University; B.A. in Psychology, San Jose State University.</td>
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</tr>
<tr>
<td>Nguyen, Thanh, 2001</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in International Affairs (Vietnamese Language &amp; Culture)</td>
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<tr>
<td>Nguyen - Vu, Mytra, 2001</td>
<td>Instructor in Child Development</td>
<td>Ph.D. in Human Science, Saybrook Graduate School and Research Center; M.A. in Counseling Psychology, University of Notre Dame de Namur; B.A. in Education, Van Hanh University.</td>
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</tr>
<tr>
<td>Reid, Robert, 2005</td>
<td>Instructor in Computer Applications</td>
<td>M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, Mathematics, University of California, Santa Cruz.</td>
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<tr>
<td>Prescott, Rachel, 1997</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. English with Concentration in English as a Second Language, San Francisco State University.</td>
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</tr>
<tr>
<td>Ramsey, Raeann, 2013</td>
<td>Instructor in History</td>
<td>M.A. in Humanities/History, California State University, Dominguez Hills; B.A. in English and Philosophy, University of the Pacific.</td>
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</tr>
<tr>
<td>Reed, Robert, 2012</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, Mathematics, University of California, Santa Cruz.</td>
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</tr>
<tr>
<td>Ritz, Christine, 2002</td>
<td>Instructor in English</td>
<td>M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at University of California, Santa Cruz Extension.</td>
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<td></td>
</tr>
<tr>
<td>Rivas, Monica, 1999</td>
<td>Instructor in Foreign Language (Spanish and Italian)</td>
<td>Ph.D. in Romance Languages, University of Oregon; M.A. in Spanish Literature, University of Oregon; graduate study, Universitasper Stranieri, Perugia, Italy and L’Instituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism; B.A. in Spanish, California State University, Chico.</td>
<td></td>
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</tr>
<tr>
<td>Rivas, Rick, 2004</td>
<td>Instructor in Graphic Design and Multimedia Design</td>
<td>M.S. in Multimedia Design and Marketing, California State University, Chico; B.A. in Philosophy, University of California, Los Angeles; additional course work and certification at Butte College and Mission College.</td>
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<tr>
<td>Rose, David, 2008</td>
<td>EMT Program Director</td>
<td>Instructor in Fire Protection Technology Pre-Hospital Care Education Program, Stanford University, Master Fire Instructor, Fire Service Training and Education System, State of California.</td>
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<tr>
<td>Rosner, Julaine, 2000</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Ma. at Amherst, Studies abroad in Spain.</td>
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<td>Rotherberg, Heather, 2000</td>
<td>Instructor in Nutritional Science</td>
<td>M.S. in Nutritional Science, New York University; B.S. in Dietetics &amp; Food Administration and B.A. in Physical Education-Exercise Physiology, California State University, Chico; R.D. from Bronx VA Medical Center, New York.</td>
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</tr>
<tr>
<td>Salazar, Manuel, 2016</td>
<td>Director of ACCESS</td>
<td>M.A. Degree Counselor Education, SJSU; B.A. in Sociology and Minor in Mexican American Studies, SJSU.</td>
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<td>Schewpe, James, 2013</td>
<td>Instructor in Chemistry</td>
<td>Ph.D. in Chemistry, Bryn Mawr College; M.A. in Chemistry, Bryn Mawr College; B.S. in Biochemistry, Marlboro College.</td>
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</tbody>
</table>
SHAN, WENLEI, 2014
Instructor in Business
MBA, Arizona State University; M.S. in Electrical Engineering from Purdue University.

SHANK, TED 2015
Instructor in English
M.A. in English, San Jose State University; B.A. in English, San Jose State University; CA Single Subject Teaching Credential, English; Crosscultural, Language, and Academic Development (CLAD) certified.

SHEA, CATHERINE, 1984
Instructor in Chemistry
M.S. in Education, M.S. in Chemistry, California State University, Hayward; Certified Hazardous Materials Manager, University of California, Santa Cruz; B.A. in Chemistry, Marywood College, Scranton, PA.

SHEPHERD, ARAM, 2013
Instructor in English
Ph.D. in English, University of North Carolina; B.A. in English, University of California, Berkeley.

SKLAR, MAX, 2015
Instructor in Mathematics
M.S. in Mathematics, University of Massachusetts; B.A. in Mathematics with Physics Minor, University of California, Santa Cruz.

SOBALA, JOANNA, 2013
Instructor in Economics
M.A. in Economics, San Jose State University; M.A. in English Literature, University of Toronto; Certificate in Teaching English as a Second Language, University of Toronto; Hon. B.A. in English and Philosophy, University of Toronto.

SONGCO, IKEN, 2012
Director, Student Equity and Success
M.P.A in Public Administration, San Francisco State University; B.A. in Psychology University of California, Santa Cruz.

SPECK, MICHELE, 2004
Librarian
M.L.I.S. in Library and Information Studies, University of Hawaii; M.A. in Instructional Technology, San Jose State University; B.S. in Business Administration, University of Nevada, Reno.

STEIN, MEGAN, 2013
Instructor in English
Ph.D. in English, University of California, Riverside; M.A. in English, Southern Methodist University; B.A. in Literary Studies, University of Texas at Dallas.

SULLIVAN, SARAH, 2010
Instructor in Reading
M.S.Ed in Language/Literacy, Simmons College; SECE, (Secondary Ed. Cert.) Mass College of Liberal Arts; B.A. in English, Colgate University.

SUN, HELEN, 2004
Instructor in CSIT
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

THICKPENNY, HELAYNA, 1990
Instructor in Art History and Humanities
M.A. and B.A. in Art History, The Ohio State University; Additional graduate study, University of Chicago; The American School of Classical Studies in Athens, Greece.

THAO, GAOZONG, 2013
International Student Counselor
M.A. in Education-Counseling and Student Personnel, San Jose State University; B.A. in Psychology, California State University, Fresno.

THOMPSON, TERESA, 2013
Instructor in Accounting
M.B.A. in Entrepreneurship, University of California at Los Angeles; Certified Public Accountant; B.S. in Business Administration Accounting, University of California, Riverside.

TODARO, LYNNETTE, 2002
Instructor in Art
M.F.A from San Francisco Art Institute; B.S. from Southwest Missouri State University.

TRAN, REBECCA, 2004
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies, San Jose State University.

TRAN, THERESA, 2002
Counselor
M.A. in Counseling Psychology, Institute of Transpersonal Psychology, Palo Alto; B.A. in Psychology, San Francisco State University, B.A. in Communications, University of California, Berkeley.

TRANG, THUY, 2005
Counselor
M.S. in Counseling with emphasis in College and Career Counseling, San Francisco State University; B.A. in Communications, University of California, Berkeley.

VAN TASSEL, JAMES D., 1986
Instructor in General Business
Ph.D., Golden Gate University; MBA, Pepperdine University; B.A. California State University at Los Angeles; M. Div., The Church Divinity School of the Pacific; A.A. El Camino College.

VARBEL, ANDY, 2004
Instructor in English
M.A. in English Literature, San Francisco State University; B.A. in Literature University of California, Santa Cruz.

VIERNES, NEIL O., 2016
Instructor in Chemistry
M.S. in Chemistry, University of Illinois at Urbana-Champaign; B.S. in Chemistry, University of California, Berkeley.

WANG, JAN, 2013
Instructor in Health Occupations
M.S. in Science in Nursing, University of California, San Francisco; B.S. in Nursing, Arkansas State University; Licensures; CA RN (Registered Nurse); CA PHN.

WEIBERG, CAMILLA, 2005
Instructor in Child Development
B.A. in Child Development, California State University, Northridge; AA in Child Development, Los Angeles Valley College, CA.

WILLIAMS, DEBRA, 2012
Director of DSPS and VALOR Center
M.A. in Education, Chaminade University, Honolulu; B.S., Business Administration, John F Kennedy University.

WINSOME, THAIS, 2005
Instructor in Biology
Ph.D in Ecology (Soil Biology), Institute of Ecology, University of Georgia; M.S. in Soil Science, University of California, Berkeley; B.S. in Conservation & Resource Studies, University of California, Berkeley.

WISE, ADRIAN, 2013
Instructor in Political Science
M.A. in Political Science, San Francisco State University; B.A. in Political Science, San Francisco State University.

WONG, ELAINE, 2004
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; TEFL/TESL Certificate, University of California, San Diego; B.A. in Graphic Communications; A.A. in Art, Mira Costa College.

WOOD, KATHRYN, 2012
Instructor in Political Science
M.A. in Political Science, International Relations emphasis, from University of California at Santa Barbara; B.A. in Political Science from San Jose State University; A.A. in Social Sciences from San Jose City College.

WYLDE, NANETTE T., 2008
Instructor in Child Development
M.A. in Human Development with a specialization in Leadership in Education and Human Services from Pacific Oaks College.

WUNDRAM, BRENNA, 2001
Instructor in Kinesiology (Dance)
M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

XU, WENXIAN, 1989
Instructor in History
M.A. in History, University of Montana, Missoula; M.A. in History, University of California, Davis; B.A. in Western Literature, Beijing Foreign Languages Institute, Beijing, China.
Associate Faculty

ABU-ZAINA, HASAN CSIT
AJJARAPU, SRILATHA Biological Science
ALLEN, FRED ESL
ALLEN, GEORGE Reading
ALVAREZ, PATRICIA English
ANGULO, JESUS Humanities
ANSARI, UNBAREEN Biological Science
ANTONELLIS, VIVIAN Communications
ARDIZZONE, ART Accounting
ARMENTA, SUSAN Kinesiology
ARONSON, MIKE Mathematics
ARTHA, SARAH Kinesiology
AVERA, JOSHUA Psychology
BABU, PRIYA Mathematics
BALUTA, JOLANTA Health Occupations
BALLESTEROS, DIANNA Child Development
BAPTISTA, RODRIGO Kinesiology
BABBIE, JANELLE Biological Science
BARAHAGHI, BEN CSIT
BARTEN, GARY Art
BECKUM, CALVIN Sociology
BERG, ROSEANN Biological Science
BERTOLA, MARIE French
BLANKENSHEIM, AIMEE DSPS
BOLOURCHIAN, FARZIN Chemistry
BRAUTIGAM, MARK CSIT
BRATTON, GLORY DSPS
BRODER, MARINA ESL
BROWN, KAREN Health Occupations
BROUSSARD, ANDREA Counseling
BUGG, JASON Kinesiology
BUTEAU, KAYLENE Kinesiology
CAFFERATA, COREY Kinesiology - Head Basketball Coach
CAMPBELL, HUSAYN CSIT
CARPENTER, VALORIE C, Business
CARRIJO, SAVIO Kinesiology
CASTELLO, KATHY ESL
CHAN, AJ CSIT
CHAN, POOI-SEE Biological Science
CHANG, BING RU Mathematics
CHEW, JOHNNY Fire Technology
CHIN, JAMES Health Occupations
CIAMBONE, GARY Biological Sciences
CLEARY, DANIEL Anthropology
COLON, JASMINE, Library
COON, CHERYL Art
CONSTANTIN, JENNIFER Psychology
CORDY, LINDA J, Retail Floristry
DAILEY, DENAYA Kinesiology
DAVIS, ERIN Kinesiology
DAVIS, GEOFFREY Mathematics
DAY, CLINTON Music
DECKERT, ANNIE Child Development
DEGEORGE, TONI F, Health Occupations
DELLONA, NINA MARIA ESL
DEMIRAY, DENIZ Economics
DEUNAMUNO, RALPH Humanities
DIAZ, FRANK Real Estate
DICK, MICHELLE Kinesiology
DINH, HUNG Mathematics
DINH, STEVEN Vietnamese
DOMBROWSKI, CHRISTOPHER Physics
DRAZKIEWICZ, ANETA Biological Science
DRION, YOKA Music
ECABANDE, JUDITH F, Health Occupations
ELECTOR, JOHN Music
ELARABI, TAREK CSIT
EL KAISSI, ROUBA CSIT
Elliott, Jeffrey Real Estate
ESTRADA, ERLINDA Library
EVANS, ANNE Mathematics
EWALD, KARL Engineering
FALLON, MICHAEL Sociology
FEDRI, MARIEL Portuguese
FETTGATHER, BOB Psychology
FIECHTER, VALERIE ESL
FLORES, CAROL Health Occupations
FLORES, GUSTAVO Anthropology
FLORES, JEANINE GDES
FRANCIS, MICHELLE Reading
GARCIA, ALBERTO Spanish
GARCIA, ALMA Counseling
GARD, INA J, English
GATT, LARRY Fire Technology
GEE, JOHN Mathematics
GHEBREBAY, MICHAEL Chemistry
GHEORGHIU, DORIN CSIT
GIBBS, PATRICIA Sociology
GILL, HERMAN Psychology
GILMAN, BORIS Physics
GOMEZ, JOHN Sociology
GONZALO, SHELLEY Child Development
GOODWIN, WILLIAM F, CSIT
GRANBERRY, LAURIE Health Occupations
GRZYMALA, KEVIN History
HALL, GUY Fire Technology
HALPERN, RENEE Child Development
HAMDAD, MOHAMAD CSIT
HAMBLEDON, LAURIE Library
HARRIS, ELIZABETH Communication Studies
HARRIS, MELANIE R, Health Occupations
HARRISON, MARK English
HASAN, ZAKI Communication Studies
HAVEN, KATHLEEN ESL
HEYZER, (SIZEMORE), RACHNA Political Science
HERTIG, CHERYL ESL
HIGGINS, PHILLIP Biological Science
HILL, BOBBY Kinesiology - Head Softball Coach
HITTLEMAN, MICHELE Counseling
HOLLAND, KRISTY History
HORST, JULIE Library
HSU, CEECH Kinesiology
HUANG, ELLEN Y, Health Occupations
HUI, JOHNNIE Accounting
HUSEMAN, DAVID Fire Technology
HWANG, CLIFFORD Mathematics
INIGUEZ, TINA Counselor
IVERSON, CHARLES Mathematics
JACKSON, JAMES Biological Science
JACKSON, RASHEEDA Health Occupations
JANUARY, RODRIGO Kinesiology
JONISH, DAVID Mathematics
JOHNSON, MARIES, Health Occupations
KASIKI-ATA, GOKCE, GDES
KAYE, MELANIE GDES
KERBY, NICOLE Child Development
KNITTEL, GREG History
KIRKPATRICK, KERI Library
KRZIZIC, SHARON ESL
KRYLOVA, IRINA BioScience
LANE, ANN Library
LANE, DUNCAN GDES
LATTA, MARY Child Development
LEADBEATER, WARRELL F, Business
LEE, PAULA ESL
LESNIEWSKI, SANDY Retail Floristry
LINDSEY-RIVERA, KRISTIN Art
Emeriti Administration and Faculty
(DATES INDICATE START OF EMPLOYMENT YEAR AND RETIREMENT YEAR.)

ALAMEDA, CORA A. 1977-1993
Instructor in Business Office Technology

AMARELL, DIETRICH 1979-1998
Instructor in Hospitality Management

ANNING, PETER 1980-2013
Director, Marketing, Public Relations and Graphic Design Services

BECK, CAROL 1980-2016
Counselor

BICOCCA, DIANNA DEE 1973-2003
Instructor in Health Occupations

BOEHEHOLZ, MANFRED 1968 -1994
Instructor in Hospitality Management

CALLAWAY, LEE W. 1970-2003
Vice President, Instruction

CHAN, MARSHA J. 1986-2015
Instructor in English as a Second Language

CHAN, ROSALYN 1978-2016
Coordinator of Student Health Services

CHANDLER, ALAN 1990-2014
Coordinator, Disability Instructional Support

CHARLAND, RAY 1999 -2009
Instructor in Political Science

CHIANG, YUN-HWA (TERI) 1975 -2004
Counselor

CICERO, CESARE S. 1964-1986
Instructor in Mathematics

COGSWELL, ELIZABETH 2000-2008
Instructor in Health Occupations

CORDERO, DON 1974-2004
Counselor

COX, CATHERINE 1999-2015
Librarian

CREED, KATHLEEN 1998-2004
Instructor in Health Occupations

CROSS, SUE 1986-2007
Instructor in English

DAVIS, MOIRA 1992 -2014
Instructor in Mathematics

DELONGCHAMP, JIM 1981-2009
Instructor Cultural and Technical Arts, Graphic Arts

DEMARCO, PHILIP 1972-2002
Instructor in Business

DINGER, STEVE 1978-2008
Instructor in Business

DOOLEY, EDITH 1993-2009
Instructor in Health Occupations

DORIAN (MCKAY), DIANNE 1989-2015
Instructor in Reading

ENSINGER, BETTY 1979-2012
Instructor in Communication Studies

ESTRADA, ERLINDA 1999-2005
Librarian

FISHER, CAROLYN 1977-2004
Instructor in Health Occupations

FLETCHER, MARY 1970-1996
Instructor in Sociology

FLOLO, HELENE 1966-2003
Instructor in Health Occupations

FONG, TAT 2004-2012
Instructor in Economics

FORD, JONEL 1968-1996
Instructor in English

FRANCO, DANIEL COUNSELOR 1996-2010

GARD, INA 1977-2003
Instructor in English

GOODY, ROY W 1979-2006
Instructor in Computer Networking

GRAYSON, BETTY 1975-2004
Instructor in Health Occupations

GREENWOOD, GAIL 1987-2005
Instructor in History

GROGAN, RITA 2008-2015
Director of Student Enrollment and Financial Services

HACKER, JO ANN 1986-2003
Instructor in English As a Second Language

HALL, MICHAEL, 2001-2015
Program Manager, Environmental Training Center

HANSEN, GERALD 1980-1991
Instructor in Drafting

HARRIS, LYDIA 1976-2000
Instructor in Child Development and Reading

HAWKS, DORIS B. 1967-1979
Instructor in Vocational Nursing

HAYDEN, RICHARD 1964-1991
Instructor in Political Science

HENDERSON, KATHY, 2004-2016
Interim Educational Dean of Instruction, Liberal Studies and Language Arts, Instructor in English as a Second Language

HIROSE, STEVE 1988-2012
Instructor in Foreign Language

HOM, GLORIA 1971-2003
Instructor in Economics

HOOPER, JUDITH E. 1990-2003
Counselor

HULL, AL 1979-1988
Instructor in Graphic Technology

HUSTON, VIVIAN L. 1966-1979
Counselor

JACKINS, QUINLYANN C. 1988-2007
Instructor in Mathematics

JACKINS, TIMOTHY 1976-2004
Instructor in Mathematics

JIMENEZ, CHRIS 1979-2002
Counselor

JOHNSON, JONI 1987-2004
Counselor

JOHNSON, PENNY 2007-2014
Vice President, Student Support Services

KARAS, TIMOTHY 2005-2014
Dean, Language Arts and Liberal Studies

KLEPPINGER, ED 1977-2009
Instructor in History, Humanities and Sociology

KNOWLES, MARJORIE 1990 -2007
Instructor in English as a Second Language

KURI, CAROLYN 1977-2013
Director of Student Activities

LADEN, BERTHA 1981-1992
Counselor

LAIRD, RUTH M., 2001-2015
Instructor in Anthropology and Sociology

LE, SON 1975-2009
Department Chair Instructor in Philosophy

LEFALLE, DEBORAH 1991-2011
Director, Extended Opportunity Programs & Services

LORIE, ILEANA 1988-2002
Instructor in Mathematics

MADALENA, RUTH 1974-1997
Dean Vocational Education and Matriculation

MAGALLON, MANUEL 1971-2003
Instructor in Art

MANSKE, STEVE 1990-2013
Instructor in Accounting

MARELICK, LIN 1989-2007
Instructor in Graphic Design

MATARANGAS, DAN 1969-2003
Vice President, Student Services

MCALISTER, ELLEN 1999-2010
Instructor in Disability Instructional Support Center Learning Disabilities Specialist; High Tech Ctr Specialist

MC CLELLAN, JOYCE 1975-2001
Counselor

MCKENNA, MICHAEL 1979-2001
Instructor in Fire Technology

MEYER, MELANIE 2002-2014
Instructor in Business

MICHELOZZI, BETTY N. 1968-1986
Counselor

MILLER, BOB 2001-2016
Counselor

MONROE, CLIFF 1991-2007
Instructor in Design Drafting Technology

MOORE, MARY 1980-2002
Instructor in Health Education Counselor

MORALES, TAB 1987-2001
Counselor

MOSTYN, GREG 1978-2015
Instructor in Accounting

Instructor in Nursing Education

NGUYEN, PHUONG 1996-2010
Counselor

NGUYEN, THOI 1990-2014
Counselor

OSTRANDER, HELEN 2001-2012
Director of Disability Instructional Support Center, Instructor/DISC
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<tr>
<th>Name</th>
<th>Years</th>
<th>Position and Notes</th>
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<tr>
<td>PABICH, PHILIP</td>
<td>1987-2006</td>
<td>Dean of Workforce and Continuing Education</td>
</tr>
<tr>
<td>PANCELLA, SUSANNA</td>
<td>1997-2009</td>
<td>Instructor in Computer Applications</td>
</tr>
<tr>
<td>PEREZ, MICHAEL</td>
<td>1990-2015</td>
<td>Athletic Director, Instructor in Kinesiology, Baseball Coach</td>
</tr>
<tr>
<td>PERNAS, CHAR</td>
<td>2001-2013</td>
<td>Counselor, MESA Program Director</td>
</tr>
<tr>
<td>PETTE, DIANE</td>
<td>1987-2003</td>
<td>Counselor</td>
</tr>
<tr>
<td>PINTO, JOSEPH</td>
<td>1981-2000</td>
<td>Instructor in Chemistry</td>
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<tr>
<td>PRZYBYLSKI, RICHARD</td>
<td>1977-2005</td>
<td>Instructor in Real Estate</td>
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<tr>
<td>QAZI, CAROL</td>
<td>1999-2015</td>
<td>Director, International Student Center</td>
</tr>
<tr>
<td>RIEGERT, EVELYN</td>
<td>1967-2001</td>
<td>Instructor in Health Occupations Counselor</td>
</tr>
<tr>
<td>RINGEL, KAY</td>
<td>1977-2002</td>
<td>Instructor in Computer Applications</td>
</tr>
<tr>
<td>ROBERTS, ANN</td>
<td>1986-2003</td>
<td>Instructor in Reading</td>
</tr>
<tr>
<td>ROBLES, HARRIETT</td>
<td>1981-2010</td>
<td>Vice President, Instruction President</td>
</tr>
<tr>
<td>SABHERWAL, SAROJ</td>
<td>1986-2015</td>
<td>Instructor in CSIT</td>
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<tr>
<td>SANCHEZ, REBECA</td>
<td>1990-2015</td>
<td>Counselor</td>
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<td>SANIDAD, DANIEL</td>
<td>2001-2015</td>
<td>Dean of Student Services</td>
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<tr>
<td>SIENNA, PHILLIP</td>
<td>1979-2015</td>
<td>Instructor in Kinesiology</td>
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<tr>
<td>SMEBYE, RON</td>
<td>1995-2009</td>
<td>Instructor in Computer Applications</td>
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<tr>
<td>SMITH, JUDIE</td>
<td>1987-2005</td>
<td>Librarian</td>
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<tr>
<td>SMITH, RJ</td>
<td>1968-1993</td>
<td>Counselor</td>
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<tr>
<td>STEPHENS, HYACINTH</td>
<td>1988-2009</td>
<td>Instructor in Children Development</td>
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<tr>
<td>SZABADOS, ANNA</td>
<td>1991-2010</td>
<td>Instructor in Graphic and Multimedia Design</td>
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<tr>
<td>TANABE, SUMI</td>
<td>1973-2002</td>
<td>Manager, Instruction</td>
</tr>
<tr>
<td>TAYLOR, JAMES R.</td>
<td>1967-2001</td>
<td>Instructor in English</td>
</tr>
<tr>
<td>TAYLOR, LOUIS JR.</td>
<td>1969-1987</td>
<td>Instructor in Psychology</td>
</tr>
<tr>
<td>THODE, THOMAS A.</td>
<td>1964-1993</td>
<td>Instructor in Physical Science</td>
</tr>
<tr>
<td>TING, KARL</td>
<td>1992-2016</td>
<td>Instructor in Mathematics</td>
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<tr>
<td>TOPPEL, CAROL</td>
<td>1982-2006</td>
<td>Instructor in Learning Services</td>
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<tr>
<td>TRASK, TOM</td>
<td>1975-2006</td>
<td>Instructor in Biological Science</td>
</tr>
<tr>
<td>VERMA, KAMLESH</td>
<td>1987-2011</td>
<td>Instructor in Computer Information Systems</td>
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<tr>
<td>WALTON, IAN G.</td>
<td>1978-2011</td>
<td>Instructor in Mathematics</td>
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<tr>
<td>WILSON, CAROL</td>
<td>1988-2011</td>
<td>Instructor in English</td>
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<tr>
<td>WHEELER, REBECCA</td>
<td></td>
<td>Kinesiology</td>
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<tr>
<td>WISNER, SALLIE</td>
<td>2000-2004</td>
<td>Computer Lab Specialist/Webmaster</td>
</tr>
<tr>
<td>WONG, REYNOLD</td>
<td>1978-2011</td>
<td>Instructor in Computer Networking Electronics Technology</td>
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<tr>
<td>XIQUES, PETER</td>
<td>1977-2002</td>
<td>Instructor in Drafting</td>
</tr>
<tr>
<td>ZERBONI, CAROLYN</td>
<td>1969-2003</td>
<td>Instructor in English</td>
</tr>
</tbody>
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CAMPUS MAPS

MISSION COLLEGE

CAMPUS MAPS

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March 27–April 1

March 28, 2017 – May 26, 2017

Winter Break, Campus closed  December 23–January 1, 2015

Winter Session begins January 3

Winter Session 2017

Winter Session begins January 4

Winter Session 2016

August 29, 2015 – December 19, 2015

Summer Session begins June 8

Summer Session 2015

Legal Holiday, Independence Day July 3 & 4

Fall Semester 2016

Saturday Classes begin August 27

Fall semester final examinations  December 12–17

Last day to register and add semester length classes  September 13

Legal Holiday, Labor Day  September 5

Monday–Friday Class Instruction begins  August 29

Saturday Classes begin January 28

January 30, 2015 – May 27, 2015

Spring Semester 2016

Spring Break  March 28–April 2

Legal Holiday, Martin Luther King Day  January 18

Monday–Friday Class Instruction begins  February 1

Legal Holiday, Martin Luther King Day  January 16

Legal Holiday, Lincoln’s Day February 17–18

Census Day February 13

Last day to register and add classes February 12

Legal Holiday, Lincoln’s Day February 12

Legal Holiday, Veterans’ Day  November 11

Legal Holiday, Caesar Chavez Day March 31

Spring Break  March 27–April 1

Legal Holiday, Washington’s Day February 20

Legal Holiday, Memorial Day May 29

Spring semester final examinations  May 20–26

Last day to drop semester length classes with a “W”  April 21

Legal Holiday, Memorial Day May 30

Spring semester final examinations  May 21–27

Commencement  May 26

Legal Holiday, Memorial Day May 27

Legal Holiday, Memorial Day May 30

Winter Session begins January 4


Winter Session 2016

End of Winter Session January 28

Spring Break  March 28–April 2

March 28–April 2

AUGUST 22, 2016 ADDENDUM MISSION COLLEGE CATALOG ADDENDUM JANUARY 1, 2015–2017
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) 855-5083.